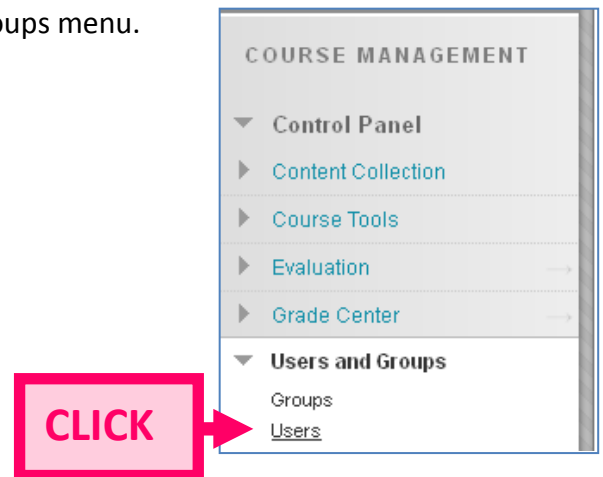


Viewing a Course's Roster

An instructor can view a roster of students who are enrolled in his or her Blackboard course, along with other important course information, through the course control panel's Users and Groups menu.

1. Scroll down to the Control Panel and expand the Users and Groups menu.
Click on **USERS**.



2. You will be taken to the **USERS** page. By default, all individuals enrolled in your course will be displayed, along with their username, e-mail address, role, and availability status.

Users

Enroll Supplementary Users Batch Enroll Users

Search: Username Not blank

<input type="checkbox"/>	<u>Username</u>	<u>First Name</u>	<u>Last Name</u> ▲	<u>Email</u>	<u>Role</u>	<u>Observer</u>	<u>Available</u>
<input type="checkbox"/>	testhamilton1 ▼	Annie	Asterisk	hamiltml@qmatc.matc.edu	Student		Yes
<input type="checkbox"/>	testhamilton3	Brett	Bracket	matc.fic@gmail.com	Student		Yes
<input type="checkbox"/>	carlsobd	Brian	Carlson	carlsobd@matc.edu	Instructor		Yes
<input type="checkbox"/>	testhamilton2	Collin	Colon	megan_leigh_hamilton@yahoo.com	Student		Yes

What if I Don't See Anyone in My Roster?

If initially you do not see anything listed on the User's page, enter a **percent sign (%)** in the **Search** field that appears on this page and click the **"Go"** button. The percent sign is a wild-card character that will make a search of the Users page display all user records associated with the course.

Users

Enroll Supplementary Users | Users

Search: Username Contains % Go

No items found.

Users

Enroll Supplementary Users | Batch Enroll Users

Search: Username Contains % Go

Remove Users from Course Refresh

<input type="checkbox"/>	Username	First Name	Last Name	Email	Role	Observer	Available
<input type="checkbox"/>	carlsobd	Brian	Carlson	carlsobd@matc.edu	Instructor		Yes
<input type="checkbox"/>	0843338	Megan	Hamilton	hamiltml@matc.edu	Instructor		Yes
<input type="checkbox"/>	meganh	Megan	Hamilton	hamiltml@matc.edu	Instructor		Yes
<input type="checkbox"/>	testhamilton1	Annie	Asterisk	hamiltml@gmatc.matc.edu	Student		Yes
<input type="checkbox"/>	testhamilton3	Brett	Bracket	matc.fic@gmail.com	Student		Yes

Using the Search Feature

You can search for users by using the Search tools on the Users page. When searching for a specific student, choose a Search Parameter, Search Operator, and type your search terms in the text box. Click **GO** to complete the search.

Users

Enroll Supplementary Users Batch Enroll Users

Search: Username ▾ Not blank ▾ Go

- Username
- First Name
- Last Name
- Email

Search Parameters - You can search for a student by username (student ID#), first name, last name, or e-mail address.

Search Operators - Select one of the following search operators:

- Equal To – Returns search results that match your search terms exactly.
- Starts With – Returns search results that begin with your search terms
- Contains – Returns search results that contain your search terms.
- Not Blank – Returns all search results that contain information for a specified parameter.

ERROR MESSAGES

An error message may appear when the search criteria field is left blank when paired with a particular search operator.

The search field cannot be left blank when paired with the Starts with search operator type

Users

Enroll Supplementary Users Batch Enroll Users

Search: Username ▾ Starts with ▾ Go

No users found