

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:

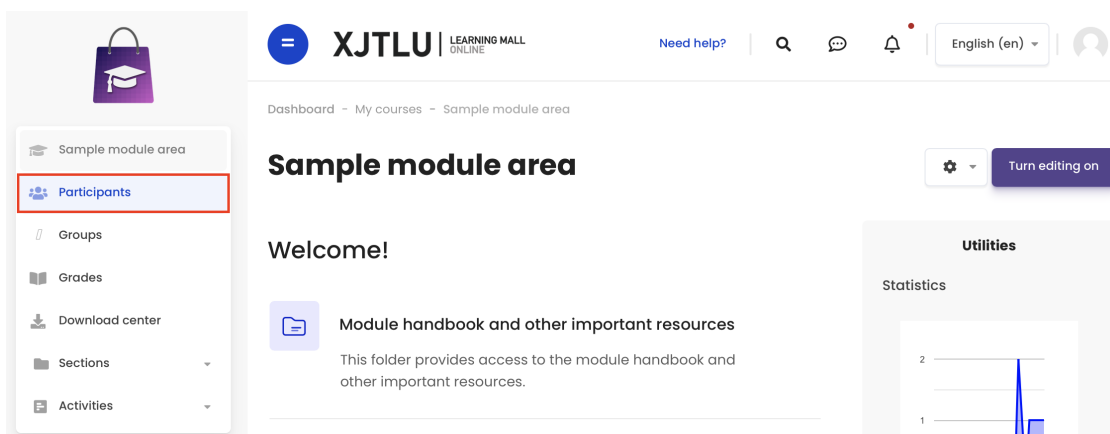
This permission is only restricted to Administrative staff within the module. Please contact the professional staff within your department to unenrol/ delete users.

Table of Contents

- 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.

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The screenshot shows the XJTLU Learning Mall interface. On the left, a navigation menu is visible with the 'Participants' tab highlighted with a red box. The main content area displays 'Sample module area' with a 'Welcome!' message and a 'Module handbook and other important resources' section. On the right, there is a 'Utilities' section with a 'Turn editing on' button and a 'Statistics' chart showing a bar graph with a peak at 2.

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'.

With selected users...

- ✓ Choose...
- Send a message
- 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

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

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▼ Delete selected user enrolments

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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>