

You are able remove students from your roster by concluding their enrollment.

CONCLUDING AN ENROLLMENT

Concluding an enrollment allows the user to view a course in read-only mode. This means the user will be able to access the course but not be able to submit assignments, participate in discussions, or send/receive conversation messages in the course. The user's analytics will still be available. Once a course is concluded, if you do not want students to view prior course content, you can **restrict students from viewing prior courses**.

<https://collierschools.instructuremedia.com/embed/0e99549c-ea69-4f07-b17f-5ed2c3ca567c>

1. Select the Course.
2. Click People.
3. Locate the User.
4. Click the user options icon (three dots to the right).
5. Select Users Details.
6. Click More user details.
7. In the Membership(s) section, locate your course.
8. Click Conclude this Enrollment.
9. Click OK to confirm.

RESTORING AN CONCLUDED ENROLLMENT

If you manually conclude an enrollment in your course, you can restore the enrollment at any time before the course concludes via term, course, or section end date.

1. Select the Course.
2. Click People.
3. Click View Prior Enrollments.
4. Click the name of the student.
5. Click More User Details.
6. Click Restore this Enrollment link.
7. When restoring an enrollment, a confirmation message will not display. The updated enrollment status will automatically display.