

Viewing/Printing Course Rosters

Viewing and printing your 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:

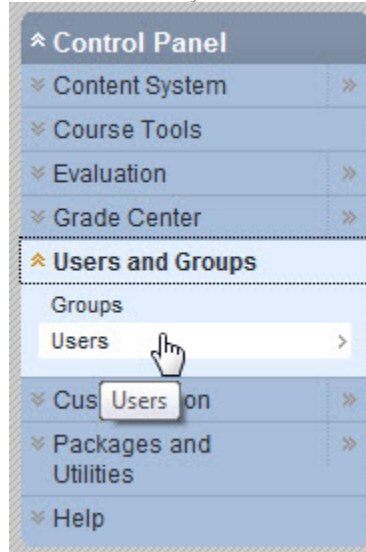
1. In your course, go to the Control Panel area located just below the left side navigation pane.

The screenshot displays the Blackboard interface for a course. At the top, there is a navigation bar with the University of Connecticut Health Center logo and user information (John Doe). Below this is a secondary navigation bar with tabs for UCHC, Courses, Organizations, Content System, Resources, UCHC Calendars, Student Services, and Library. The main content area is titled "Sample Course - 2012" and "Announcements". On the left side, there is a vertical navigation pane with various course management tools. A red box highlights the "CONTROL PANEL" section, which includes links for Content System, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help. A callout bubble points to the "CONTROL PANEL" label. The main content area shows an announcement titled "Welcome to class!" posted by John Doe on Monday, April 2, 2012. The announcement text mentions meeting on Mondays and Wednesdays and a discussion board titled "Introductions".

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

Blackboard Support Center

Blackboard 9.1 Learning System QuickSheet • Faculty Instructional Technology Services • <http://fits.uchc.edu> • 860-679-2573



- 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.

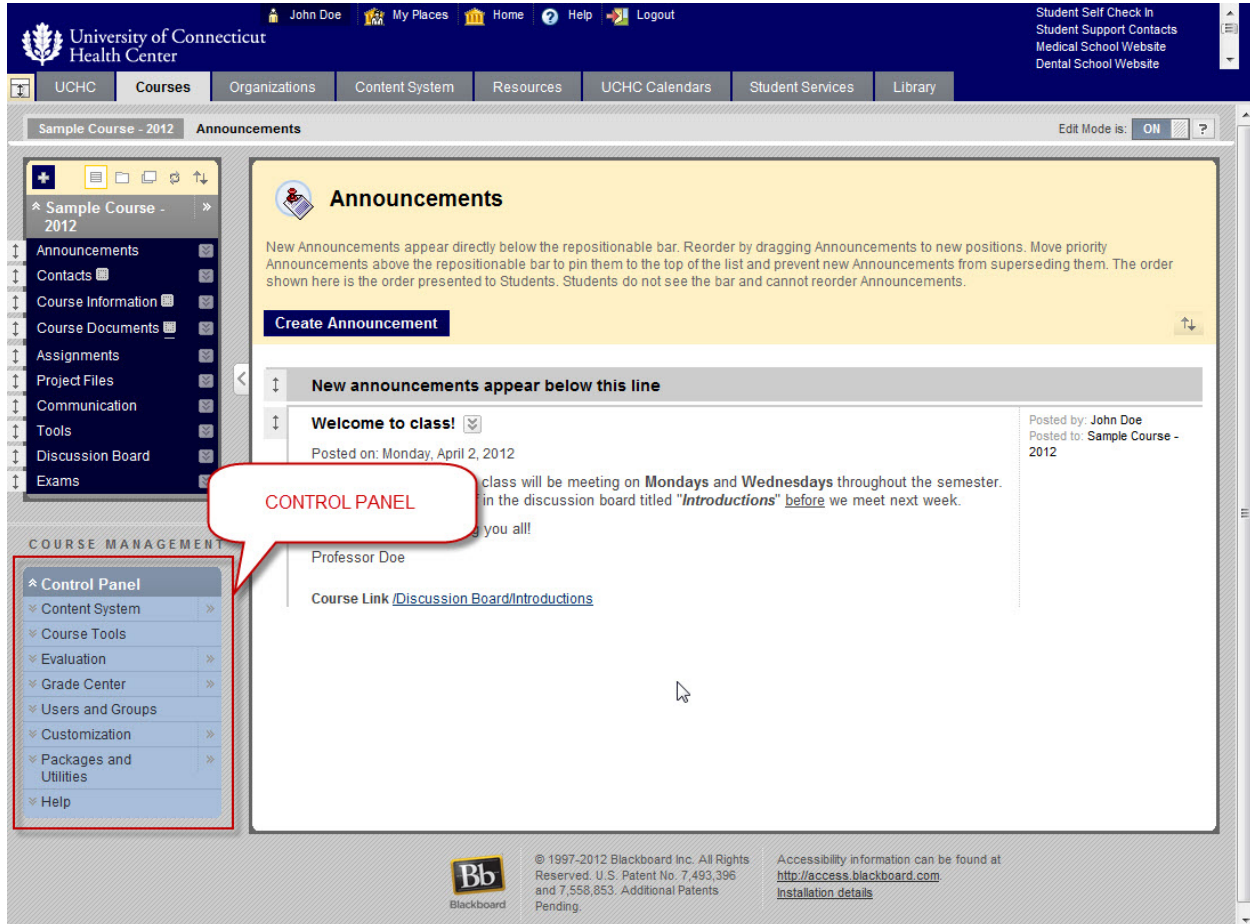
A screenshot of the Blackboard 'Users' page. The page has a yellow header with a document icon and the title 'Users'. Below the header is a blue button labeled 'Find Users to Enroll'. A search bar contains 'Username' as the search criteria, 'Not blank' as the filter, and a 'Go' button. Below the search bar is a table of users with columns for Username, First Name, Last Name, Email, Role, Observer, and Available. The table contains three rows of user data. At the bottom of the table are 'Remove Users from Course' and 'Refresh' buttons. A pagination bar at the bottom right shows 'Displaying 1 to 3 of 3 items' and buttons for 'Show All' and 'Edit Paging...'.

Username	First Name	Last Name	Email	Role	Observer	Available
fake_barber	Dave	Barber	tbarber@uchc.edu	Student		Yes
fake_doe	John	Doe	tbarber@uchc.edu	Instructor		Yes
fake_hamilton	Teri	Hamilton	simojo@gmail.com	Student		Yes

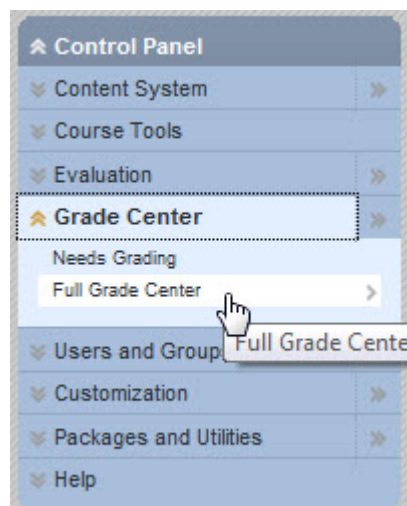
- Go to your browser’s print tool to print the list.

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.



- 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.

Grade Center : Full Grade Center

In the [Screen Reader mode](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Upload Download

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Last Name	First Name	Username	Last Access	Introductions
Barber	Dave	fake_barber	April 2, 2012	--
Hamilton	Teri	fake_hamilton	April 12, 2012	--

Selected Rows: 0

Move To Top Email Icon Legend

Edit Rows Displayed

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

Download Grades

Full or partial data can be downloaded from the Grade Center. Once downloaded, Grades, or comments accessed through the Quick Comment feature or the Manually Override page, can be changed and added offline and later uploaded to the Grade Center. Data can be downloaded as tab-delimited or comma-delimited files. Downloaded files can be saved on a local computer or in a Content Collection folder. [More Help](#)

Cancel Submit

1. Data

Select Data to Download Full Grade Center Selected Column User Information Only

Introductions Include Comments

for this Column

2. Options

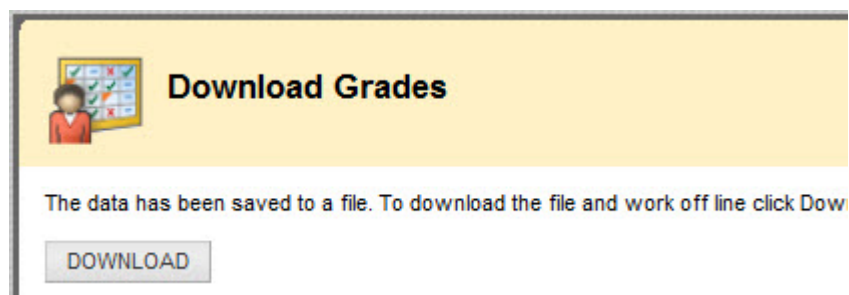
Comma delimited files (.CSV) have data items separated by commas. Tab delimited files (.TXT) are text files that have data

- 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.)
- 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.

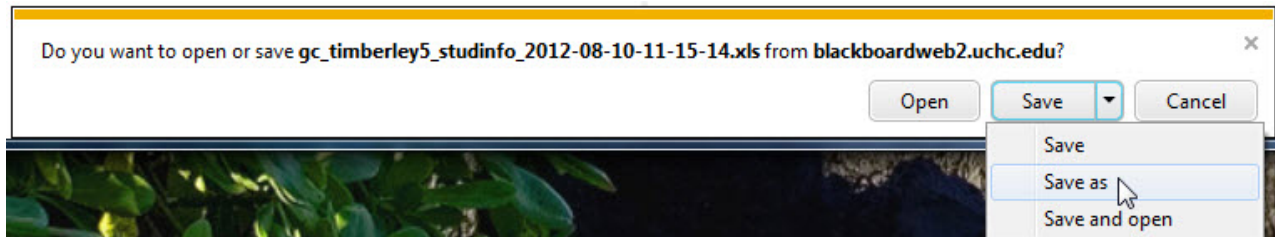
The screenshot shows a multi-step form for downloading a file. It is divided into three main sections:

- 2. Options:** This section provides instructions on file formats: "Comma-delimited files (.CSV) have data items separated by commas. Tab-delimited files (.TXT) are text files that have data items separated by tabs. Both are common types of data files and can be opened in most editing software. Tab-delimited files can be opened in Microsoft Excel but must be saved as .TXT files. Comma-delimited files need to be imported for use in Excel and must be saved as .CSV files. Saving the file in another format will make the file unreadable by the system when uploading." Below this, there are two radio button options: "Delimiter Type" with "Comma" and "Tab" (selected), and "Include Hidden Information" with "Yes" and "No" (selected). A note states: "Hidden information includes columns and users that have been hidden from view."
- 3. Save Location:** This section asks the user to "Select where to save the file." It offers two radio button options: "My Computer" (selected) and "Content Collection". Below these is a text input field and a "Browse" button.
- 4. Submit:** This section contains two buttons: "Cancel" and "Submit". A mouse cursor is shown clicking the "Submit" button.

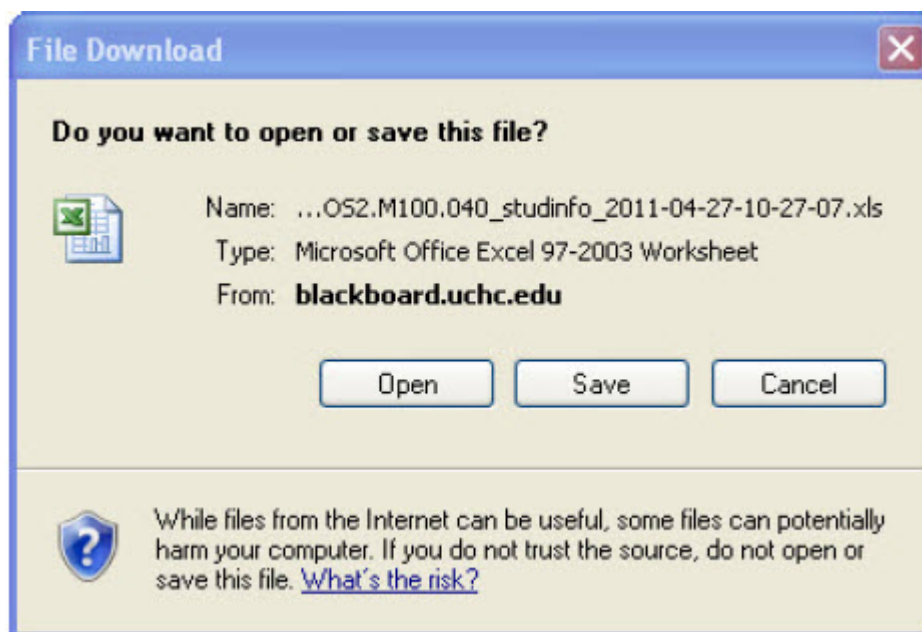
- When you are done, click the “Submit” button.
- The next screen, click the “Download” button.



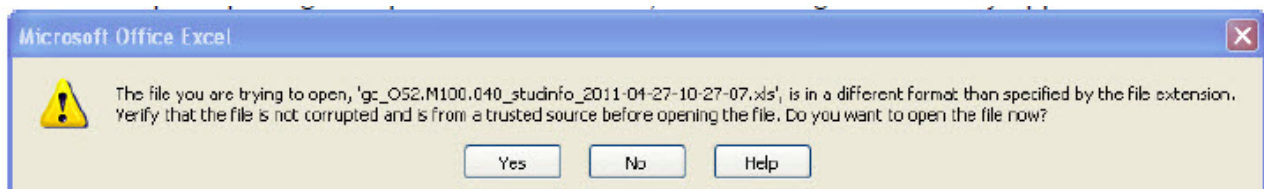
9. On newer versions of some browsers you will see something similar to the image below appear across the bottom of your browser window. Click the Save button to save it to your downloads area, or use the “Save As” feature to select where the file will be saved to.



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.