Blackboard Support Center

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Viewing/Printing Course Rosters

Viewing and printing you course roster can be accomplished in one of two ways:

- Via the Control Panel's Users Tool (shows all users – including TAs, Instructors, etc…)
- Via the Grade Center (shows students only)

***To view/print your course roster using the Control Panel's Users Tool:***
1. In your course, go to the Control Panel area located just below the left side navigation pane.

2. Click on "Users and Groups" to expand the users/groups tools. Then click the "Users" link.

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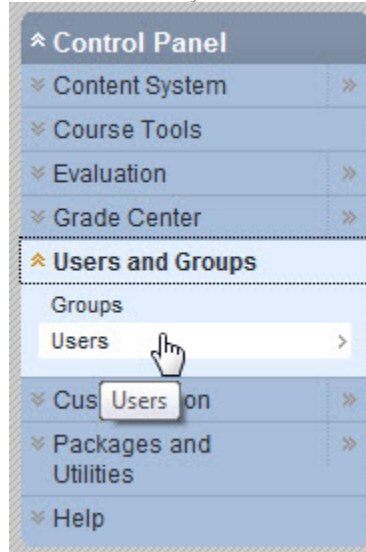
3. The resulting screen will show you all of the users enrolled in the course. If your class list is large, you may need to click the "Show All" button in the lower right corner of the screen so you can see everyone.
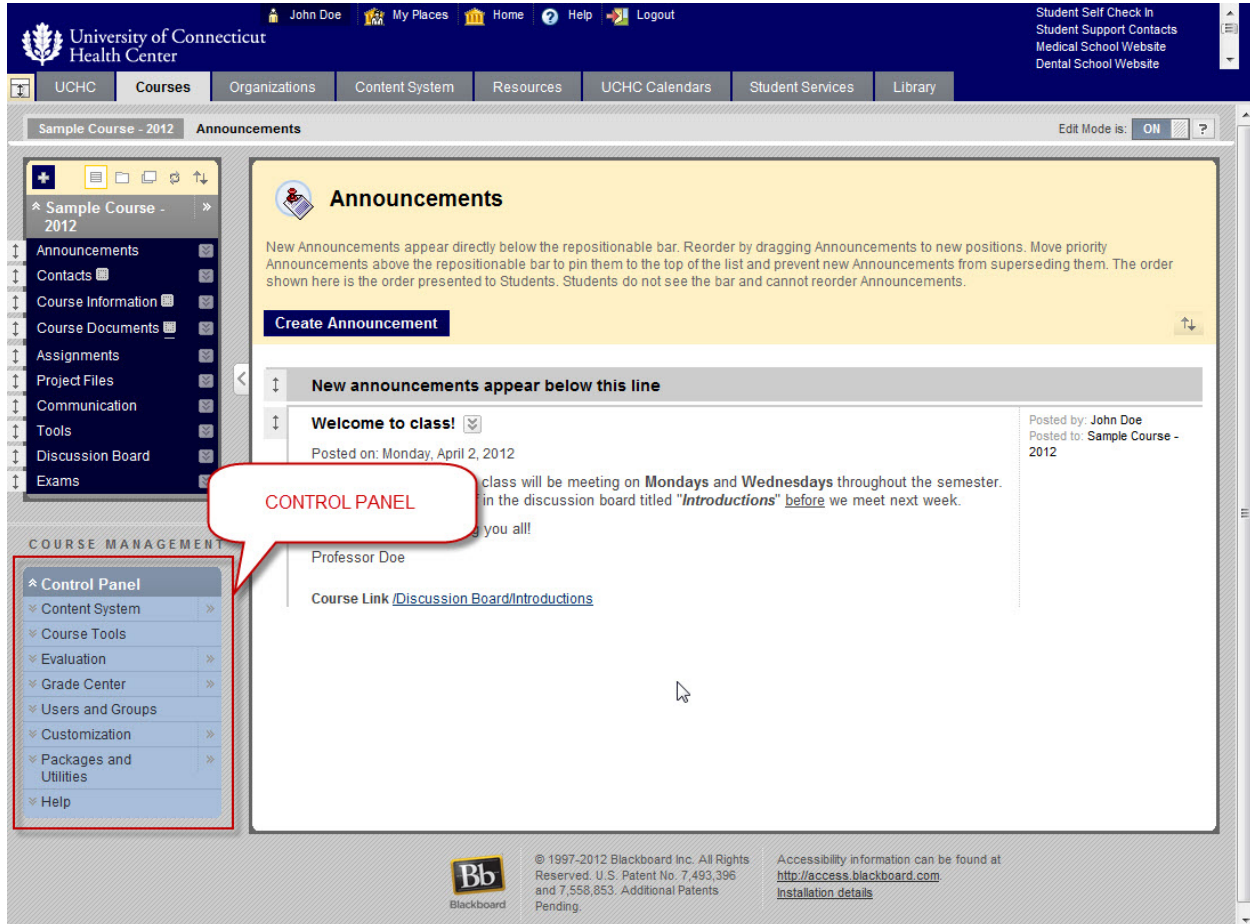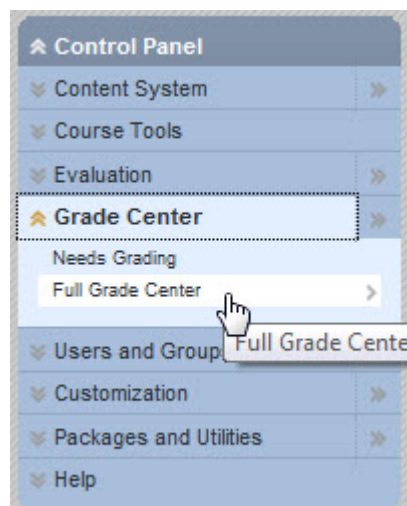

4. Go to your browser's print tool to print the list.

To view/print your course roster using the Grade Center:

1. In your course, go to the Control Panel area located just below the left side navigation pane.

2. Click on "Grade Center" to expand the grade center tools. Then click the "Full Grade Center" link.

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3. You will now see the full grade center. In the upper tool bar, on the far right, hover over the "Work Offline" link, then select the "Download" option.

4. On the next screen, you can select what you would like to download. In section 1. Data, select the option for "User Information Only"

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5. In section 2. Options, select the type of file you wish to download. (Both Comma and Tab delimited files can be opened in Microsoft Excel.) (See image below.)

6. In section 2. Save Location, select where you want to save the file. Most of the time, you will likely want to save it to "My Computer" which allows you to save the list on the computer you are currently working on.


7. When you are done, click the "Submit" button.

8. The next screen, click the "Download" button.

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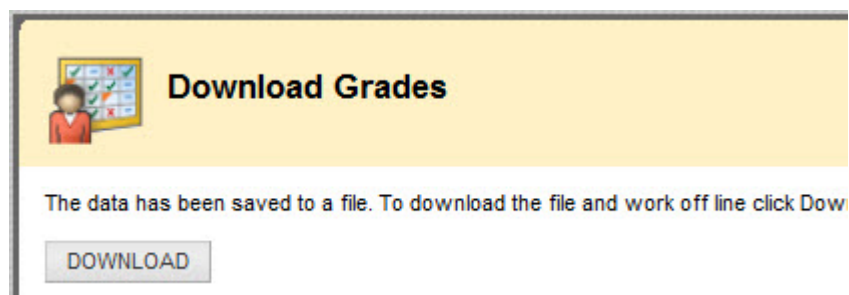
9. On newer versions of some browsers you will see something similar to the image below appear across the bottom of your browser window. Click the Save button to save it to your downloads area, or use the "Save As" feature to select where the file will be saved to.
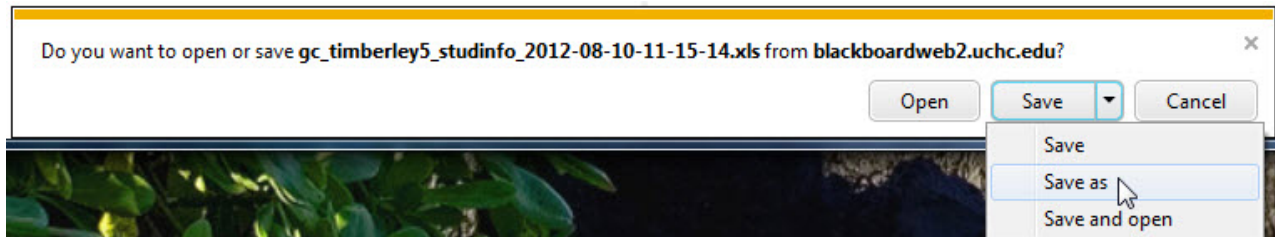
10. On older versions of some browsers, you will see something similar to the image below. Click the "Save" button and navigate to the location where you want the file to be saved to.
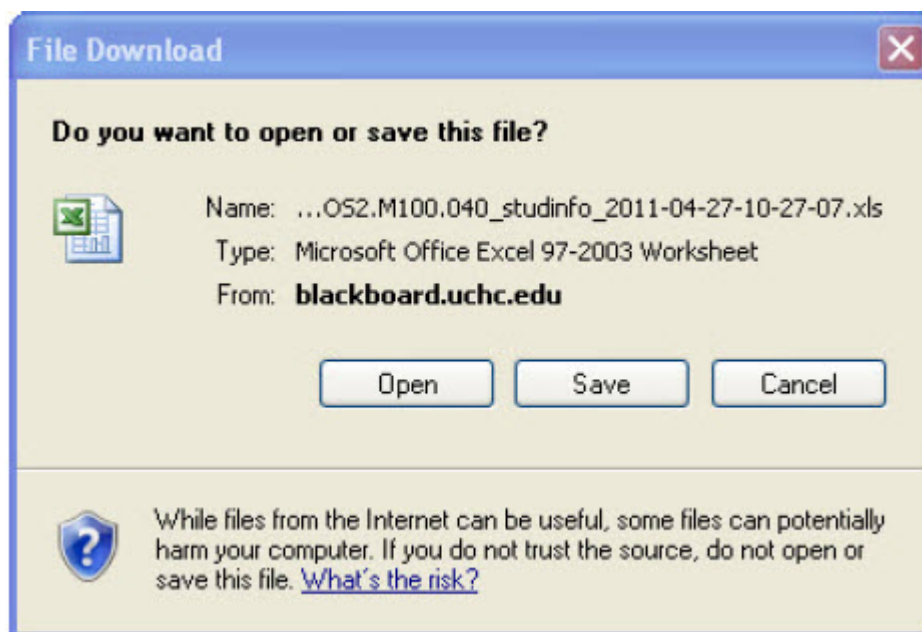
NOTE: Upon opening the spreadsheet in Excel, the following window may appear:
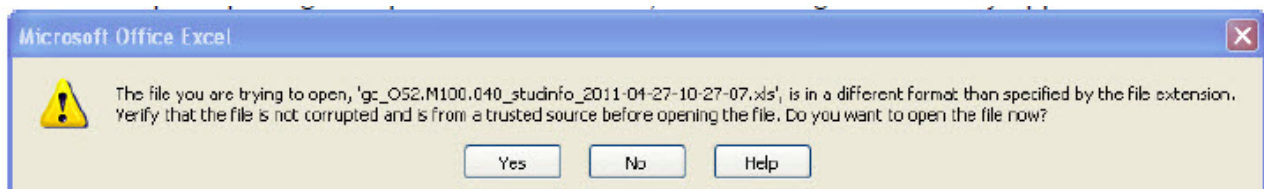
Choose "Yes". This message is due to the formatting of the spreadsheet that you downloaded.