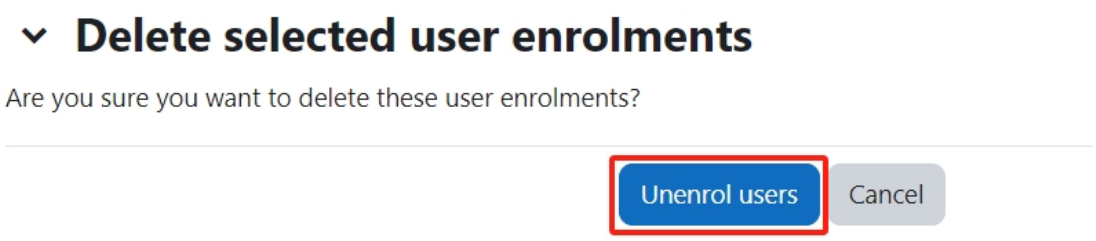
How to bulk delete existing/selected users

369 Ruibin Zhu Thu, Jan 25, 2024 Role management 5476 0



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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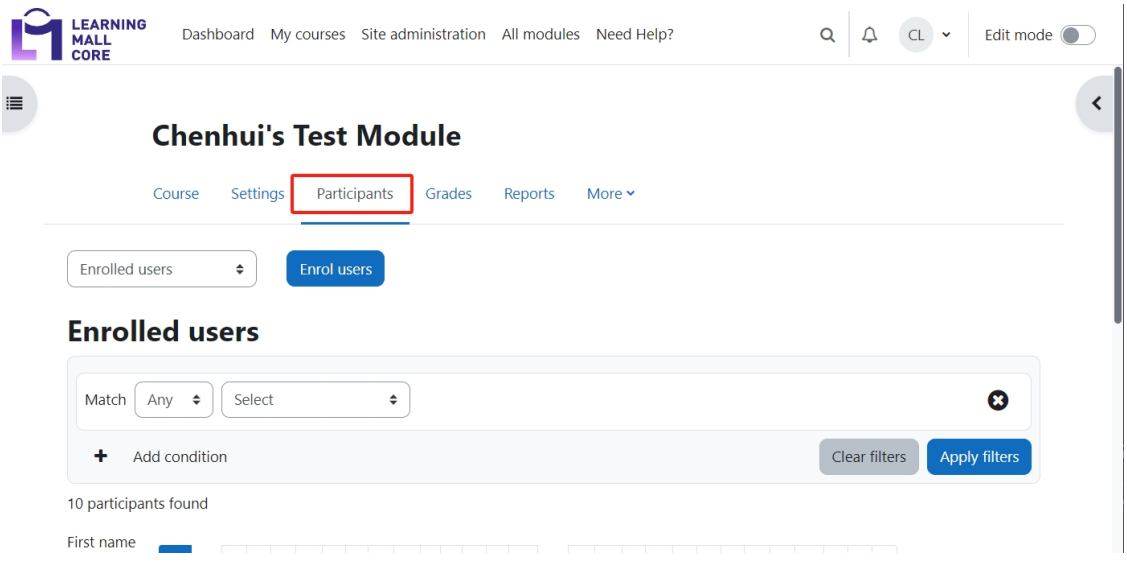
Step 1: Click the 'Participants' tab on the left menu bar.
Step 2: Display all the participants and bulk select the users you wish to delete.
Step 3: In 'With selected users...' setting, choose 'Delete selected user enrolments'.
Step 4: Click the 'Unenrol users' button to confirm the change.
Step 5: 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.



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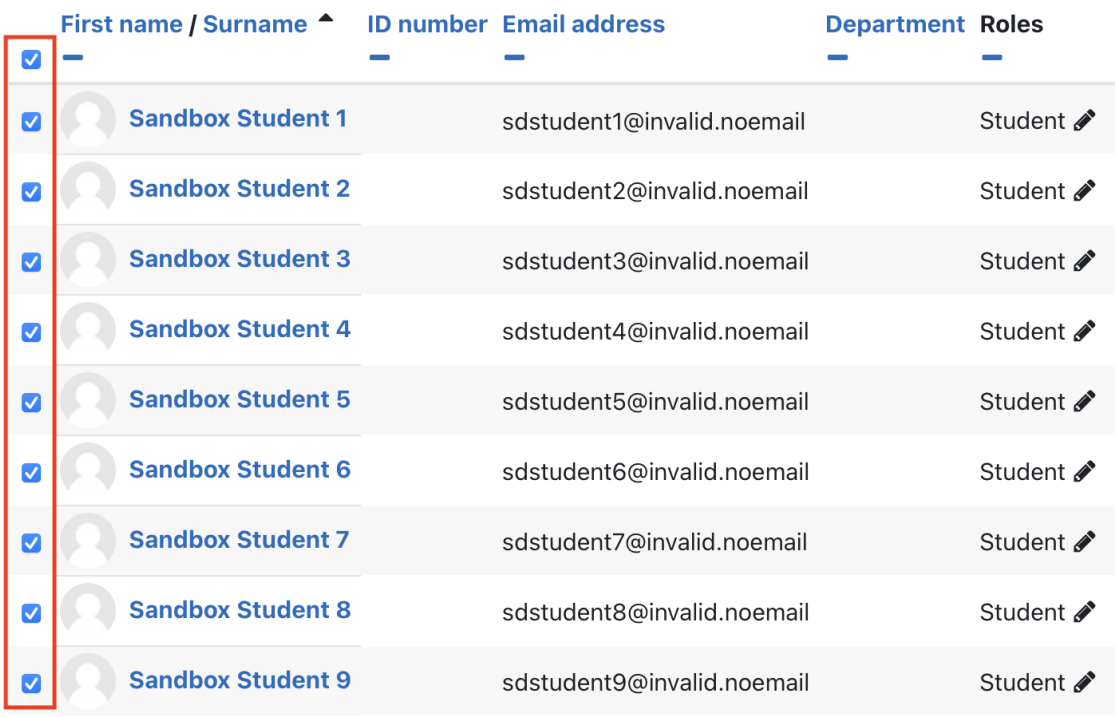

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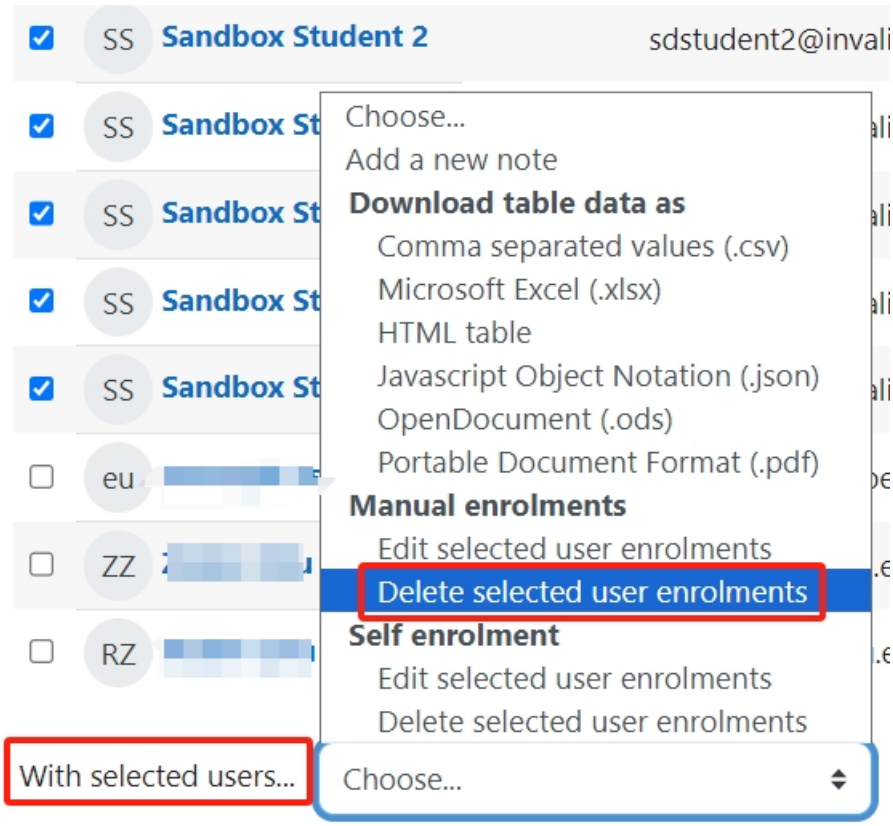

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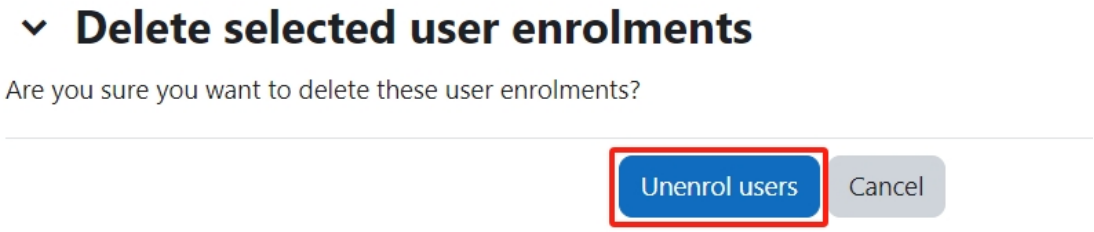

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