# How to bulk delete existing/selected users



# Delete selected user enrolments

Are you sure you want to delete these user enrolments?



User unenrolment guide

#### Overview:

This guide will show you how to bulk delete existing/selected users.

#### What to know:

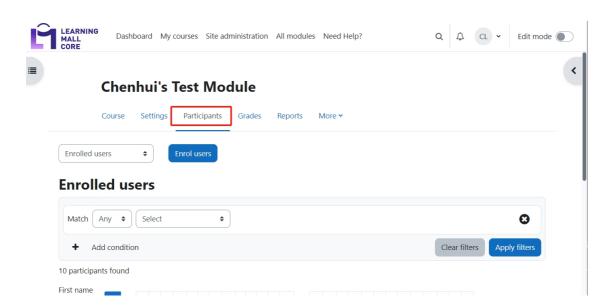
This permission is only restricted to Administrative staff within the module. Please contact the professional staff within your department to unenrol/ delete users.

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- Step 1: Click the 'Participants' tab on the left menu bar.
- Step 2: Display all the participants and bulk select the users you wish to delete.
- Step 3: In 'With selected users...' setting, choose 'Delete selected user enrolments'.
- Step 4: Click the 'Unenrol users' button to confirm the change.
- Step 5: Then the selected users should disappear from the user list.

## Step 1: Click the 'Participants' tab on the left menu bar.

Click the 'Participants' tab on the top menu bar.



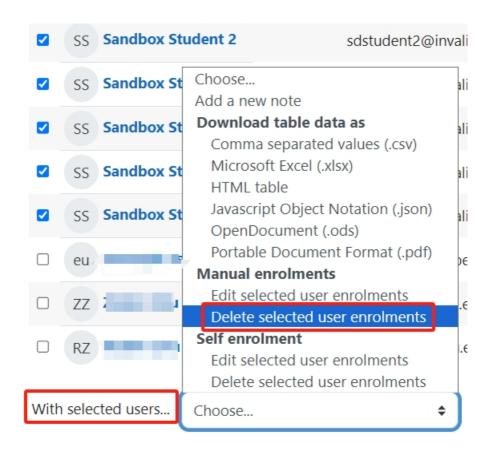
## Step 2: Display all the participants and bulk select the users you wish to delete.

Display all the participants and bulk select the users you wish to delete.

	First name / Surname 📤	<b>ID</b> number	Email address	Department	Roles
✓	-	_	-	_	_
	Sandbox Student 1		sdstudent1@invalid.noemail		Student 🖋
☑	Sandbox Student 2		sdstudent2@invalid.noemail		Student 🎤
	Sandbox Student 3		sdstudent3@invalid.noemail		Student 🎤
☑	Sandbox Student 4		sdstudent4@invalid.noemail		Student 🎤
	Sandbox Student 5		sdstudent5@invalid.noemail		Student 🖋
☑	Sandbox Student 6		sdstudent6@invalid.noemail		Student 🖋
	Sandbox Student 7		sdstudent7@invalid.noemail		Student 🖋
	Sandbox Student 8		sdstudent8@invalid.noemail		Student 🖋
	Sandbox Student 9		sdstudent9@invalid.noemail		Student 🖋

Step 3: In 'With selected users...' setting, choose 'Delete selected user enrolments'.

In 'With selected users...' setting, choose 'Delete selected user enrolments'.



## Step 4: Click the 'Unenrol users' button to confirm the change.

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## Step 5: Then the selected users should disappear from the user list.

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Online URL: https://knowledgebase.xjtlu.edu.cn/article/how-to-bulk-delete-existing-selected-users-369.html