Remove Previous Instructor Name from Bb Class Roster

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**
Click the **Options Menu: Username** icon

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**
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.