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## Blackboard Grade Center

### Accessing Class Rosters

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This document explains how staff faculty and instructional staff can view their class rosters in Blackboard.

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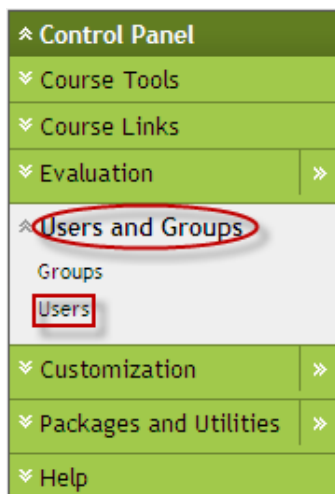
#### Brief Details

1. In the Control Panel of your Blackboard course site click on Users and Groups, then Users.
2. Enter a percent sign (%) in the text box, then click Go.
3. View the roster.

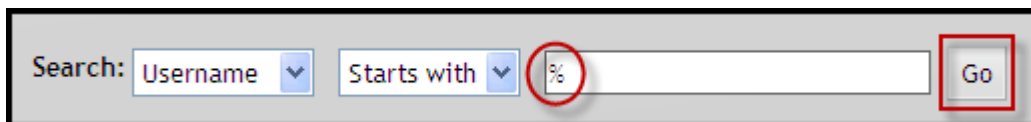
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#### Complete Details

1. In the Control Panel of your Blackboard course site click on Users and Groups, then Users.



2. Enter a percent sign (%) in the text box as shown, then click Go.



3. View the roster.

The screenshot shows the Blackboard 'Users' interface. At the top, there is a navigation breadcrumb 'Users' and a sub-header 'Users that are enrolled in a course can be located using the Search criteria provided. [More Help](#)'. Below this, there are two buttons: 'Enroll User' and 'Batch Enroll Users'. A search bar is present with 'Search:' followed by a dropdown menu set to 'Username', another dropdown set to 'Starts with', a text input field containing '%s', and a 'Go' button. Below the search bar, there is a 'Remove Users from Course' button and a 'Refresh' button. The main content is a table with the following columns: 'Username', 'Last Name', 'First Name', 'Email', 'Role', 'Observer', and 'Available'. The table contains four rows of student data. At the bottom of the table, there is another 'Remove Users from Course' button and a 'Refresh' button. Below the table, it says 'Displaying 1 to 4 of 4 items' with 'Show All' and 'Edit Paging...' links.

Username	Last Name	First Name	Email	Role	Observer	Available
gph12345	Johnson	Michael	gph12345@sanjacinto.edu	Student		No
gph12346	Smith	John	gph12346@sanjacinto.edu	Student		No
gph12347	Williams	Patricia	gph12347@sanjacinto.edu	Student		No
gph12348	Miller	Travis	gph12348@sanjacinto.edu	Student		No