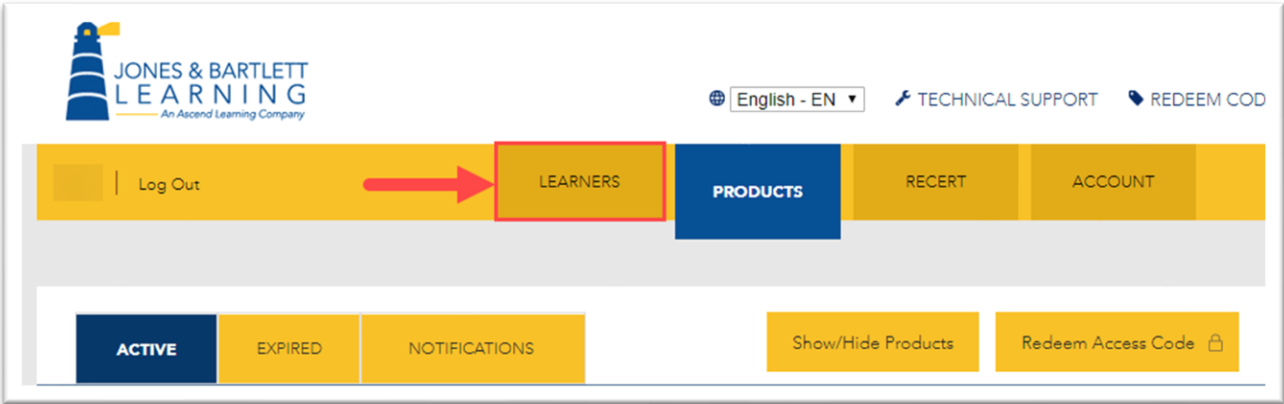


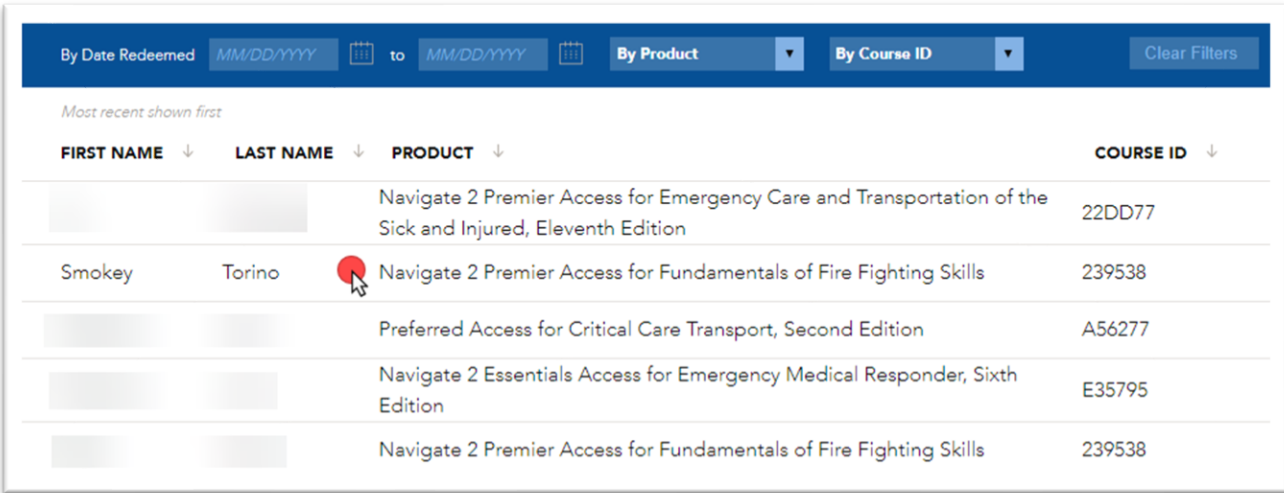
How do I unenroll students from the course

This document provides directions on how to unenroll a student from your Navigate 2 course which will allow them to enroll in a different course ID the next time they login.

1. Begin by logging into your User Account at www.jblearning.com, and then click on the **Learners** Tab



2. Find the student that you want to unenroll and click on their name. Please note, if the contact is in multiple classes you will need to make sure you find the correct contact and course ID.



| By Date Redeemed <input type="text" value="MM/DD/YYYY"/> to <input type="text" value="MM/DD/YYYY"/> By Product <input type="text" value="By Course ID"/> <input type="button" value="Clear Filters"/> | | | |
|---|-----------|---|-----------|
| FIRST NAME | LAST NAME | PRODUCT | COURSE ID |
| | | Navigate 2 Premier Access for Emergency Care and Transportation of the Sick and Injured, Eleventh Edition | 22DD77 |
| Smokey | Torino | Navigate 2 Premier Access for Fundamentals of Fire Fighting Skills | 239538 |
| | | Preferred Access for Critical Care Transport, Second Edition | A56277 |
| | | Navigate 2 Essentials Access for Emergency Medical Responder, Sixth Edition | E35795 |
| | | Navigate 2 Premier Access for Fundamentals of Fire Fighting Skills | 239538 |

3. After the student’s enrollment page opens, click the **Unenroll Student** button.
4. The student no longer has access to the previous course and can enter a new course ID if they need to switch to another course