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.
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.

**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.
**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*