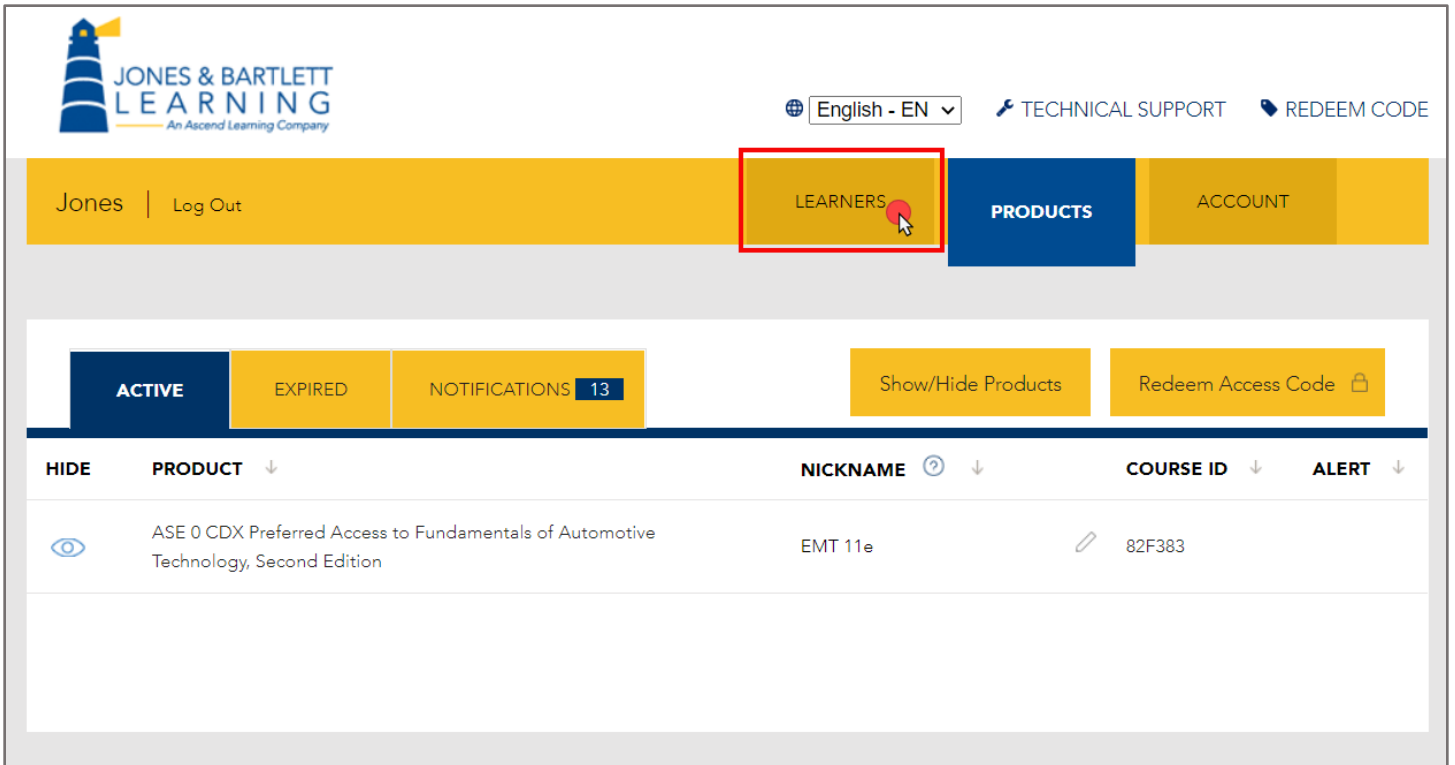




How to Unenroll Students from a Course

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.



The screenshot shows the user account interface for Jones & Bartlett Learning. The top navigation bar includes the logo, a language dropdown set to 'English - EN', and links for 'TECHNICAL SUPPORT' and 'REDEEM CODE'. Below this is a secondary navigation bar with 'Jones | Log Out', 'LEARNERS' (highlighted with a red box), 'PRODUCTS', and 'ACCOUNT'. Underneath, there are tabs for 'ACTIVE', 'EXPIRED', and 'NOTIFICATIONS 13'. To the right of these tabs are 'Show/Hide Products' and 'Redeem Access Code' buttons. A table below displays course information:

HIDE	PRODUCT ↓	NICKNAME ⓘ ↓	COURSE ID ↓	ALERT ↓
	ASE 0 CDX Preferred Access to Fundamentals of Automotive Technology, Second Edition	EMT 11e	 82F383	

Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm

- 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.

By Date Redeemed <input type="text" value="MM/DD/YYYY"/> to <input type="text" value="MM/DD/YYYY"/> By Product By Course ID <input type="button" value="Clear Filters"/>			
Most recent shown first			
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

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

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SUBSCRIPTION DETAILS:

Product: **Navigate 2 Premier Access for Nancy Caroline's Emergency Care in the Streets, Eighth Edition**

Course ID: **bf4bb6**

Redemption Date: **10/30/2017**

Last Visit: -

PRODUCT ACTIONS:

Promote Student to Non-editing Instructor →

Promote Student to Instructor →

Unenroll Student →

- 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.

- 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.
- 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 ID and navigate to the **Participants** page through the **Navigation Drawer** to the left of the course page.

The screenshot shows the Navigate course interface for the course "Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)".

- Navigation Drawer (Left):** Contains menu items: Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e; **Participants** (highlighted with a red box); Badges; Competencies; Grades; Dashboard; Calendar; My courses.
- Main Content Area:**
 - Course title: Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)
 - Edit Mode: OFF
 - Breadcrumbs: Dashboard > My courses >
 - Section: Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e
 - TEACHING TOOLS** (dropdown menu):
 - Chapter 1 EMS Systems
 - Chapter 2 Workforce Safety and Wellness
- Right Sidebar:**
 - COURSE METRICS**: Only for teachers: Student engagement
 - UPCOMING EVENTS**:
 - No Class - Memorial Day (Monday, 25 May, 9:00 AM)
 - Attendance (Thursday, 28 May, 8:00 AM - 12:00 PM)
 - Attendance (Thursday, 4 June, 8:00 AM - 12:00 PM)

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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.

Participants
No filters applied

Search keyword or select filter

Number of participants: 3

First name: 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

Surname: 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

Select	First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	[Redacted]	[Redacted]	Teacher	No groups	3 secs	Active
<input type="checkbox"/>	Open Enrollment	openenrollment@jblearning.com	Teacher	No groups	2 years 197 days	Active
<input type="checkbox"/>	Patrick Viera	pviera@fake.com	Student	No groups	1 day 22 hours	Active

Select all Deselect all With selected users... Choose...

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.

Patrick Viera pviera@fake.com

Student

Click to remove

10. Next, after their role has been removed, click the **Save** (floppy disk) button to the right of the field to save your changes. 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.

Patrick Viera pviera@fake.com No selection

Select	First name / Surname	Email address	Roles
<input type="checkbox"/>	Patrick Viera	pviera@fake.com	No roles