

## Suspending Learners from an Onyx Course

If a learner is expected to have a planned and long absence, you could either *Unenroll* or *Suspend* them from your course.

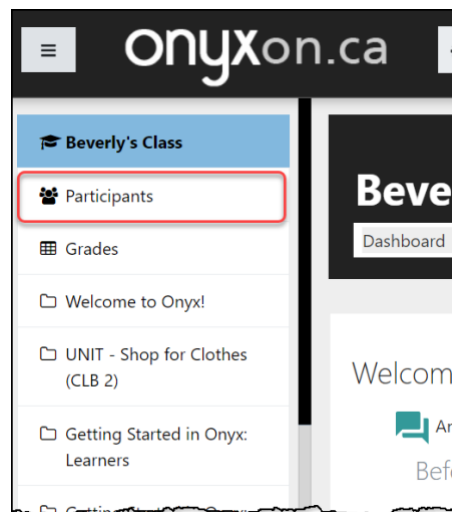
- *Suspended* users in a course are no longer able to access the course, but their data (attendance, grades, logs, activities) is preserved. It is possible for them to return to their course at a later time. Their name remains on the course Participants page.

It is the instructor's decision to *Suspend* or *Unenrol* a learner, and this choice is based on the expectation of whether the learner will be returning to the course or not.

Note: Course *suspensions* do not impact that student's enrolments in other courses.

## Suspending a Learner from a Course

1. On your course *Navigation Drawer*, click on the *Participants* link.



The *Participants* screen appears.

2. Scroll to the learner's name and click the *Edit enrolment* icon.

First name / Surname	Email address	Roles	Groups	Last access to course	Status
Ahmed Ali	ahmedali@fakemail.ca	Student	Group A	19 hours 45 mins	Active
Jorge Benito	jorgebenito@fakemail.ca	Student	Group A	3 days 20 hours	Active
Charley Ferzam	charleyferzam@fakemail.ca	Student	No groups	Never	Active
Maria Gupte	mariaguptez@fakemail.ca	Student	Group B	38 days 21 hours	Active

The *Edit [learner's name] Enrolment* pop-up appears.

3. Click on the *Status* drop down menu and select *Suspended*.

Edit Charley Ferzam's enrolment

Enrolment method: Manual enrolments

Status: Active (dropdown menu open showing **Active** and **Suspended**)

4. Scroll down and click on the *Save changes* button.

**Save changes** Cancel

Note: The user is now marked as *Suspended* from the course.

Davis	devenyudavis@fakemail.ca	(non-editing+)	groups	secs	Active
Charley Ferzam	charleyferzam@fakemail.ca	Student	No groups	Never	<b>Suspended</b>
Maria Gupte	mariaguptez@fakemail.ca	Student	Group B	38 days 21 hours	Active