

## Unenroll Students

### Directions

1. From the **Teach** tab,
2. Click on **Grade Book**
3. Select the students that will be unenrolled.
4. Click **Unenroll**
5. The unenrolled students will appear in red.

### Diagram

The diagram illustrates the process of unenrolling students in a Grade Book. It shows the navigation from the 'Teach' tab to the 'Grade Book' option in the 'Instructor Tools' menu. Below, two screenshots of the 'Grade Book' interface are shown. The first screenshot shows the 'Members' tab with a table of students: 'alef', 'alpha', 'beta', and 'betbet'. The 'alef' and 'alpha' rows are selected with checkmarks. The second screenshot shows the same table after the 'Unenroll' button has been clicked. The 'alef' and 'alpha' rows are now highlighted in red, indicating they have been unenrolled. A red arrow points to the 'Unenroll' button in the bottom right corner of the interface.

**Build** **Teach** **Student View**

**Instructor Tools**

- Manage Course
- Assessment Manager
- Assignment Dropbox
- Grade Book

**Grade Book**

Create Column

Grades **Members**

<input type="checkbox"/>	Last Name Alphanumeric
<input checked="" type="checkbox"/>	alef
<input checked="" type="checkbox"/>	alpha
<input type="checkbox"/>	beta
<input type="checkbox"/>	betbet

Send Mail Export to Spreadsheet Grant Access Deny Access **Unenroll**

**Grade Book**

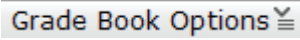
Create Column

Grades **Members**

<input type="checkbox"/>	Last Name Alphanumeric
	alef
	alpha
<input type="checkbox"/>	beta
<input type="checkbox"/>	betbet

## Unenroll Students

### *Directions*

6. To hide unenrolled students click 
7. Select 'Hide Unenrolled Member Data'

### *Diagram*

