From time to time, it can be useful to find the roster for your Blackboard course. You can look up all enrolled users in a Blackboard course you are enrolled in the Tools button of the course menu.

**FINDING CLASS ROSTER THROUGH TOOLS ON COURSE MENU**

To find users enrolled in a course use 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:** Results do NOT display email addresses or user ids.

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.
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.

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