Version 10.2

New and Updated Features

Unenrolling Student from Classlist

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D2L – Unenrolling Student from Classlist

By Office of Academic Online Instruction

Please be remember:

Google Chrome is the recommended browser for accessing D2L on ASU ***site.***

OVERVIEW - D2L - UN-ENROLLING STUDENTFROM CLASSLIST

The following documentation will demonstrate how to remove students from D2L based upon Banner Roster.

How will removing (unenrolling) a student effect the student's submitted work?

If you accidently unenroll a student, the student work will remain within the course.

For Example:

Dropbox: submissions will remain within the folder of which it was submitted.

Discussion Board: threads posted by a student will remain within the discussion area.

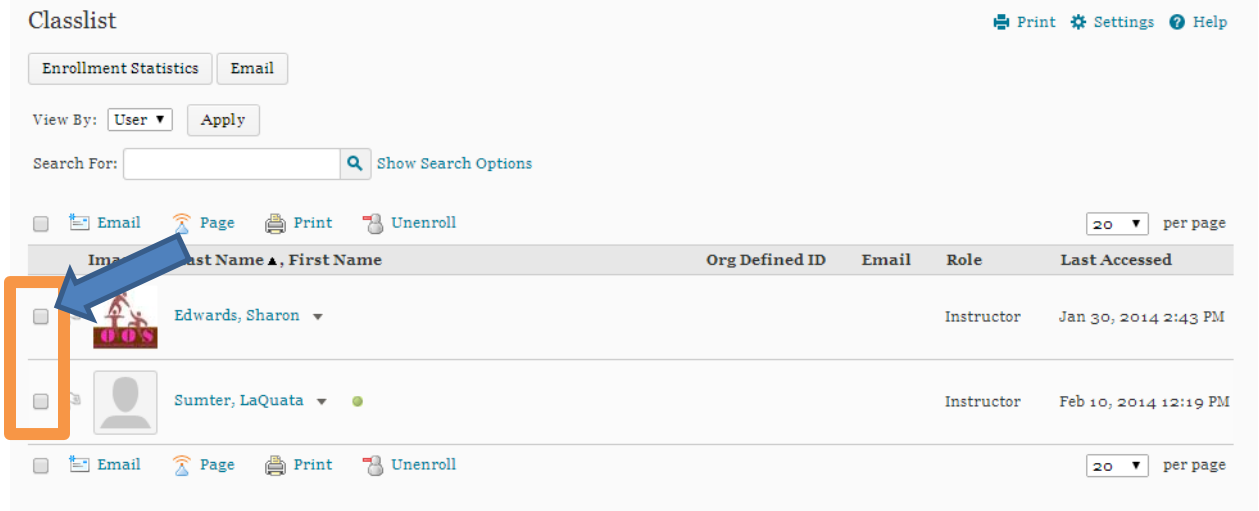
STEP 1

From the course homepage, click Classlist on the navbar.

STEP 2

Based upon the Banner roster, place a check mark next to the name of each student who is no longer listed on the Banner roster.

Do this by clicking in the box next to the student name.



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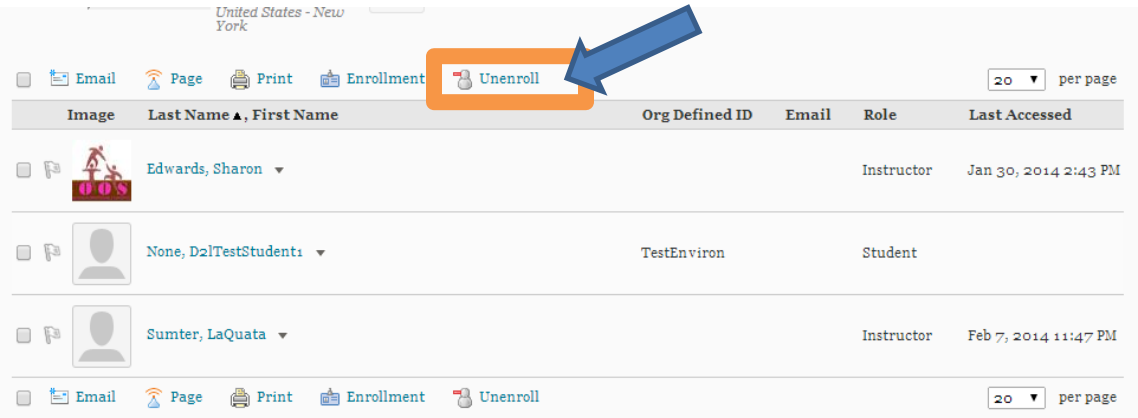
STEP 3

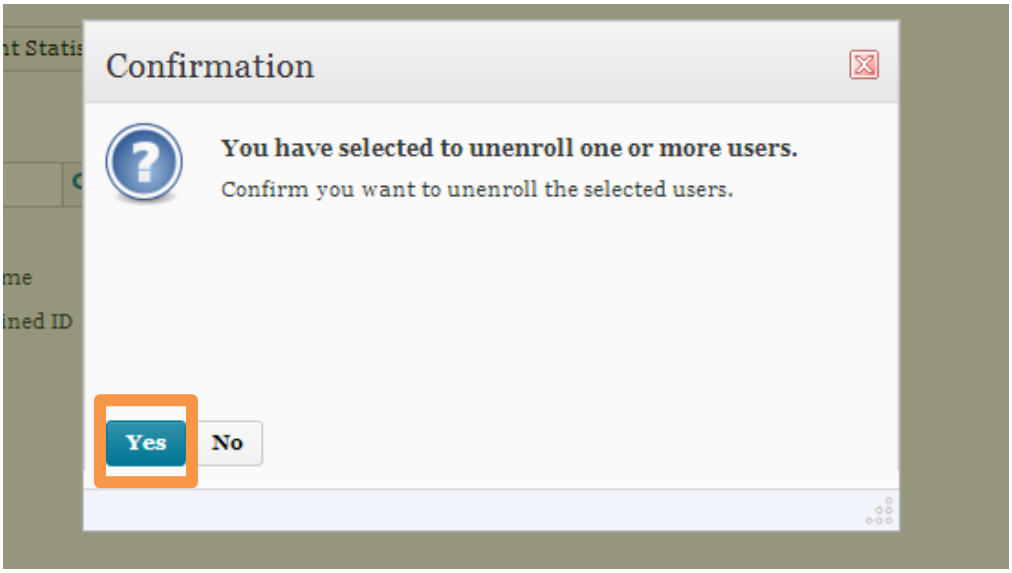
Click on the red dash snowman icon.



STEP 4

A window will pop up and ask “Are you sure that you want to unenroll the selected users?”.

Click on the Yes button.



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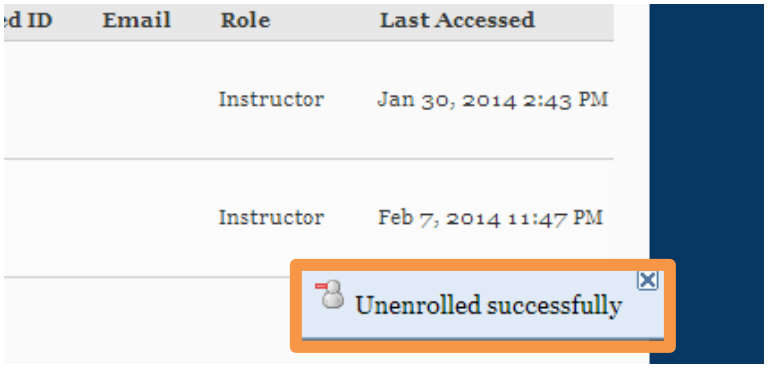

STEP 5

If necessary go to the second page of the Classlist and repeat the process.