**Removing Users**

Instructors can remove users from their course as needed, but they should understand that once the user is removed all associated data is lost.

1. From the course’s control panel, click on the **User and Groups** menu heading.
2. Click on **Users**.
3. All of the users in the course should be listed. For larger courses, you may have to navigate through additional pages to find the user.
4. Once you find the user you want to remove, click the check box of the user you want to remove and click the **Remove Users from Course** button at the bottom or top of the page. Alternatively, you can click the chevron and scroll to click “Remove users from course”.
5. A confirmation will appear reminding you that once you delete the user the action will be permanent. Click OK to remove the user. The user will now be removed from the list of users.
6. A success message will display at the top of the screen and the user will no longer be on the list of users.