

Suspend or Unenroll Learners?

If a learner is expected to have a planned and long absence, should you unenroll them or suspend them from your course?

Suspended users are no longer able to access any of their courses on Avenue but their data (Attendance, grades, logs, activities) is preserved, so it is possible for them to return to their course at a later time.

Suspended users don't show in the gradebook unless a teacher changes their **Grader report** preferences to show all users.

Unenrolled users are permanently removed from a course. Their data, grades and logs are removed.



Suspension or Unenrolment? It is your choice based on the expectation that the learner is returning to the course or not.

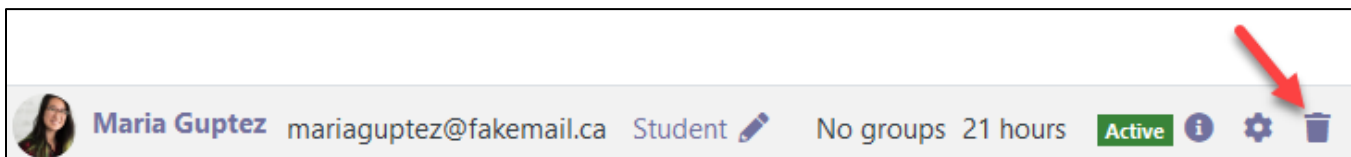
Note: Suspensions or Unenrolments do not remove the learner from the Avenue system.

Unenrolling a Learner from a Course

1. On your course, and in the **Navigation Drawer**, click on the **Participants** link.  **Participants**

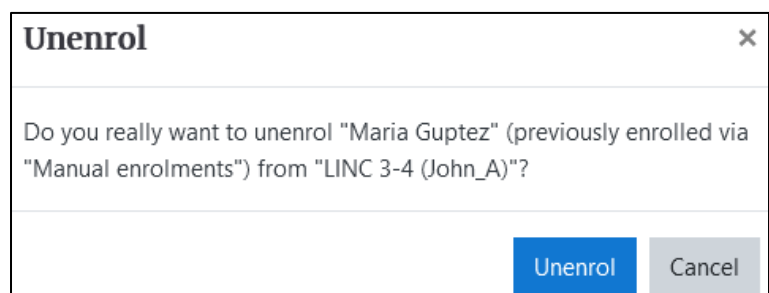
Note: The **Participants** screen appears.

2. Choose the **Unenrol** icon (looks like a trash can) in the row of the student to be unenrolled.

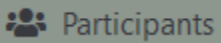


3. In the confirmation pop-up that appears, click on the **Unenrol** button.

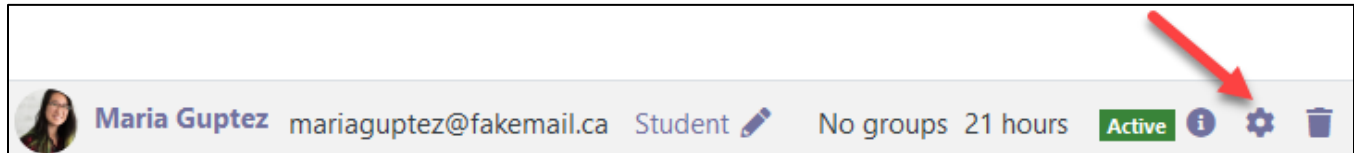
Note: The user has been removed from the course.



Suspending a Learner from a Course

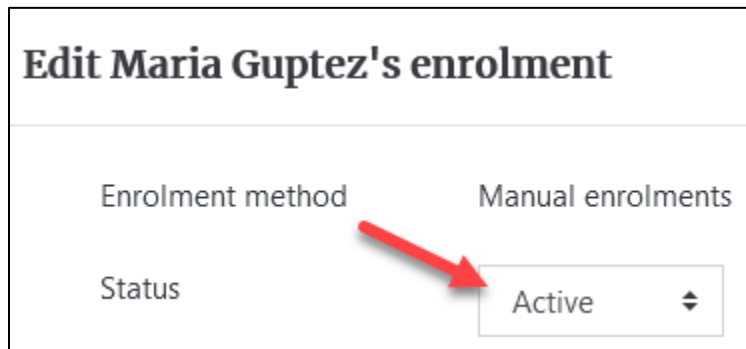
1. On your course, and in the **Navigation Drawer**, click on the **Participants** link.  **Note:** The **Participants** screen appears.

2. Choose the **Edit enrolment** icon in the row of the student to be suspended.



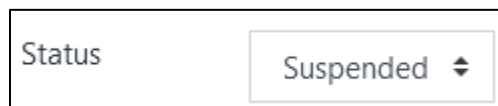
A screenshot of a participant row in a course. The row contains the following information: a profile picture of Maria Gupte, her name 'Maria Gupte', email 'mariaguptez@fakemail.ca', role 'Student' with a pencil icon, 'No groups', '21 hours', a green 'Active' status tag, an information icon (i), a settings gear icon, and a trash can icon. A red arrow points to the settings gear icon.

3. In the Enrolment pop-up that appears, click on the **Status** menu.



A screenshot of the 'Edit Maria Gupte's enrolment' pop-up. It shows the 'Enrolment method' as 'Manual enrolments'. The 'Status' is currently set to 'Active' in a drop-down menu. A red arrow points to the 'Active' status.

4. Choose **Suspended** in the drop-down menu.



A screenshot of the status drop-down menu. The label 'Status' is on the left, and the drop-down menu shows 'Suspended' with a downward arrow.

5. Click on the **Save changes** button.

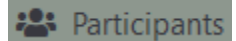


A screenshot of the participant row after suspension. The row contains the same information as before, but the status tag is now orange and labeled 'Suspended'.

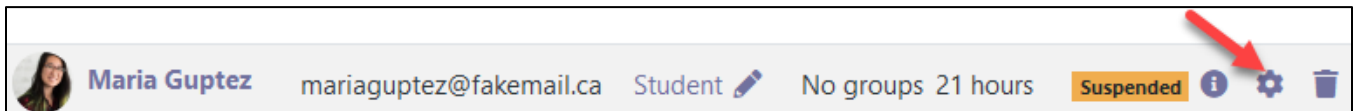
Note: The user is now suspended from the course.

Admitting a Suspended Learner to a Course

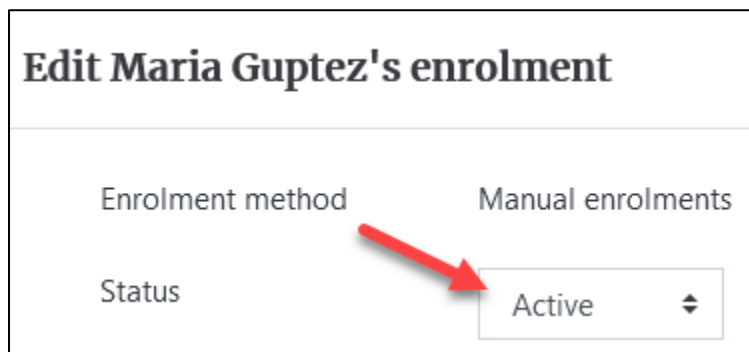
1. On your course, and in the **Navigation Drawer**, click on the **Participants** link.



Note: The **Participants** screen appears.



2. Choose the **Edit enrolment** icon in the row of the suspended student.
3. In the Enrolment pop-up that appears, change the **Status** setting to **Active**.



4. Click on the **Save changes** button.

Note: The user is now an **Active** participant in the course.

