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:

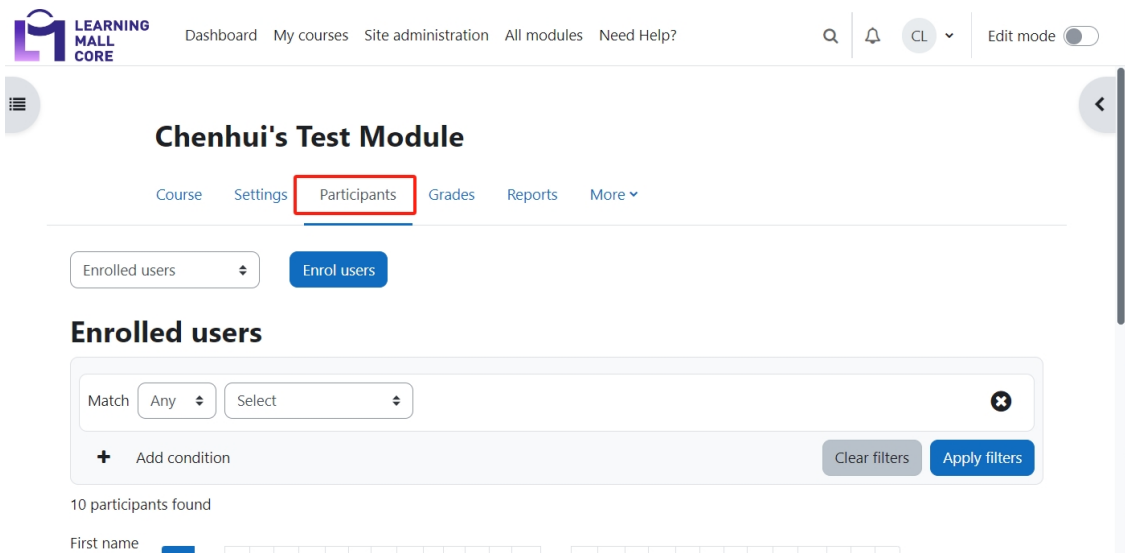This guide will show you how to bulk delete existing/selected users.

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.

Click the 'Participants' tab on the top menu bar.

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 ✎

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

☑	SS	Sandbox Student 2	sdstudent2@invali...

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...   ⇕

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

Then the selected users should disappear from the user list.