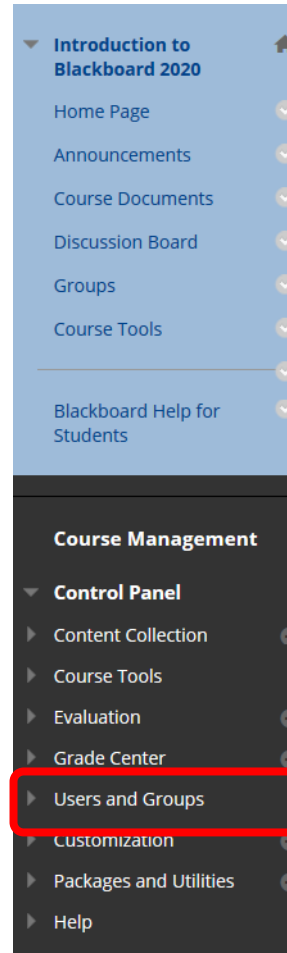




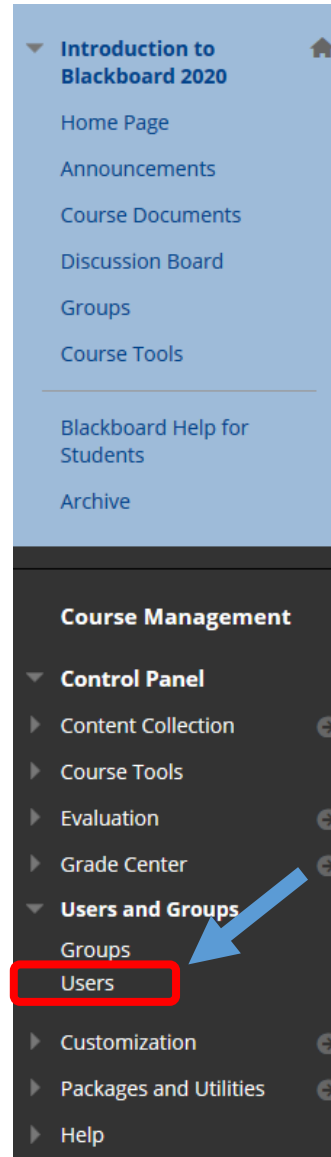
How to View the Course Roster on Blackboard

1. Log in to the course on Blackboard, and locate your **Course Management** menu on the left of the webpage.

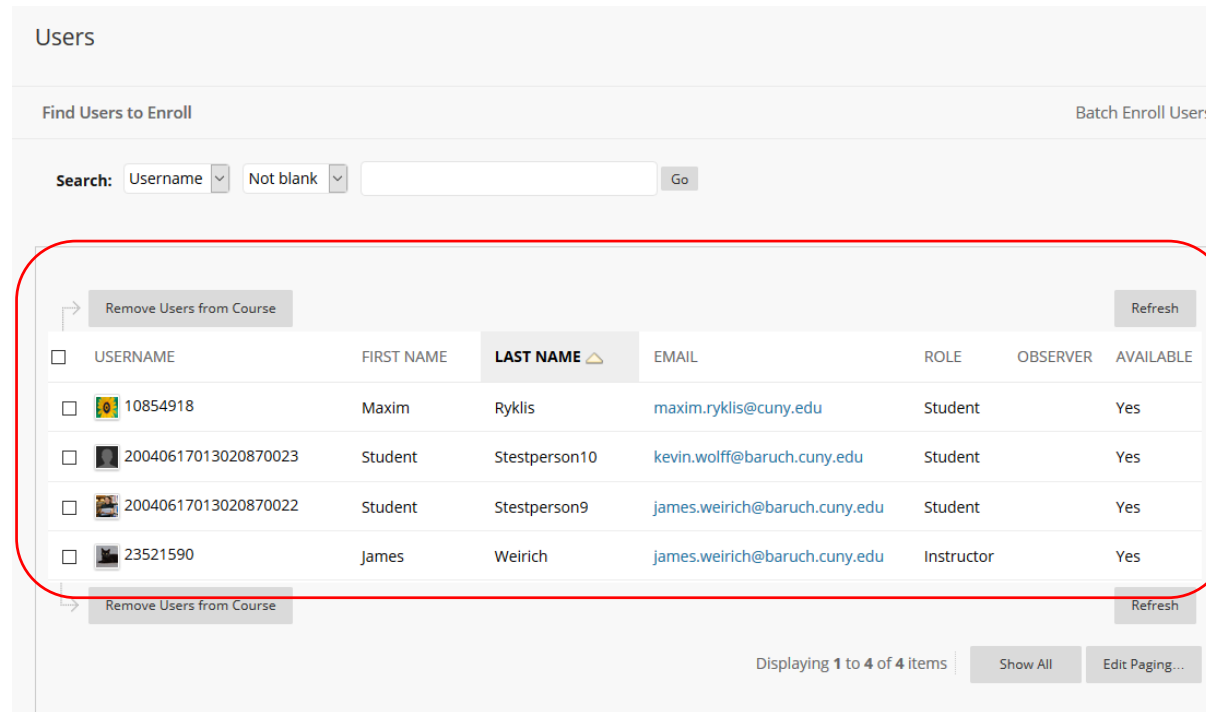
Left-Click **Users and Groups**.



2. Click *Users*.



3. Here you will see all of the users enrolled in your course. This includes all **students**, **observers**, or **teaching assistants**.



The screenshot displays the 'Users' management interface. At the top, there is a search section with a 'Find Users to Enroll' label and a 'Batch Enroll Users' link. The search criteria are set to 'Username' and 'Not blank'. Below the search bar is a table of users. The table has columns for 'USERNAME', 'FIRST NAME', 'LAST NAME', 'EMAIL', 'ROLE', 'OBSERVER', and 'AVAILABLE'. There are four rows of user data. A red rounded rectangle highlights the entire table area. A blue arrow points from the right side of the image towards the table. At the bottom of the interface, there is a pagination control showing 'Displaying 1 to 4 of 4 items' and buttons for 'Show All' and 'Edit Paging...'. There are also 'Remove Users from Course' and 'Refresh' buttons at the top and bottom of the table area.

USERNAME	FIRST NAME	LAST NAME	EMAIL	ROLE	OBSERVER	AVAILABLE
10854918	Maxim	Ryklis	maxim.ryklis@cury.edu	Student		Yes
20040617013020870023	Student	Stestperson10	kevin.wolff@baruch.cuny.edu	Student		Yes
20040617013020870022	Student	Stestperson9	james.weirich@baruch.cuny.edu	Student		Yes
23521590	James	Weirich	james.weirich@baruch.cuny.edu	Instructor		Yes