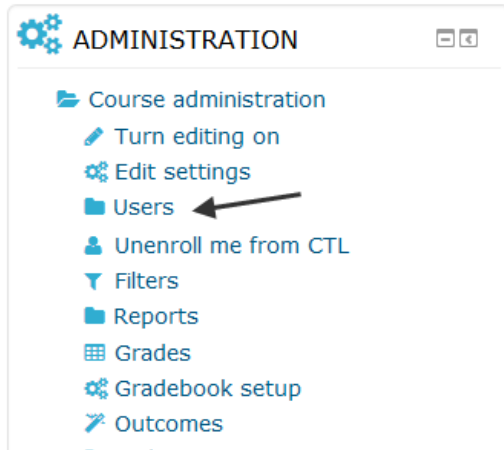
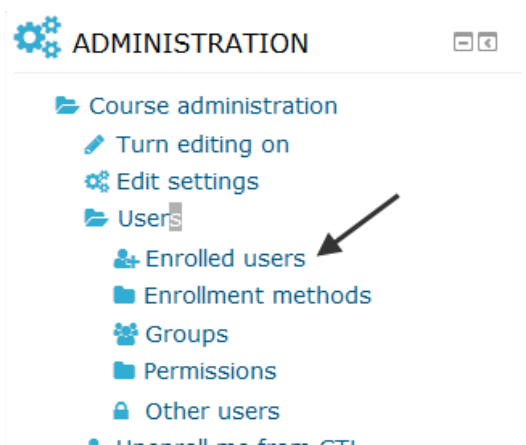


## Making a Student Inactive in Moodle

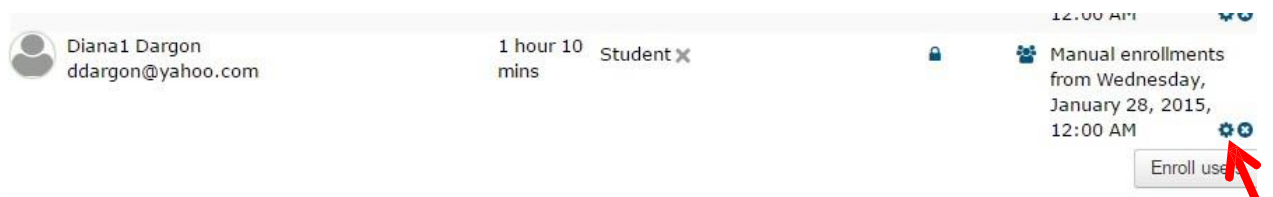
1. On the home page of the course, go to **Administration Block**, scroll down and click **Users**.





2. Under **Users** click on **Enrolled users**.





3. Look to the far right of a student entry. Click the gear icon for the student you wish to make inactive.





- Click the status drop down arrow. Change the student from “Active” to “Suspended”.


**Status** Active  


**Enrollment starts** 20 January 2015 10 10   Enable

**Enrollment ends** 7 August 2016 21 05   Enable

**Enrollment created** Tuesday, January 20, 2015, 10:10 AM

**Status** Suspended  

**Enrollment starts** 20 January 2015 10 10   Enable

**Enrollment ends** 7 August 2016 21 05   Enable










**Enrollment created** Tuesday, January 20, 2015, 10:10 AM


Click the **Save changes** button.

- Once you click **Save changes** you will be redirected to the Enrolled Users page. Make sure the student you made inactive is greyed out as shown in the picture below.

### Enrolled users

Search  Enrollment methods All   Role All  Group All partici  Status All

First name / Last name ^ / First name - phonetic / Surname - phonetic / Middle name / Alternate name / Email address	Last access to course	Roles	Groups	Enrollment methods
 Diana Dargon dargond@cravenc.edu	1 sec	Teacher		 Manual enrollments from Wednesday, January 28, 2015, 12:00 AM 
 Diana1 Dargon ddargon@yahoo.com	1 hour 24 mins	Student 		 Manual enrollments from Wednesday, January 28, 2015, 12:00 AM 



6. You're done!