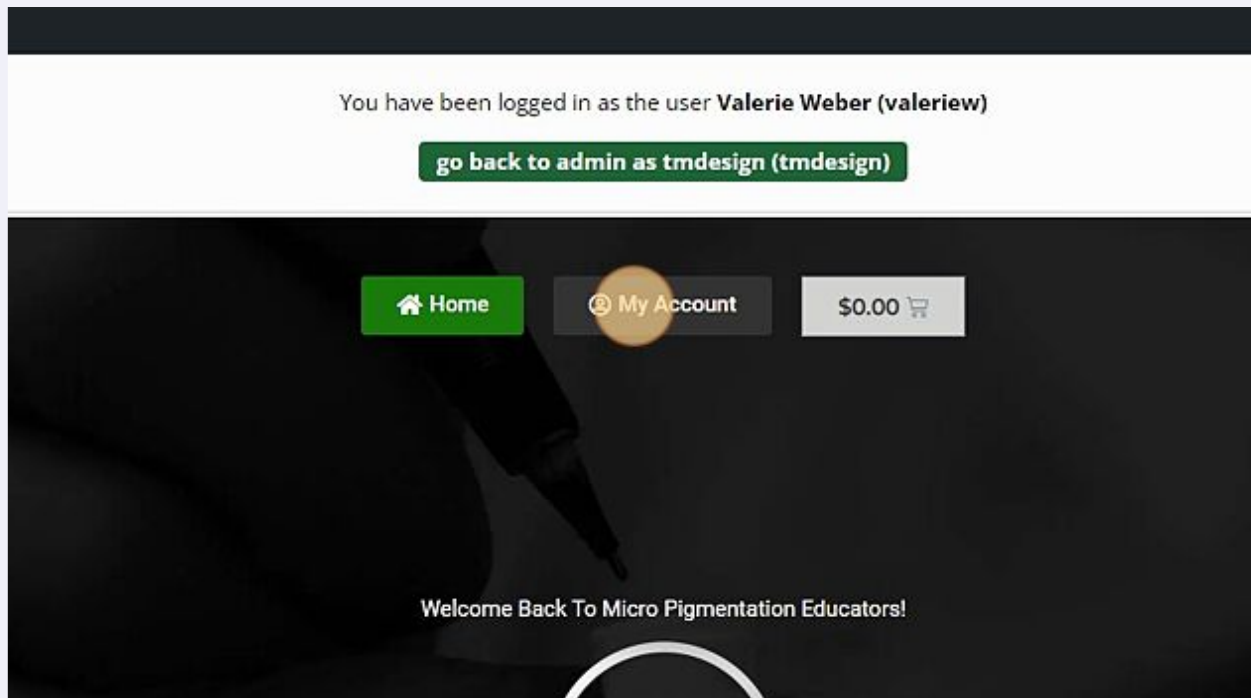


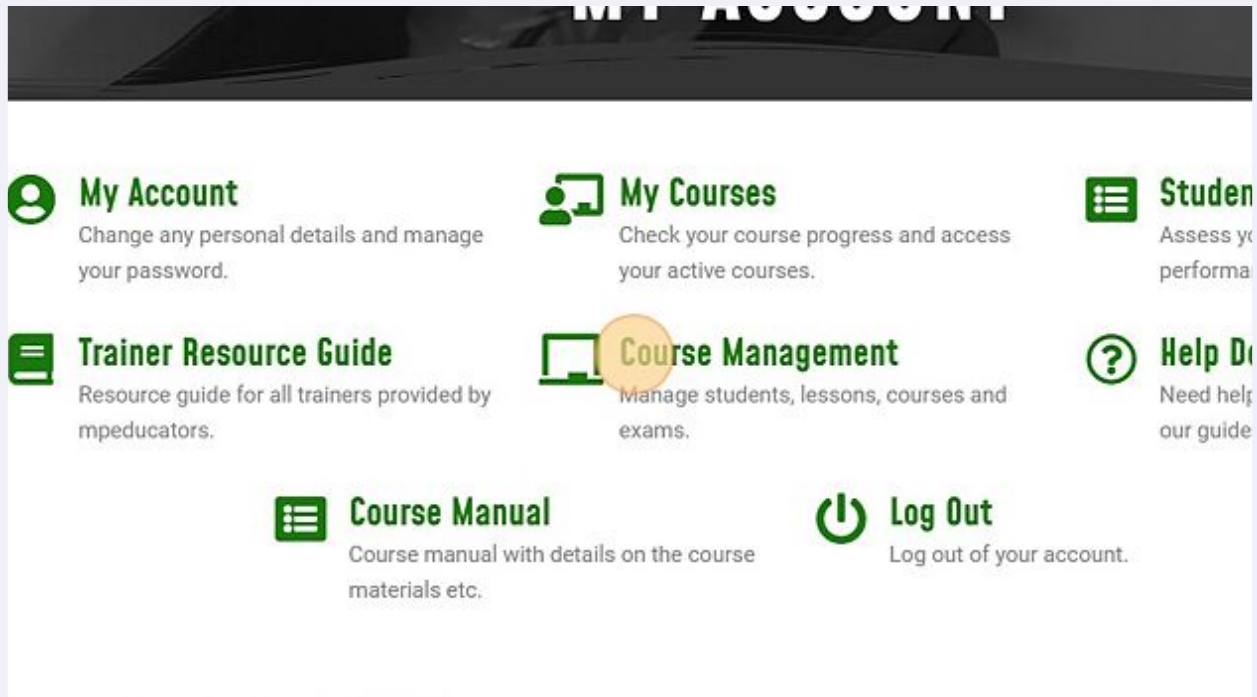
How to Remove Student Enrollment from a Course

- 1 Navigate to your individual training portal using YOURNAMEHERE.mpeducators.com

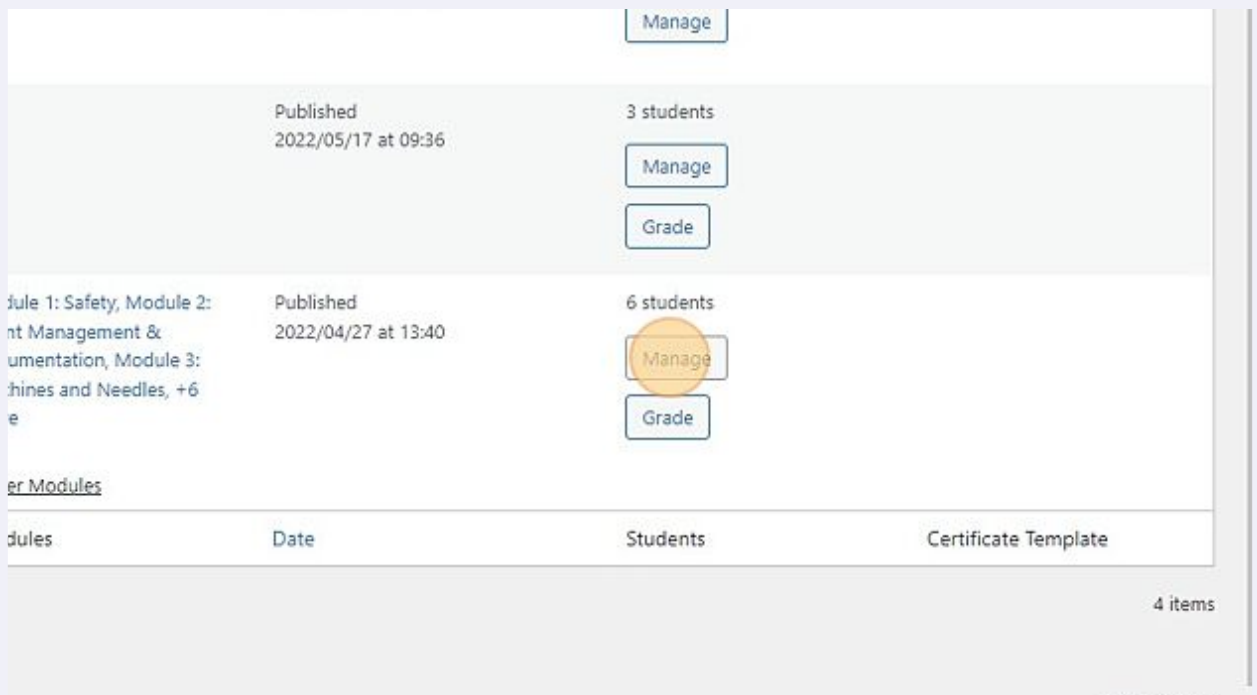
- 2 After logging in click "My Account"



3 Click "Course Management"



4 Find the course you want to unenroll a student from and click "Manage"



5 Click "Remove Enrollment"

The screenshot shows the Sensei LMS interface. On the left is a dark sidebar with navigation options: Media, Comments, Templates, Products, Certificates, Sensei LMS (highlighted), Home, Courses, Lessons, Questions, Students, Glossary, Groups, and Grading (with a red notification badge '2'). The main content area is titled 'Students' and shows the course 'Micropigmentation Educators Course'. Below the course title are navigation links: 'All Students | Enrolled Students | Unenrolled Students | Manually Enrolled Students | Lessons'. A table lists enrolled students with columns for 'Students', 'Enrolled', and 'Start Access'. The first row for 'DANIEL MOORE' has a red circle around the 'Remove Enrollment' button. Other students listed are jarrod beukman, Maria Crosby, Sarah McCormick, and Valerie Weber.

Students	Enrolled	Start Access
DANIEL MOORE Remove Enrollment Reset Progress	Yes	<input type="text"/>
jarrod beukman	Yes	<input type="text"/>
Maria Crosby	Yes	<input type="text"/>
Sarah McCormick	Yes	<input type="text"/>
Valerie Weber	Yes	<input type="text"/>

6 The students name still shows on the page, however if you hover over them it will say enrol instead of remove enrolment. This simply means the student was correctly unenrolled from the course.