





CANVAS: How to remove someone from an account

Removing the account owner:

Any Canvas account owner can remove themselves by going to the ISU AdminTools > Manage Additional People > and clicking the red boxed X after their name. A department administrator can also request that College Canvas Support remove an account owner from a course.

| Name | Sections |
|------------------------------|--|
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If the account owner is removed ...

- The account still exists but they will not see it on their Dashboard or in their Courses list.
- They will not be able to re-enter the course account.
- They will not be able to copy the course contents or settings into another account.

Removing a Teaching assistant, Co-teacher, or manually added Student:

Any participant in the course who has been enrolled using the ISU AdminTools, or by including their name on the account order form, can be manually removed. Students who are enrolled via a connection to a Registrar classlist do not fall into this category.

Any Teacher or Co-teacher in the course can click ISU AdminTools in the Course Menu > Manage Additional People > and remove any manually added person by clicking the red boxed X after the user's name, in the Section that they are to be removed from.

Removing a Registered Student:

Registered students appear in a Canvas course when the instructor has connected the official classlist to the Canvas account. These students cannot be unenrolled by the instructor or by College Support Staff.

- If a registered student officially drops the course, their name will remain in the People list but be followed by the word "inactive".
- Inactive students do not appear in the course grade book, Grades.
- Inactive students do not appear in course groups.

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| Karla Embleton inactive |
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