onyXon.ca

Unenrolling 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.
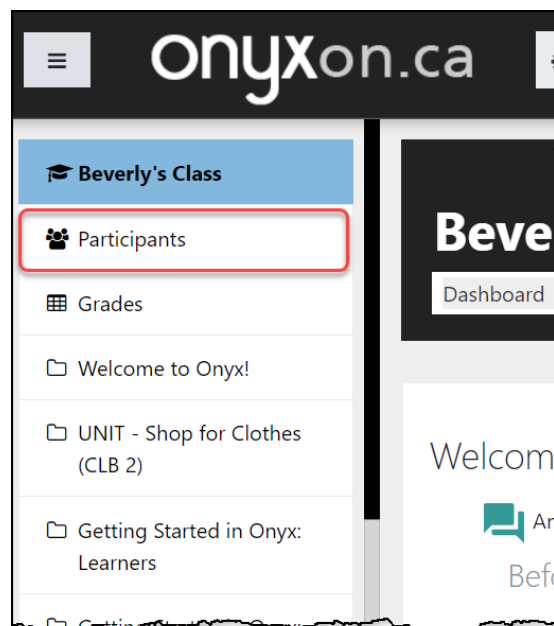
- *Unenrolled* users are permanently removed from a course. Their data, grades and logs are removed.
- *Suspended* users are no longer able to access any of their courses on Onyx but their data (attendance, grades, logs, activities) is preserved, so it is possible for them to return to their course at a later time.

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: *Suspensions* or *Unenrolments* do not remove the learner from the Onyx system.

Unenrolling a Learner from a Course

1. From the *Navigation Drawer*, click on the *Participants* link.

The *Participants* screen appears.

2. To unenroll a single user from a course, click on the delete icon to the right side of the row with their name.
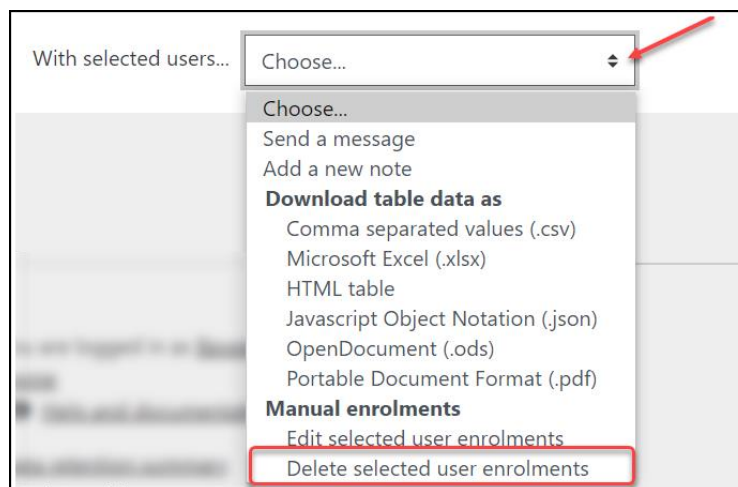

3. To unenroll single or multiple users from a course click on the box next to the user(s) name.

4. Scroll down to the bottom of the page.

5. From the *With selected users…* drop down menu, click on *Delete selected user enrolments*.

The *Delete selected user enrolment* popup appears.

6. Click on the *Unenrol users* button.

Delete selected user enrolments

Name	Status	Enrolment starts	Enrolment ends
Charley Ferzam	Active		

▼ Delete selected user enrolments

Are you sure you want to delete these user enrolments?

Unenrol users   Cancel

The users are removed from the course.