

# xyz homework

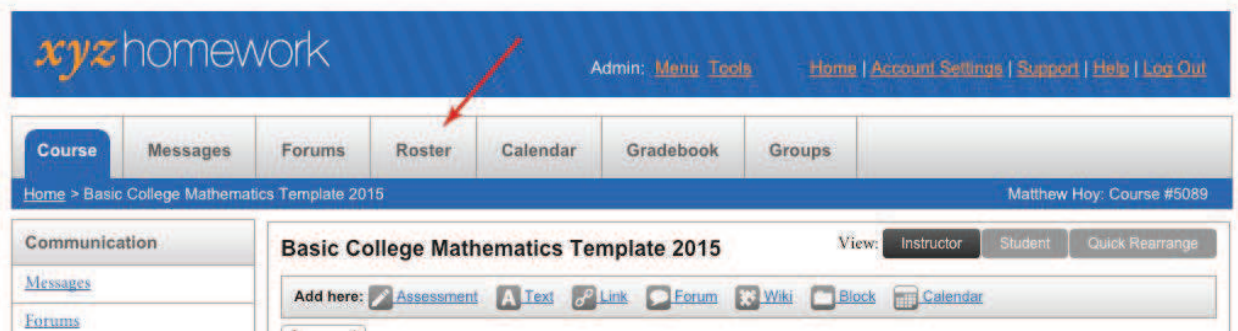
## How to: Remove a student from class...

There are two methods for removing a student from your course. We strongly recommend that you not *unenroll* students from your course unless you're absolutely sure that you want them removed. Unenrolling a student deletes all of their work and is irreversible.

Locking out a student from a course is the preferred alternative to unenrolling students. Locking out a student prevents them from participating in the course from that point forward, but does not delete any of their work.

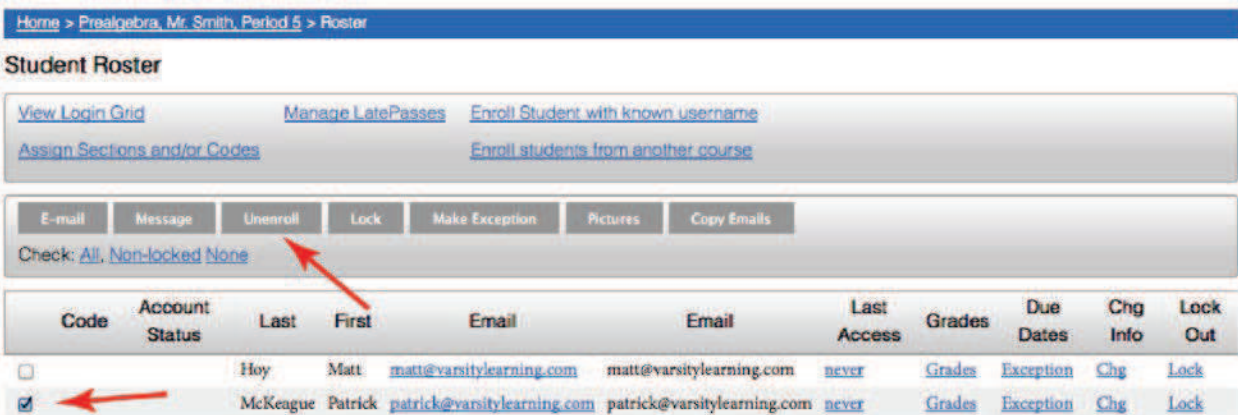
## How do I unenroll a student from my course?

1. Click on "Roster."



The screenshot shows the top navigation bar with the xyz homework logo and links for Admin, Menu, Tools, Home, Account Settings, Support, Help, and Log Out. Below the navigation bar is a course menu with tabs for Course, Messages, Forums, Roster, Calendar, Gradebook, and Groups. The Roster tab is highlighted with a red arrow. Below the menu is a breadcrumb trail: Home > Basic College Mathematics Template 2015. The main content area shows the course title "Basic College Mathematics Template 2015" and a view selector set to "Instructor". There are buttons for "Add here" with options for Assessment, Text, Link, Forum, Wiki, Block, and Calendar.

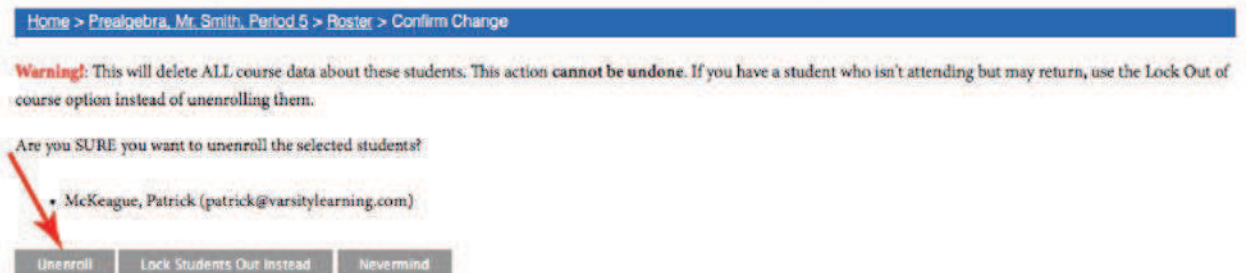
2. Click on the box next to the student's name.



The screenshot shows the "Student Roster" page with a breadcrumb trail: Home > Prealgebra, Mr. Smith, Period 5 > Roster. There are links for "View Login Grid", "Manage Late Passes", "Enroll Student with known username", "Assign Sections and/or Codes", and "Enroll students from another course". Below these links is a row of action buttons: E-mail, Message, Unenroll, Lock, Make Exception, Pictures, and Copy Emails. A "Check:" dropdown is set to "All". Below the buttons is a table of students with columns for Code, Account Status, Last, First, Email, Email, Last Access, Grades, Due Dates, Chg Info, and Lock Out. The student "McKeague, Patrick" is selected with a checked checkbox, indicated by a red arrow.

Code	Account Status	Last	First	Email	Email	Last Access	Grades	Due Dates	Chg Info	Lock Out
<input type="checkbox"/>		Hoy	Matt	<a href="mailto:matt@varsitylearning.com">matt@varsitylearning.com</a>	<a href="mailto:matt@varsitylearning.com">matt@varsitylearning.com</a>	never	<a href="#">Grades</a>	<a href="#">Exception</a>	<a href="#">Chg</a>	<a href="#">Lock</a>
<input checked="" type="checkbox"/>		McKeague	Patrick	<a href="mailto:patrick@varsitylearning.com">patrick@varsitylearning.com</a>	<a href="mailto:patrick@varsitylearning.com">patrick@varsitylearning.com</a>	never	<a href="#">Grades</a>	<a href="#">Exception</a>	<a href="#">Chg</a>	<a href="#">Lock</a>

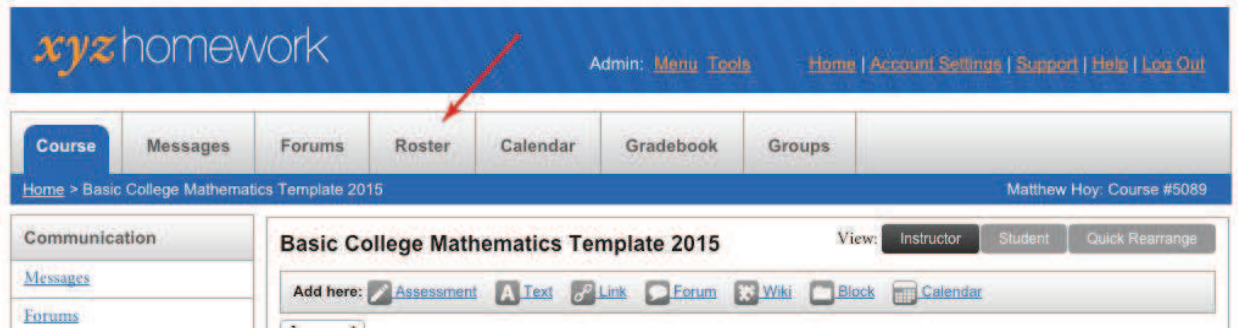
3. Click the "Unenroll" button near the top of the screen.
4. On the next Warning screen, click the "Unenroll" button.



The screenshot shows the "Confirm Change" page with a breadcrumb trail: Home > Prealgebra, Mr. Smith, Period 5 > Roster > Confirm Change. A warning message states: "Warning! This will delete ALL course data about these students. This action cannot be undone. If you have a student who isn't attending but may return, use the Lock Out of course option instead of unenrolling them." Below the warning is a question: "Are you SURE you want to unenroll the selected students?" and a list of the selected student: "McKeague, Patrick (patrick@varsitylearning.com)". At the bottom are three buttons: "Unenroll", "Lock Students Out Instead", and "Nevermind". A red arrow points to the "Unenroll" button.

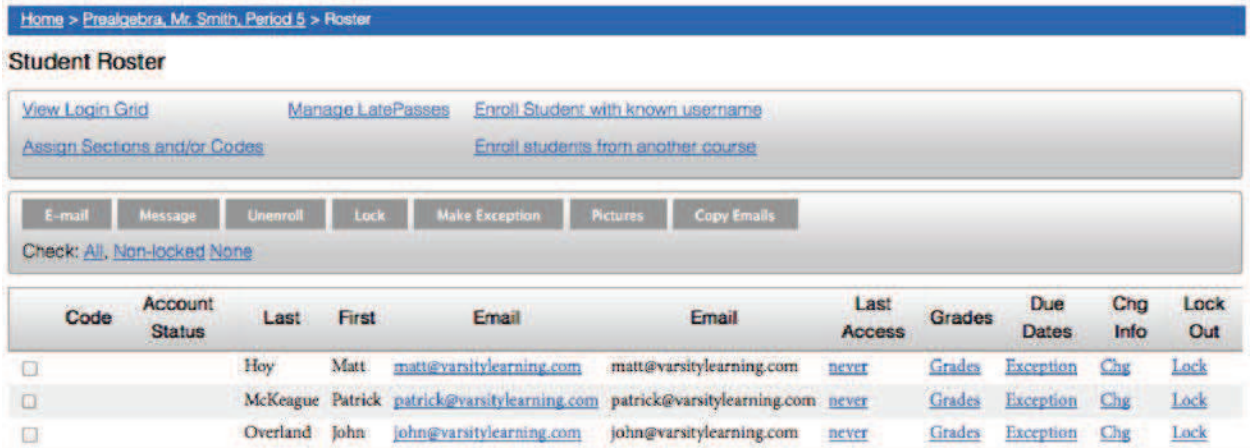
How do I lock out a student from my class?

1. Click on "Roster."



The screenshot shows the top navigation bar of the 'xyz homework' system. The 'Roster' tab is highlighted, and a red arrow points to it. Below the navigation bar, the course title 'Basic College Mathematics Template 2015' is displayed. A 'View:' dropdown menu is set to 'Instructor'. Below this, there are several icons for adding content: Assessment, Text, Link, Forum, Wiki, Block, and Calendar.

2. Click the "Lock" link to the right of the student's name.
  - a. To reverse the process, simply return to the Roster screen and click the "Unlock" link next to the student's name.



The screenshot shows the 'Student Roster' page. At the top, there are several utility links: View Login Grid, Manage Late Passes, Enroll Student with known username, Assign Sections and/or Codes, and Enroll students from another course. Below these links are buttons for E-mail, Message, Unenroll, Lock, Make Exception, Pictures, and Copy Emails. A 'Check:' dropdown is set to 'All, Non-locked None'. The main part of the page is a table with the following columns: Code, Account Status, Last, First, Email, Email, Last Access, Grades, Due Dates, Chg Info, and Lock Out. A red arrow points to the 'Lock' link in the 'Lock Out' column for the first student.

Code	Account Status	Last	First	Email	Email	Last Access	Grades	Due Dates	Chg Info	Lock Out
<input type="checkbox"/>		Hoy	Matt	<a href="mailto:matt@varsitylearning.com">matt@varsitylearning.com</a>	<a href="mailto:matt@varsitylearning.com">matt@varsitylearning.com</a>	<a href="#">never</a>	<a href="#">Grades</a>	<a href="#">Exception</a>	<a href="#">Chg</a>	<a href="#">Lock</a>
<input type="checkbox"/>		McKeague	Patrick	<a href="mailto:patrick@varsitylearning.com">patrick@varsitylearning.com</a>	<a href="mailto:patrick@varsitylearning.com">patrick@varsitylearning.com</a>	<a href="#">never</a>	<a href="#">Grades</a>	<a href="#">Exception</a>	<a href="#">Chg</a>	<a href="#">Lock</a>
<input type="checkbox"/>		Overland	John	<a href="mailto:john@varsitylearning.com">john@varsitylearning.com</a>	<a href="mailto:john@varsitylearning.com">john@varsitylearning.com</a>	<a href="#">never</a>	<a href="#">Grades</a>	<a href="#">Exception</a>	<a href="#">Chg</a>	<a href="#">Lock</a>