How to Remove a User from a Group

Step 1) Log in to Blackboard, and click on “Groups” from the course menu:

Step 2) Move your mouse cursor over the title of the group that contains the user you want to remove. Click the downward facing arrow, noted in red below, to reveal a menu. Click “Edit Group” from that menu.
**Step 3)** On the next page, scroll to the bottom section, titled “Membership”. Here you will see all of the members enrolled in the group. To remove a member, click the arrow to the right of the row associated with the member you want to remove.

![Membership Table]

**Step 4)** You will see a message indicating that the removal was successful. Click “Submit” on the bottom right of that page to continue. Completing this step will finalize the process of removing the student from the group.

![Message of Successful Removal]