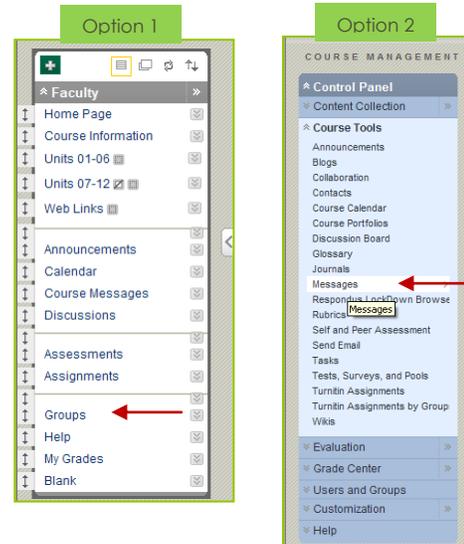


Removing Students from a Group

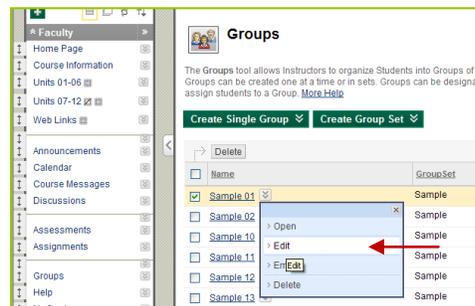
1. Login to the Bb Learn system and go to the course.

2. **Option 1:** Click **Groups** in the left hand menu.

Option 2: Locate the **Course Management Control Panel** under the left hand menu and click on **Course Tools** to open the drop down menu. Click on **Messages**.

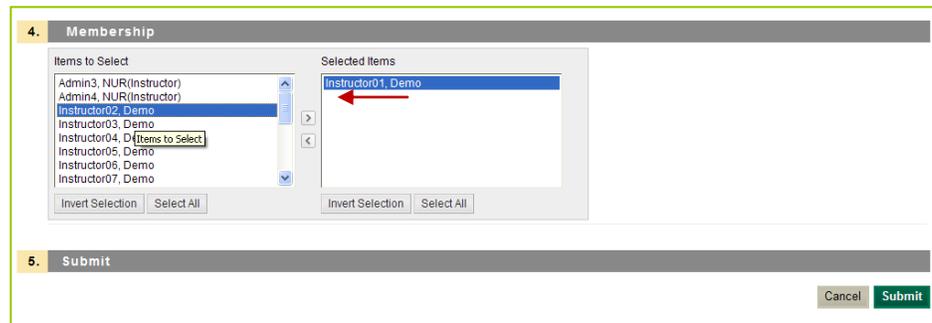


3. Click on the **action link** (the double down arrows) beside the group name and select **Edit**.



4. Scroll to the bottom of the **Groups settings** page to see the **Members boxes**. The box on the left displays those that are **NOT** in the group and the box on the right displays who **ARE** in the group.

5. Select the member from the right box that you wish to remove from the group and then click on the **arrow** between the two boxes pointing to the left. This will send the student back to **NOT** in the group listing.



6. Once you are done modifying click the **submit** button in the bottom corner.