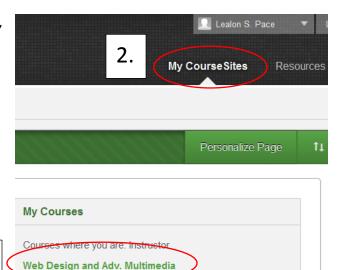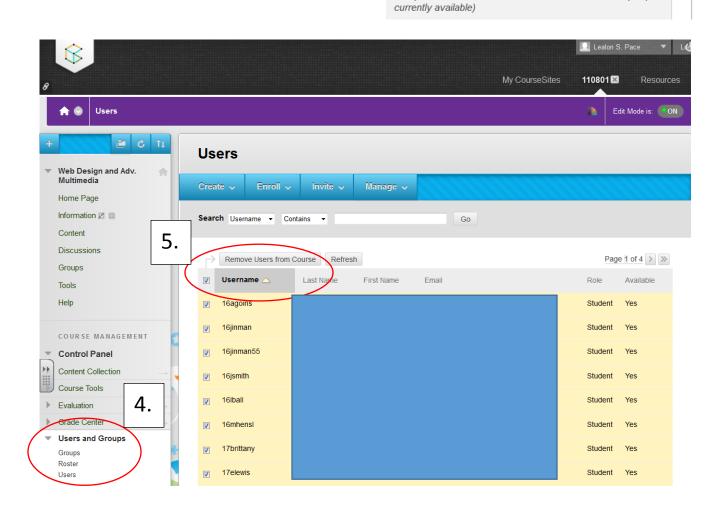1. Go to https://www.coursesites.com and login
2. You will be taken to your Dashboard (My CourseSites) which will allow you select/enter each of your courses.
3. Click on one of your courses
4. In the lower left, select the heading 'Users and Groups' and then 'Users'
5. You will now have the option to select and remove each of the students who were enrolled from a previous year. **This needs to be done prior to new student enrollment.**

Removing Students from Courses