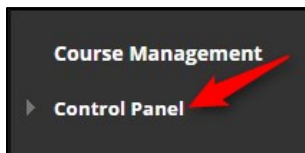


How do I remove faculty From a Course

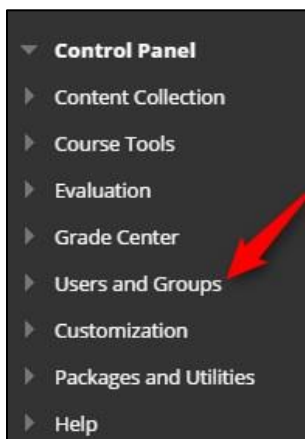
If there is a faculty member on your roster, you can remove them. You must first change their role to student and then you can remove them from the roster.

Directions:

1. Go into your course.
2. Click the **Control Panel**



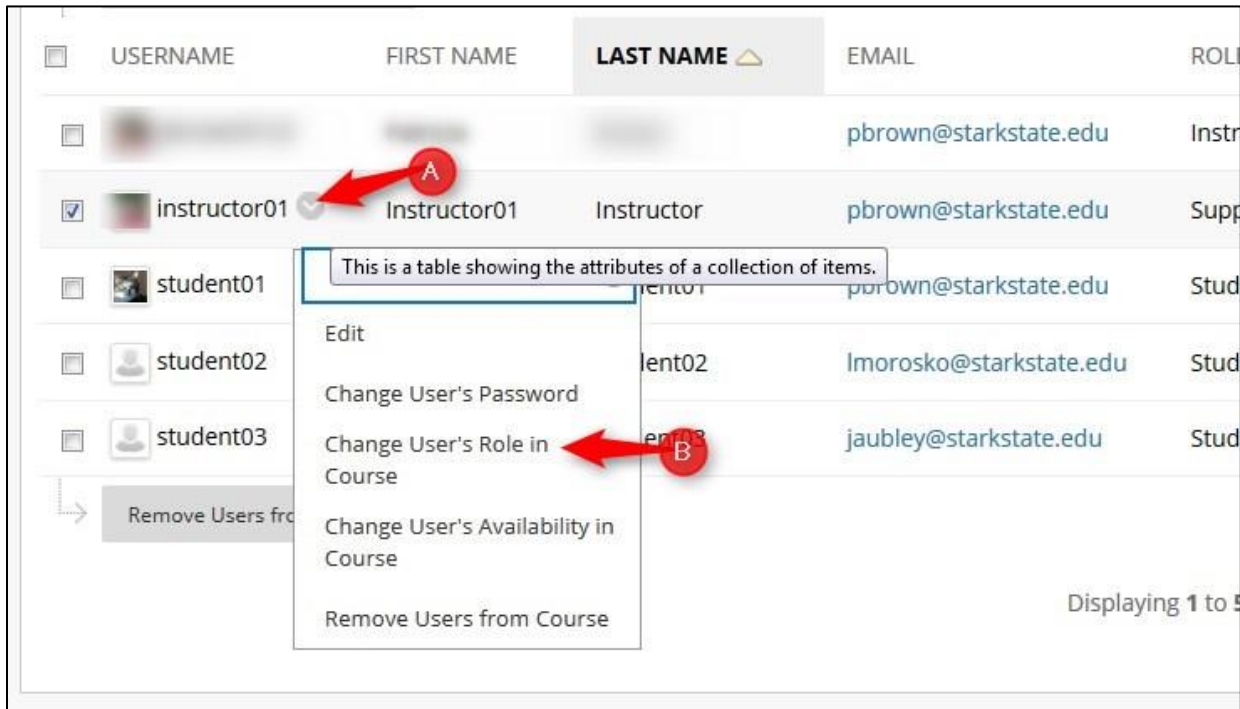
3. Click **Users and Groups**



4. Click **Users**



5. Click the **down arrow** next to the faculty member you want to remove, click **Change User's Role in Course**. You must first make them a student and then remove them.



The screenshot shows a table with columns: USERNAME, FIRST NAME, LAST NAME, EMAIL, and ROLE. The table contains several rows, including 'instructor01' and 'student01' through 'student03'. A context menu is open over the 'instructor01' row, listing options: Edit, Change User's Password, Change User's Role in Course, Change User's Availability in Course, and Remove Users from Course. Red arrows labeled 'A' and 'B' point to the dropdown arrow and the 'Change User's Role in Course' option, respectively. A tooltip is visible over the 'student01' row.

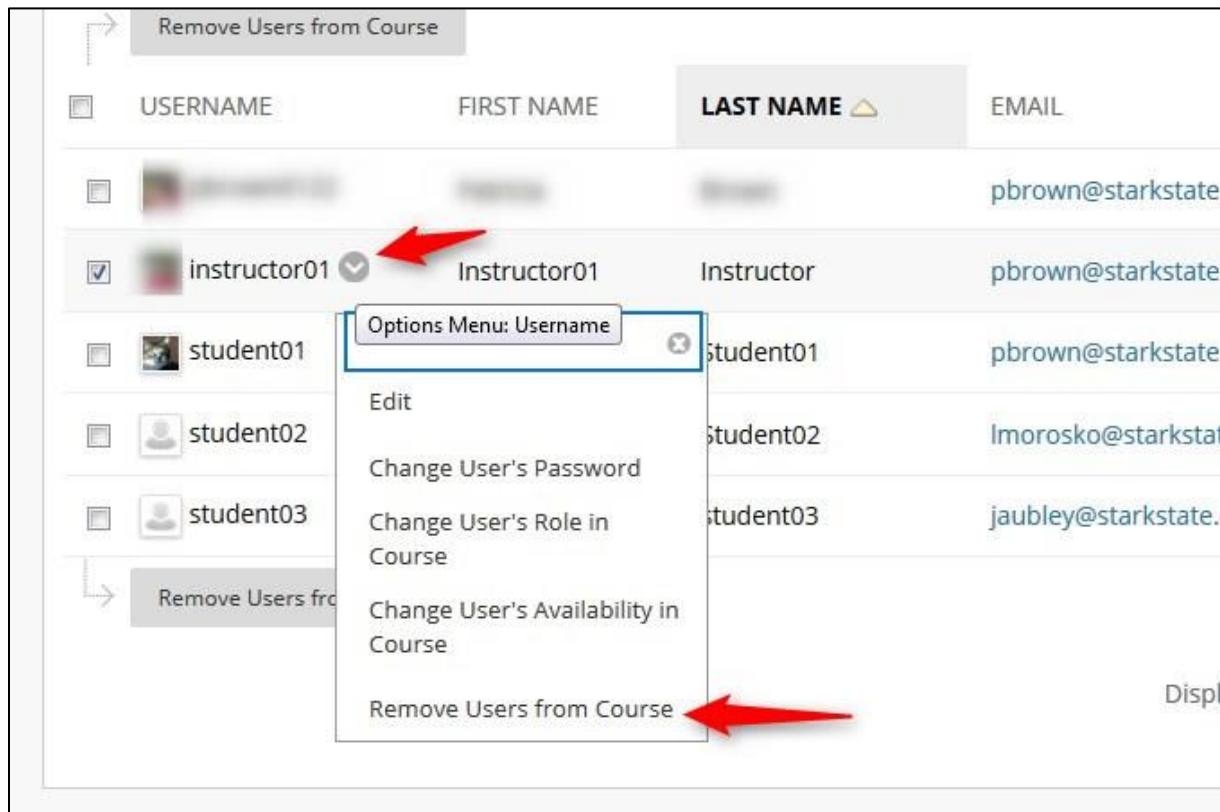
USERNAME	FIRST NAME	LAST NAME	EMAIL	ROLE
[blurred]	[blurred]	[blurred]	pbrown@starkstate.edu	Instr
instructor01	Instructor01	Instructor	pbrown@starkstate.edu	Supp
student01	[blurred]	[blurred]	pbrown@starkstate.edu	Stud
student02	[blurred]	[blurred]	Imorosko@starkstate.edu	Stud
student03	[blurred]	[blurred]	jaubley@starkstate.edu	Stud

6. Click **Student** and then **submit**



The screenshot shows a form titled 'ROLE AND AVAILABILITY'. Under the 'Role' section, there is a list of radio buttons: Instructor, Course Builder, Guest, Master Course Member, Supporting Teacher, and Student. The 'Student' option is selected, indicated by a red arrow labeled 'A'. Below the role selection, there is an 'Available (this course only)' section with a dropdown menu set to 'Yes'. At the bottom right of the form, there are 'Cancel' and 'Submit' buttons, with a red arrow labeled 'B' pointing to the 'Submit' button. A note at the bottom left says 'Click **Submit** to proceed.'

7. Now that the faculty role has changed to student, you can click on the down arrow and then click **Remove Users form Course**



8. Click **OK**

