

## Remove Students from the Grade Center

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### Remove Users from the Grade Center Manually

Users that are removed from a Course are also removed from the Grade Center. To remove users from a course manually, follow these steps:

1. From the Course, navigate to the **Control Panel**.
2. Click **Remove Users from Course**.
3. Locate the users by searching or listing all users.
4. Check the select box next to the users to remove them from the course.
5. Type the word **Yes** in the text box to confirm the removal.
6. Click **Submit**.