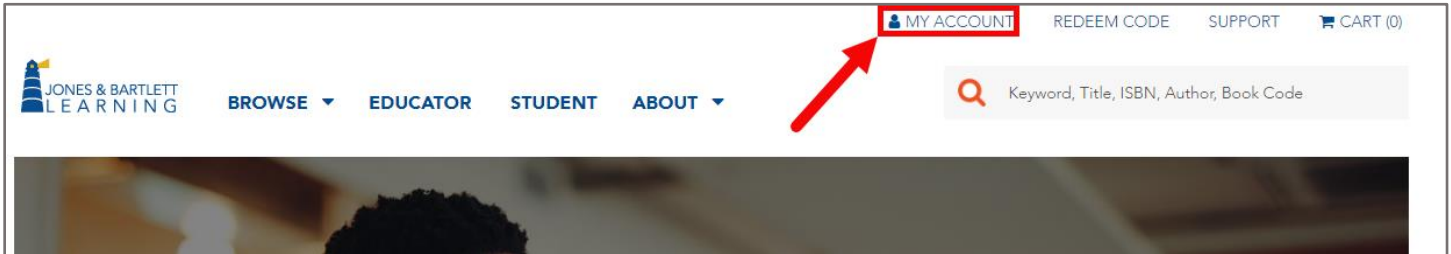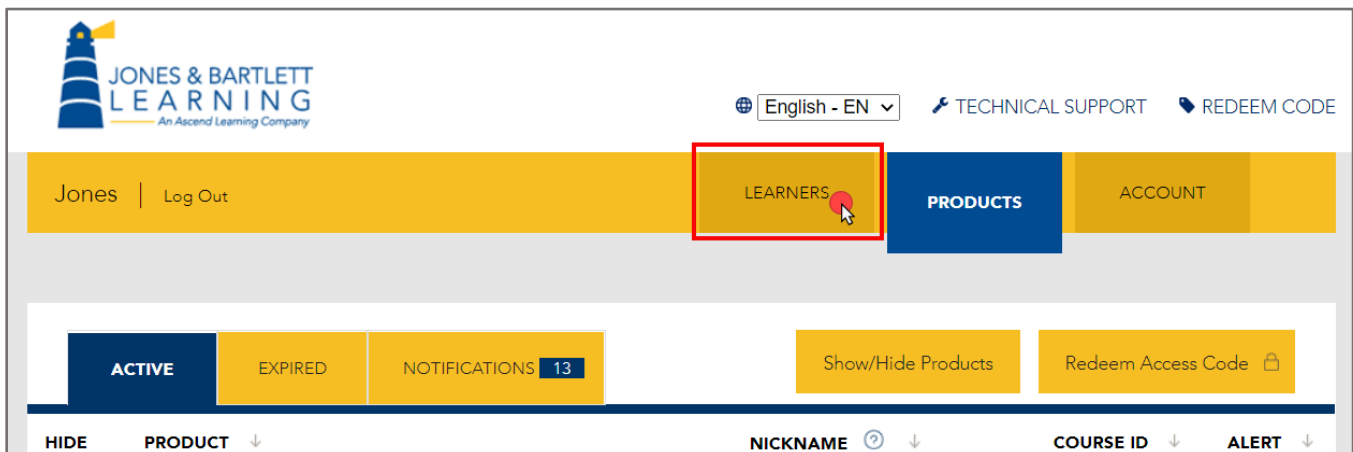# How to Unenroll Students from a Course

This document contains instructions for how to unenroll students from one of your courses, including removing their records from your Grader Report.

1. Begin by logging into your User Account at www.jblearning.com.

2. From within your account, click on the **Learners** Tab at the top of the page.

3. This page displays all the users enrolled in your courses. Find the student who you want to unenroll and click on their name. You may use the filter options at the top of the list and click on any column heading to sort the list as needed to help locate them in your roster.

4. After opening the student's enrollment page, click the **Unenroll Student** button to remove the student from the Navigate course.

5. When the student next logs into their account, their access is no longer associated with the course ID from which they were unenrolled, and they will now have the option of entering a new course ID if they are required to switch to a different course.

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6. Unenrolling the student from My Account will not automatically remove them from your Navigate course **Grader Report.** It will also not prevent them from enrolling in your course again. This action alone will disassociate your course ID from their access, which allows the student to enroll in a different course ID when they next login to their account.

7. If you wish to also remove the student and their records from within your course, and restrict them from accessing your course again, launch the course and navigate to the **Participants** page through the **Navigation Bar** at the top of the course page.
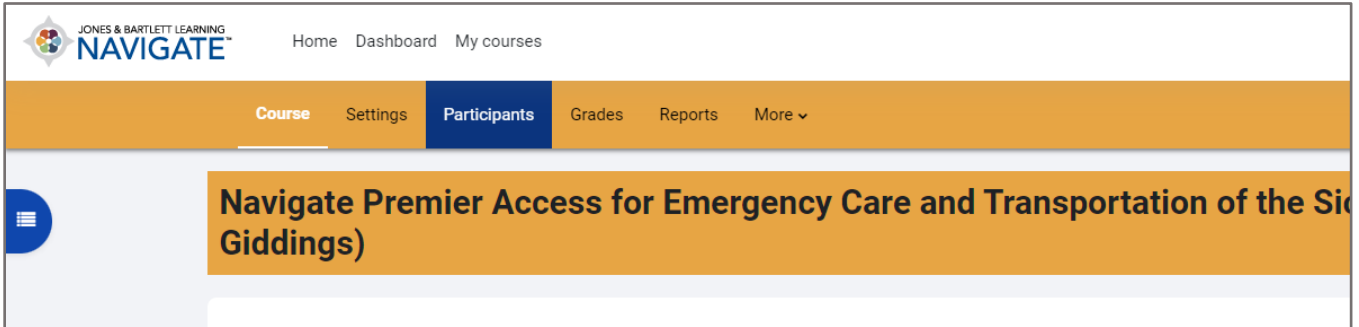
8. This will display the course roster listing all participants currently tracked in the course. To remove the student and their records from your course, click their corresponding **Pencil** button underneath the **Roles** column to the right.

9. This action enables editing of the individual's role, highlighting their current role in blue, and displays an **"X" button** immediately to its left. Click this button to remove the student's role.
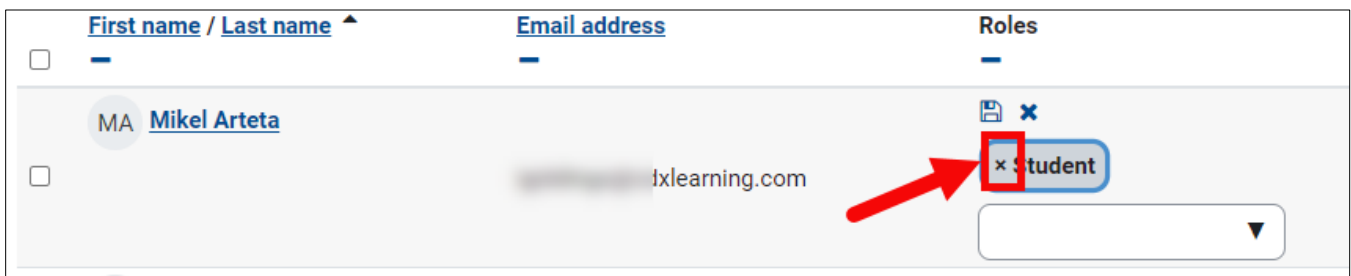
10. Next, after their role has been removed, click the **Save** (floppy disk) button to save your changes.

11. The student status under the **Role** column should display as "No roles" and the student will no longer display in your course reports or grades. Quick tip, if you restore the student's role later, their records will reappear and they may reenroll in the course.