

How to bulk delete existing/selected users

▼ Delete selected user enrolments

Are you sure you want to delete these user enrolments?

Unenrol users

Cancel

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.

The screenshot shows the Learning Management System (LMS) interface for 'Chenhui's Test Module'. The top navigation bar includes 'Dashboard', 'My courses', 'Site administration', 'All modules', and 'Need Help?'. The 'Participants' tab is highlighted in the top menu bar. Below the navigation, there are tabs for 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The 'Participants' tab is active, showing a list of enrolled users. The 'Enrolled users' section includes a search filter with 'Match Any' and 'Select' options, and buttons for 'Clear filters' and 'Apply filters'. The text '10 participants found' is visible below the filter section.

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 ^	ID number	Email address	Department	Roles
<input checked="" type="checkbox"/>	-	-	-	-	-
<input checked="" type="checkbox"/>	Sandbox Student 1		sdstudent1@invalid.noemail		Student
<input checked="" type="checkbox"/>	Sandbox Student 2		sdstudent2@invalid.noemail		Student
<input checked="" type="checkbox"/>	Sandbox Student 3		sdstudent3@invalid.noemail		Student
<input checked="" type="checkbox"/>	Sandbox Student 4		sdstudent4@invalid.noemail		Student
<input checked="" type="checkbox"/>	Sandbox Student 5		sdstudent5@invalid.noemail		Student
<input checked="" type="checkbox"/>	Sandbox Student 6		sdstudent6@invalid.noemail		Student
<input checked="" type="checkbox"/>	Sandbox Student 7		sdstudent7@invalid.noemail		Student
<input checked="" type="checkbox"/>	Sandbox Student 8		sdstudent8@invalid.noemail		Student
<input checked="" type="checkbox"/>	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'.

The screenshot shows a list of users with a dropdown menu open. The dropdown menu is titled 'With selected users...' and contains the following options:

- Choose...
- Add a new note
- Download table data as**
 - Comma separated values (.csv)
 - Microsoft Excel (.xlsx)
 - HTML table
 - Javascript Object Notation (.json)
 - OpenDocument (.ods)
 - Portable Document Format (.pdf)
- Manual enrolments**
 - Edit selected user enrolments
 - Delete selected user enrolments** (highlighted with a red box)
- Self enrolment**
 - Edit selected user enrolments
 - Delete selected user enrolments

The 'With selected users...' dropdown is also highlighted with a red box.

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

Click the 'Unenrol users' button to confirm the change.

▼ Delete selected user enrolments

Are you sure you want to delete these user enrolments?

Unenrol users

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

Then the selected users should disappear from the user list.

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