

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:

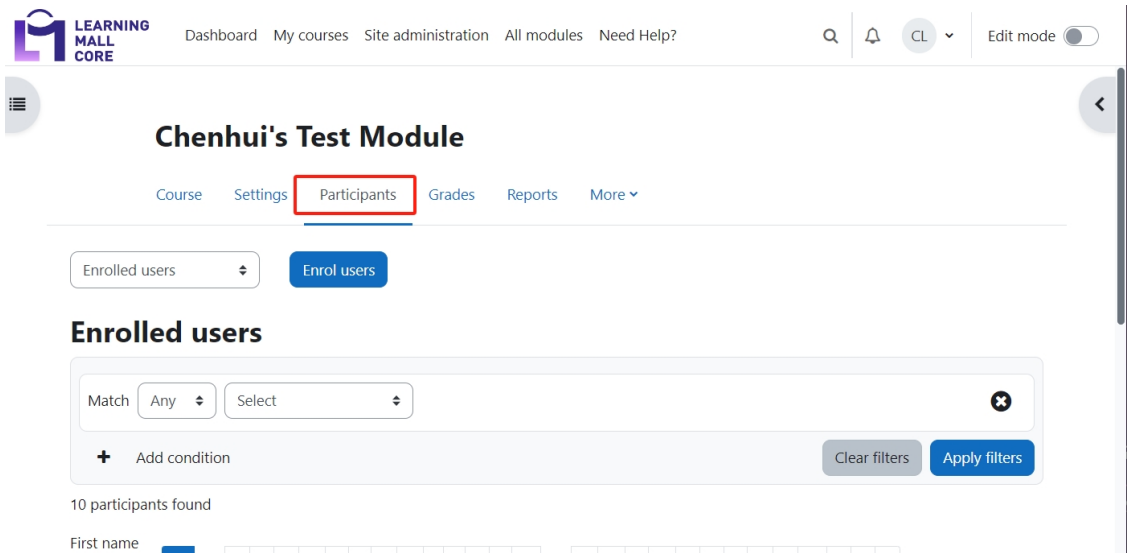
This permission is only restricted to Administrative staff within the module. Please contact the professional staff within your department to unenrol/ delete users.

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- Step 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 ^	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'.

<input checked="" type="checkbox"/>	SS	Sandbox Student 2	sdstudent2@invalid.noemail
<input checked="" type="checkbox"/>	SS	Sandbox Student 3	sdstudent3@invalid.noemail
<input checked="" type="checkbox"/>	SS	Sandbox Student 4	sdstudent4@invalid.noemail
<input checked="" type="checkbox"/>	SS	Sandbox Student 5	sdstudent5@invalid.noemail
<input type="checkbox"/>	eu	European Student 1	eu1@invalid.noemail
<input type="checkbox"/>	ZZ	ZZ Student 1	zz1@invalid.noemail
<input type="checkbox"/>	RZ	RZ Student 1	rz1@invalid.noemail

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

Self enrolment

Edit selected user enrolments

Delete selected user enrolments

With selected 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

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>