

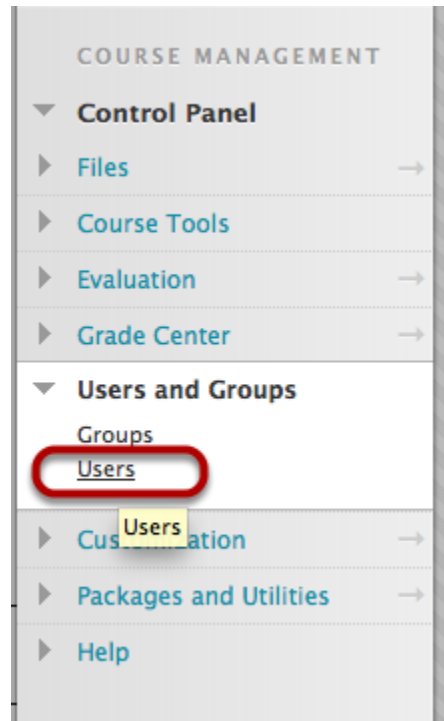
## Remove Previous Instructor Name from Bb Class Roster

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Instructor names are added to Bb class rosters from PeopleSoft.  
PeopleSoft does not indicate a removed Instructor name; it just replaces it.  
No removal or change signal is created for Blackboard.

Since Blackboard prevents an Instructor from removing another Instructor name,  
change the *Instructor* role to *Student* and remove the name.

**Go to Users and Groups > Users**



In the **Control Panel**  
click **Users and Groups**  
click **Users**

## Find Previous Instructor User

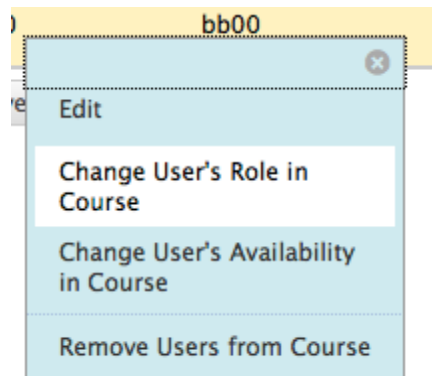
Remove Users from Course Refresh

<input type="checkbox"/>	Username	First Name	Last Name ▲	Email	Role
<input type="checkbox"/>	bbws00	bb00	ws00	noemail@digitalcampus.csustan.edu	Instructor
<input checked="" type="checkbox"/>	bbws01	bb01	ws01	noemail@digitalcampus.csustan.edu	Instructor
<input type="checkbox"/>	bbws02			noemail@digitalcampus.csustan.edu	Student
<input type="checkbox"/>	bbws03	bb03	ws03	noemail@digitalcampus.csustan.edu	Student

Options Menu: Username

Click the *Options Menu: Username* icon

## Options Menu



Select **Change User's Role in Course**

## Change User's Role

### ROLE AND AVAILABILITY

Role

- Student
- Instructor
- Teaching Assistant
- Course Builder
- Grader
- Guest

Available (this course only)

Yes ▾

Click **Student**

Click **Submit**

## Remove User

The screenshot shows a user management interface with a table of users. At the top, there is a button labeled "Remove Users from Course" and a "Refresh" button. The table has columns for Username, First Name, Last Name, Email, and Role. The user "bbws01" is highlighted in yellow, and its checkbox is checked. An options menu is open over the "bbws01" row, showing three options: "Change User's Role in Course", "Change User's Availability in Course", and "Remove Users from Course". Red arrows point to the "Remove Users from Course" button at the top, the checkbox for "bbws01", and the "Remove Users from Course" option in the menu.

Username	First Name	Last Name	Email	Role
bbws00	bb00	ws00	noemail@digitalcampus.csustan.edu	Instructor
<input checked="" type="checkbox"/> bbws01	bb01	ws01	noemail@digitalcampus.csustan.edu	Student
<input type="checkbox"/> bbws02			noemail@digitalcampus.csustan.edu	Student
<input type="checkbox"/> bbws03			noemail@digitalcampus.csustan.edu	Student
<input type="checkbox"/> bbws04			noemail@digitalcampus.csustan.edu	Student

- A. Check the box to the left of the username and click the *Remove Users from Course* button.
- B. Use the *Options Menu* and select *Remove Users from Course*.