

HOW TO UNENROL USERS

Unenrolment is the process of removing users from a course.

BULK UNENROLMENT

Users who were previously manually enrolled may be unenrolled in bulk via

Administration > Course Administration > Users > Enrolment methods then clicking on the 'Enrol' users icon

When a user is unenrolled, their grade history is not deleted. If a user is unenrolled accidentally, their grades can be restored by :

Administration > Course administration > Users > Enroled users, clicking enroll users and making sure that the "Recover user's old grades if possible" checkbox is ticked in the enrolment options before re-enrolling the user.

HOW TO SUSPEND USERS

Suspended users are not longer able to access any of their courses on Moodle but their data is preserved. This might be useful for example, for keeping safe the work of students who have left the establishment but whose data might be needed for inspection in the future years. Suspended users currently still appear in the gradebook.

Course Administration > Users > Enrolled Users

Click Edit (Gear)

Change Status from Active to Suspended

It is also possible to suspend users from courses via csv/text file

Site Administration > Users > Accounts > Upload users using the enrolstatus field, where 1 against a user means they are suspended (and leaving blank means they are still enrolled)

For example:

Username,firstname,lastname,email,suspended

merca.ar, alraymund,merca,alraymund@gmail.com,1