

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.

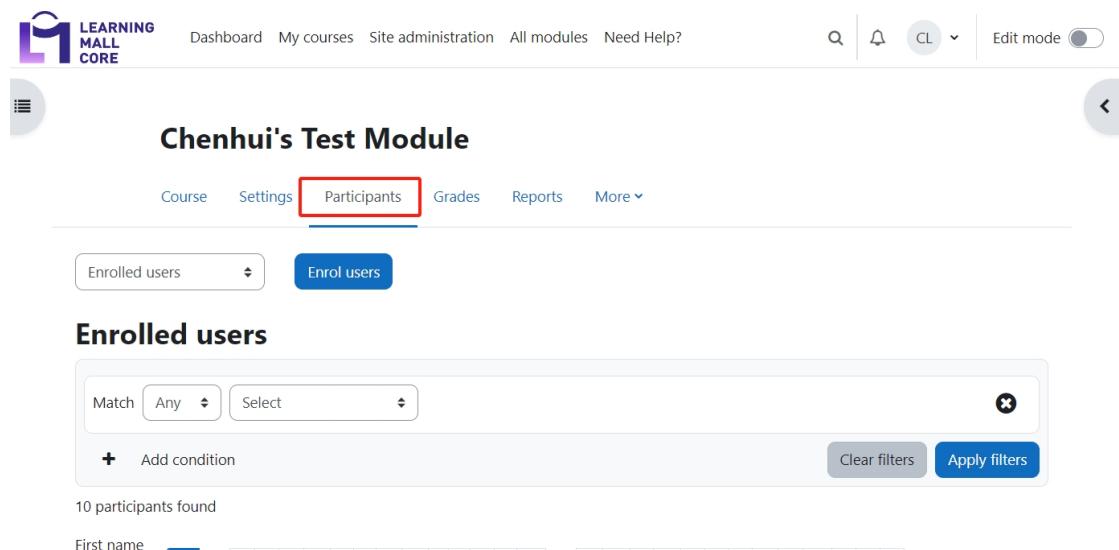
Step 3: In 'With selected users...' setting, choose 'Delete selected user enrolments'.

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 'Participants' tab is highlighted with a red box. Below the navigation, the page title is 'Chenhui's Test Module'. The main content area is titled 'Enrolled users' and features a search/filter bar with 'Match Any' and 'Select' dropdowns, a 'Clear filters' button, and an 'Apply filters' button. A note at the bottom says '10 participants found'.

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... 

SS **Sandbox Student 2** sdstudent2@invalid.noemail

SS **Sandbox St** Choose...
Add a new note

SS **Sandbox St** **Download table data as**
Comma separated values (.csv)
Microsoft Excel (.xlsx)
HTML table

SS **Sandbox St** Javascript Object Notation (.json)
OpenDocument (.ods)
Portable Document Format (.pdf)

eu **eu** **Manual enrolments**
Edit selected user enrolments

ZZ **ZZ** **Delete selected user enrolments** 
Delete selected user enrolments

RZ **RZ** **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

Are you sure you want to delete these user enrolments?



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>