From time to time, it can be useful to find the course enrollments / class roster for your Blackboard course. There are actually at least two ways of finding the students in your class. One way is to look up all enrolled users in your course through the Control Panel. The other way is to go through the Tools button of the course menu. This second method only shows the students in the course. Both methods are discussed below.

**FINDING CLASS ROSTER THROUGH CONTROL PANEL**

**IMPORTANT NOTE:** Do **NOT** enroll students into Blackboard using the Enroll User button. Enrollments in Blackboard are controlled through the Add/Drop functions of the Registrar’s office. Contact the Registrar (registrar@mst.edu) for more information about adding or dropping a class. Teaching Assistants are also managed through the Registrar.

1. Login to Blackboard.
2. Click on one of your courses.
3. In the Control Panel, click **Users and Groups**.
4. Click **Users**.
5. On the Users page, you have several options to find users in your course. Users includes anyone that has a role in your course, including Instructors, Teaching Assistants, and Students.

- To find ALL users in your course:
  1. Select **Username** (or **First Name**, **Last Name**, or **Email**).
  2. Select **Not blank**.
  3. Click **Go**. This will list anyone who is enrolled in your course.

- To find a single user or group of users:
  1. Select **Username** (or **First Name**, **Last Name**, or **Email**).
  2. Select one of the conditional search criteria (**Contains**, **Equal to**, **Starts with**, or **Not blank**).
  3. Type in some additional relevant criteria (such as the first few letters of a last name).
  4. Click **Go**. The only users that will be displayed will be those matching the given criteria.

**NOTE:** The Show All button at the bottom of the list will display all of the users in the course on a single page.
FINDING CLASS ROSTER THROUGH TOOLS ON COURSE MENU

Besides the using the Control Panel to find users enrolled in a course, it is also possible to look up students (and only students) using the Tools button in the Course Menu, assuming it is enabled for your course. This button is enabled by default in all newly created Blackboard courses, but in older courses it may be turned off.

NOTE: This method can also be used by students to find other students in the course. Also, the results do NOT display email addresses, userids, or allow you to remove a student from a course.

1. Login to Blackboard.
2. Click on one of your courses.
3. Click Tools in the Course Menu.
4. Click Roster.

- To find students in your course:
  1. Select First Name or Last Name.
  2. Select Not blank.
  3. Click Go. This will list all students (and only students) who are enrolled in your course.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brofovski</td>
<td>Stan</td>
</tr>
<tr>
<td>Donovan</td>
<td>Liane</td>
</tr>
<tr>
<td>Marsh</td>
<td>Kyle</td>
</tr>
<tr>
<td>Stevens</td>
<td>Wendy</td>
</tr>
</tbody>
</table>

Displaying 1 to 4 of 4 items | Show All | Edit Paging...
To find a single student or group of students:

1. Select **First Name** or **Last Name**.

2. Select one of the conditional search criteria (**Contains**, **Equal to**, **Starts with**, or **Not blank**).

3. Type in some additional relevant criteria (such as the first few letters of a last name).

4. Click **Go**. The only users that will be displayed will be those matching the given criteria.

### Search

<table>
<thead>
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**NOTE:** The **Show All** button at the bottom of the list will display all of the users in the course on a single page.