

How Do I Unenroll Students From My CDX Online Courses?

1. Log in to your CDX User Account at www.cdlearning.com
2. Click on the “Learners” Tab.



3. You may use the filter fields to help locate the student you want to unenroll.
4. **Please note:** If you want to unenroll the student in each of the courses they are enrolled, you will need to follow these steps for each course ID.

The screenshot shows a table of enrolled students with filter fields at the top. The filter fields include 'By Date Redeemed' (MM/DD/YYYY), 'By Product' (58A9C2), and a 'Clear Filters' button. The table has columns for 'FIRST NAME', 'LAST NAME', 'PRODUCT', and 'COURSE ID'. The first row is highlighted with a red box, showing the student Mesut Ozil enrolled in the course ASE 5 CDX Advantage Access to Fundamentals of Automotive Technology, Second Edition, with course ID 58A9C2.

FIRST NAME ↓	LAST NAME ↓	PRODUCT ↓	COURSE ID ↓
Mesut	Ozil	ASE 5 CDX Advantage Access to Fundamentals of Automotive Technology, Second Edition	58A9C2
Santi	Carzola	ASE 5 CDX Advantage Access to Fundamentals of Automotive Technology, Second Edition	58A9C2

5. Click on the student you would like to unenroll in the applicable course ID. On the following page, click the option “Unenroll Student”

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Mesut Ozil
mozil@cdxlearning.com

SUBSCRIPTION DETAILS: Product: ASE 5 CDX Advantage Access to Fundamentals of Automotive Technology, Second Edition Course ID: 58A9C2 Redemption Date: 10/22/2018 Last Visit: -	PRODUCT ACTIONS: Promote Student to Non-editing Instructor → Promote Student to Instructor → Unenroll Student →	GRADE - COURSE COMPLETION STATUS - SKILLS COMPLETION STATUS Yes / No
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6. Click "Yes" to confirm that you want to unenroll this student from the course.

Mesut Ozil
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Are you sure you want to unenroll this student?

YES NO

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