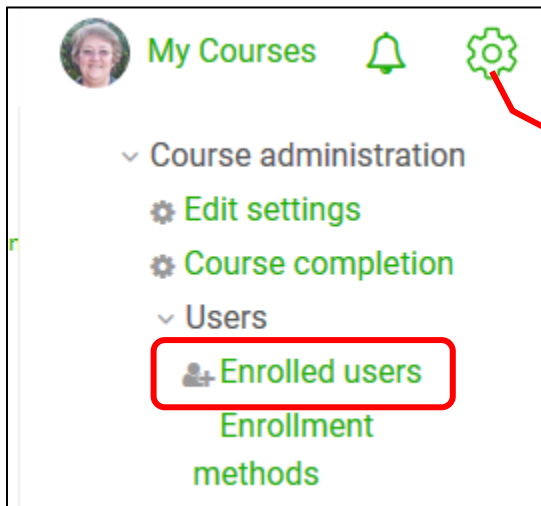


Drop (Suspend) Students

The class roster in the Faculty Portal is the official roster. The process to synchronize enrolled students between CAMS (Faculty Portal) and Moodle is supposed to occur automatically although it does not always happen. For instance, when a student officially drops your course, it occurs in CAMS immediately and it is supposed to occur in your Moodle course within about 30 minutes. That **does not** mean dropped students are removed from your list of Enrolled students in Moodle. Instead, they are put on “suspension.”

Being “suspended” means they cannot log into the course and their names do not appear in the gradebook.

If you have to manually suspend a student, follow these steps:



Click the Admin gear icon and select “Enrolled users” from the drop-down menu that appears.

	Makenna Reynolds reynolds.m1@bulldogsmail.com	15 hours 39 mins	Student		Manual enrollments enrolled Monday, January 8, 2018, 7:29 PM		
	Camrynn Richardson richardson.c@bulldogsmail.com	Never	Student		Manual enrollments enrolled Monday, January 15, 2018, 12:29 PM		
	Margaret Smith smith.m.r12@bulldogsmail.com	16 hours 5 mins	Student		Manual enrollments enrolled Monday, January 8, 2018, 7:29 PM		

Click the Edit enrollment icon beside their name.

Status
Suspended ▾

Enrollment starts
15 ▾ February ▾ 2018 ▾ 07 ▾ 20 ▾ Enable

Enrollment ends
15 ▾ February ▾ 2018 ▾ 07 ▾ 20 ▾ Enable

Enrollment created
Monday, January 15, 2018, 12:29 PM

Change the student Status to “Suspended.”

Click **Save changes**.

By doing this, they cannot log into the course and their names will not appear in the gradebook.