

View Users in a Course

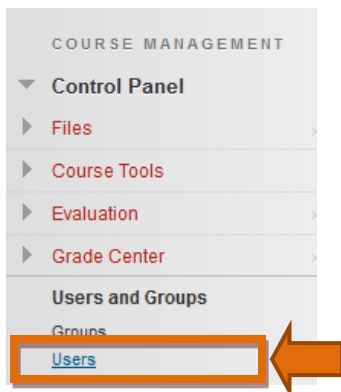
Blackboard provides several options for viewing a list of the users (students) enrolled in your course.

Method #1 – Users and Groups

1. Locate the **Control Panel** in the lower left side of the screen. The **Control Panel** is located at the bottom left, below the course menu.



2. Click **Users and Groups**, and then click on **Users**.



3. The **Users** list appears with a list of students enrolled in the course. This screen also provides information such as the usernames, email addresses, roles, the observer's (advisor) name, and availability of all users in the course.

Users

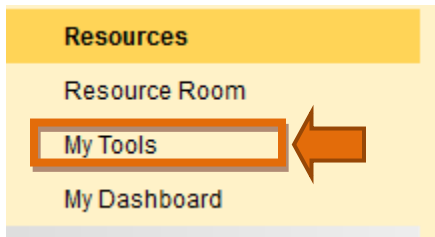
Search: Username Not blank Go

Refresh

Username	First Name	Last Name	Email	Role	Observer	Available
sample.student3	Rocky	Akers	ouacademitech@ottawa.edu	Student		Yes
sample.student7	Crystal	Ball	ouacademitech@ottawa.edu	Student		Yes
sample.student9	Candy	Barr	candy.barr@student.ottawa.edu	Student		Yes
sample.student15	Barry	Cade	carine.ullom@ottawa.edu	Student	caps.online1	Yes

Method #2: The Course Roster

1. In the main course menu, click on **My Tools**.



2. Locate the **Roster** icon and click on the link provided.



View a list of users enrolled in the Course.

3. The Roster allows you to search for an individual student by using either first or last name, or you may view the entire class roster.
 - a. To search for an individual student, enter the specific search criteria and click "Go". In this example we'll check the roster for a student named "Lilly Pond" by using her first name in the search:

Roster

View a list of users enrolled in the Course.

Search

Here is the result of the search:

Last Name ▲	First Name	Email
 Pond	Lilly	

Displaying 1 to 1 of 1 items

- b. To view a roster of the entire class, clear the search criteria and change the second option to “not blank”. Then click “Go”.







Search

The class roster appears with a list of all actively enrolled students:

Roster

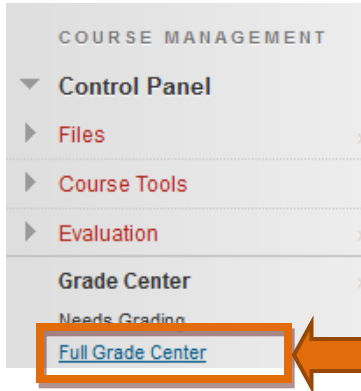
View a list of users enrolled in the Course.

Search

Last Name ▲	First Name	Email
 Akers	Rocky	
 Ball	Crystal	
 Barr	Candy	candy.barr@student.ottawa.edu
 Cade	Barry	
 Hammer	Jack	
 Pond	Lilly	

Method #3: The Full Grade Center

1. Locate the **Control Panel** in the lower left side of the screen. Click **Grade Center**, and then click on **Full Grade Center**.



2. The first two columns of the Grade Center provide a list of students enrolled in the course.

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Grade Information Bar Last Saved: January 16, 2013 4:48 PM

<input type="checkbox"/>	Last Name	First Name	Username	Student ID	Last Access	Availability
<input type="checkbox"/>	Akers	Rocky	sample.student3		November 20, 2012	Available
<input type="checkbox"/>	Ball	Crystal	sample.student7		November 2, 2012	Available
<input type="checkbox"/>	Barr	Candy	sample.student9		January 16, 2013	Available
<input type="checkbox"/>	Cade	Barry	sample.student15		January 16, 2013	Available
<input type="checkbox"/>	Hammer	Jack	sample.student4		January 16, 2013	Available
<input type="checkbox"/>	Pond	Lilly	sample.student5		January 16, 2013	Available
<input type="checkbox"/>	Soares	Dinah	sample.student8		January 16, 2013	Available
<input type="checkbox"/>	Vader	Ella	sample.student2		November 1, 2012	Available

Selected Rows: 0 Move To Top Email Icon Legend