

Delete the guest student/self-enrollment students in a module

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Overview:

This guide will show you how to delete the guest student/self-enrollment students in a module.

What to know:

One risk to share the key with student is there would be many unconfirmed self enrollments if the key was shared among students. Though the guest students won't influence the data in this module since they can only view the materials, some teachers may don't want to share the module with too many students from other departments or grades.

One way to stop more enrollments is to change the enrollment key. Once the key is changed, the old key is not usable. Please see the last step of the [article](#) for detailed process.

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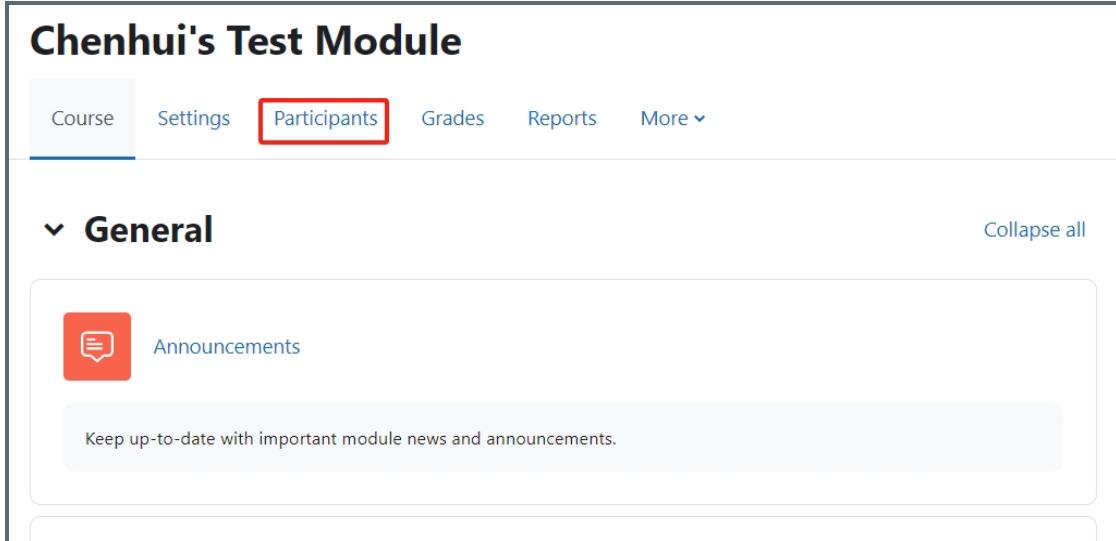
[Step 1: Click 'Participants' tab](#)

[Step 2: Find the student that need to be deleted](#)

[Step 3: Delete the student from the module](#)

Step 1: Click 'Participants' tab

Click the 'Participants' tab on the navigation bar.



The screenshot shows the navigation bar with tabs: Course (highlighted in blue), Settings, Participants (highlighted with a red box), Grades, Reports, and More. Below the navigation bar, there is a section titled 'General' with a 'Collapse all' link. Under 'General', there is a 'Announcements' section with a red icon and a text box that says 'Keep up-to-date with important module news and announcements.'

Step 2: Find the student that need to be deleted

Click the first letters of student first name and surname in 'First name' and 'Surname' filter, to filter a particular student.

First name	<input type="button" value="All"/>	A B C D E F G H I J K L M	N O P Q R S T U V W X Y Z
Last name	<input type="button" value="All"/>	A B C D E F G H I J K L M	N O P Q R S T U V W X Y Z
First name / Last name ID number <input type="checkbox"/>			Last access to course Status
<input type="button" value="ID"/> <input type="button" value="Email address"/>		<input type="button" value="Department"/> <input type="button" value="Roles"/>	<input type="button" value="Groups"/> <input type="button" value="Status"/>

Step 3: Delete the student from the module

Click the trash icon of the student to delete him/her from the module.

First name	<input type="button" value="All"/>	A B C D E F G H I J K L M	N O P Q R S T U V W X Y Z	<small>Reset table preferences</small>
Last name	<input type="button" value="All"/>	A B C D E F G H I J K L M	N O P Q R S T U V W X Y Z	
First name / Last name <input type="checkbox"/>			ID number <input type="button" value="—"/>	Email address <input type="button" value="—"/>
<input type="button" value="Department"/> <input type="button" value="Roles"/>		<input type="button" value="Groups"/> <input type="button" value="Status"/>	<input type="button" value="Last access to course"/> <input type="button" value="—"/>	<input type="button" value="Status"/> <input type="button" value="—"/>
<input type="checkbox"/>	SS Sandbox Student 1	sdstudent1@invalid.noemail	Student <input type="button" value=""/>	No groups <input type="button" value=""/>
			7 days 2 hours	<small>Active</small> <input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/>

Online URL: <https://knowledgebase.xjtu.edu.cn/article/delete-the-guest-student-self-enrollment-students-in-a-module-41.html>