

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.

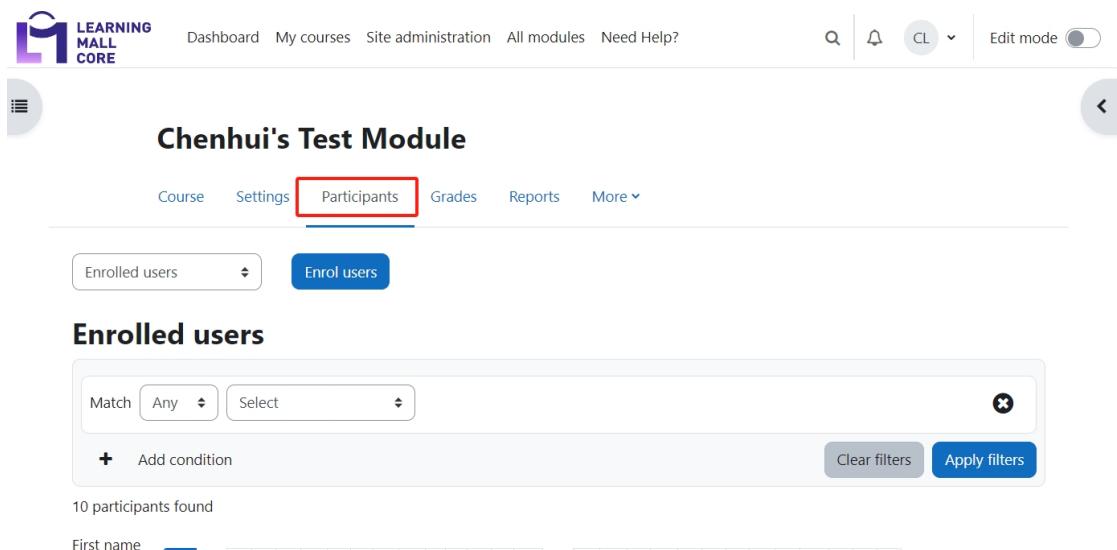
Step 3: In 'With selected users...' setting, choose 'Delete selected user enrolments'.

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 Moodle interface for 'Chenhui's Test Module'. The top navigation bar includes the Learning Mall Core logo, a search bar, and 'Edit mode' toggle. The main menu has 'Participants' highlighted with a red box. Below the menu, there are two buttons: 'Enrolled users' (with a dropdown arrow) and 'Enrol users'. The main content area is titled 'Enrolled users' and displays a search/filter bar with 'Match Any' and 'Select' dropdowns, an 'Add condition' button, and 'Clear filters' and 'Apply filters' buttons. Below the filter bar, it says '10 participants found'. A search bar at the bottom allows filtering by 'First name'.

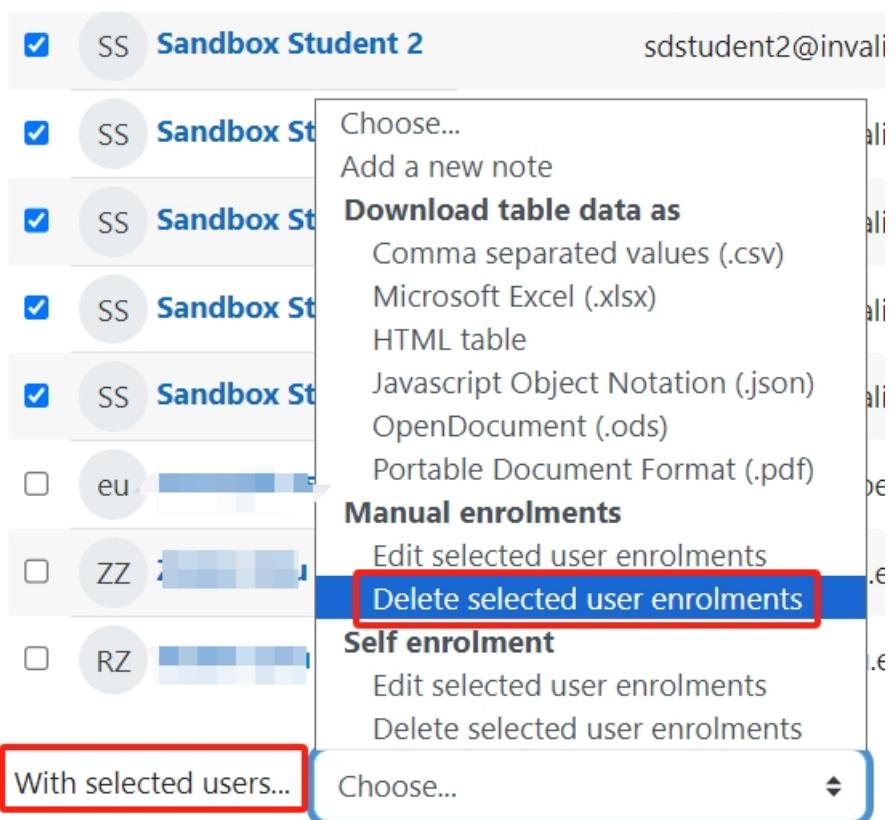
Step 2: Display all the participants and bulk select the users you wish to delete.

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"/>  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...

Choose...
Add a new note

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Manual enrolments

- Edit selected user enrolments
- Delete 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.

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

▼ Delete selected user enrolments

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

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