

View Users in a Course

Within Blackboard you can view all of the users (students) enrolled in your course.

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

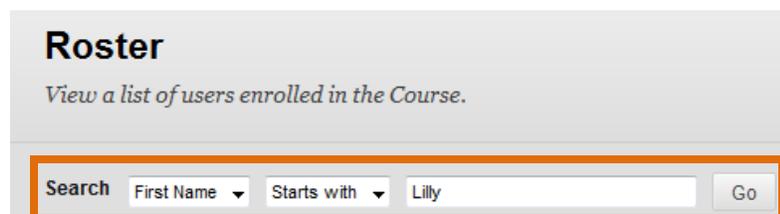


2. Locate the **Roster** icon and click on the link provided.



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:

A screenshot of the Blackboard Roster search interface. The title 'Roster' is at the top, followed by the subtitle 'View a list of users enrolled in the Course.' Below this is a search bar with a 'Search' label. The search bar contains three dropdown menus: 'First Name', 'Starts with', and a text input field containing 'Lilly'. A 'Go' button is located to the right of the search bar. The entire search bar area is highlighted with an orange border.

Here is the result of the search:

Last Name ▲	First Name	Email
 Pond	Lilly	

Displaying 1 to 1 of 1 items | [Show All](#) [Edit Paging...](#)

- 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 First Name ▼ Not blank ▼

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

Roster

View a list of users enrolled in the Course.

Search First Name ▼ Not blank ▼

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