How to bulk delete existing/selected users

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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 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.

Chenhui's Test Module	
Course Settings Participants Grades Reports More ~	
Enrolled users Enrol users	
Enrolled users	
Enrolled users Match Any	©
Enrolled users Match Any Select Add condition	Clear filters Apply filters

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
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'.

	SS	Sandbox St	udent 2 sdstudent2@	inval		
	SS	Sandbox St	Choose Add a new note	a		
	SS	Sandbox St	Download table data as Comma separated values (.csv)			
	SS	Sandbox St	Microsoft Excel (.xlsx) HTML table	a		
	SS	Sandbox St	Javascript Object Notation (.json) OpenDocument (.ods)	al		
	eu		Portable Document Format (.po Manual enrolments	Þe		
	ZZ	1	Edit selected user enrolments Delete selected user enrolments	.6		
	RZ		Self enrolment Edit selected user enrolments Delete selected user enrolments			
With	seleo	cted users	Choose	\$		

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	Cancel	
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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