

How do I remove users from my course or project?

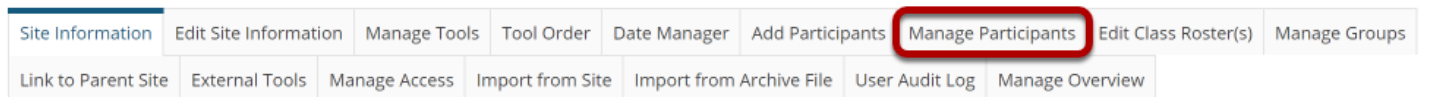
Note: Sakai does not destructively delete user data when removing users from a site. Therefore, if you remove a user from your site, and then later reinstate that user, all of the user's activity within the site will remain intact once you add the user back into the course or project.

Go to Site Info.





Select the **Site Info** tool from the Tool Menu of your site.

Select Manage Participants.












Remove user(s).

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View All Participants 

Search Search Update Participants Cancel

Viewing 1 - 4 of 4 items
|< < Show 200 items... > >|

<u>Name</u> 	<u>Id</u>	<u>Role</u>	<u>Status</u>	<input type="checkbox"/> Remove
Demo, Instructor	demoinstructor	Instructor 	Active 	<input type="checkbox"/>
Demo, Student01	student01	Student 	Active 	<input type="checkbox"/>
Demo, Student02	student02	Student 	Active 	<input type="checkbox"/>
Demo, Student03	student03	Student 	Active 	<input checked="" type="checkbox"/> 1

1. In the **Remove** column, check the box in the row for the user(s) you want to remove from your site.
2. Select **Update Participants** to remove the selected user(s).

 **Tip:** You can remove all users from the site by checking the box at the top of the column right next to the **Remove** column header. However, be sure that you uncheck yourself so you don't remove your own access!