

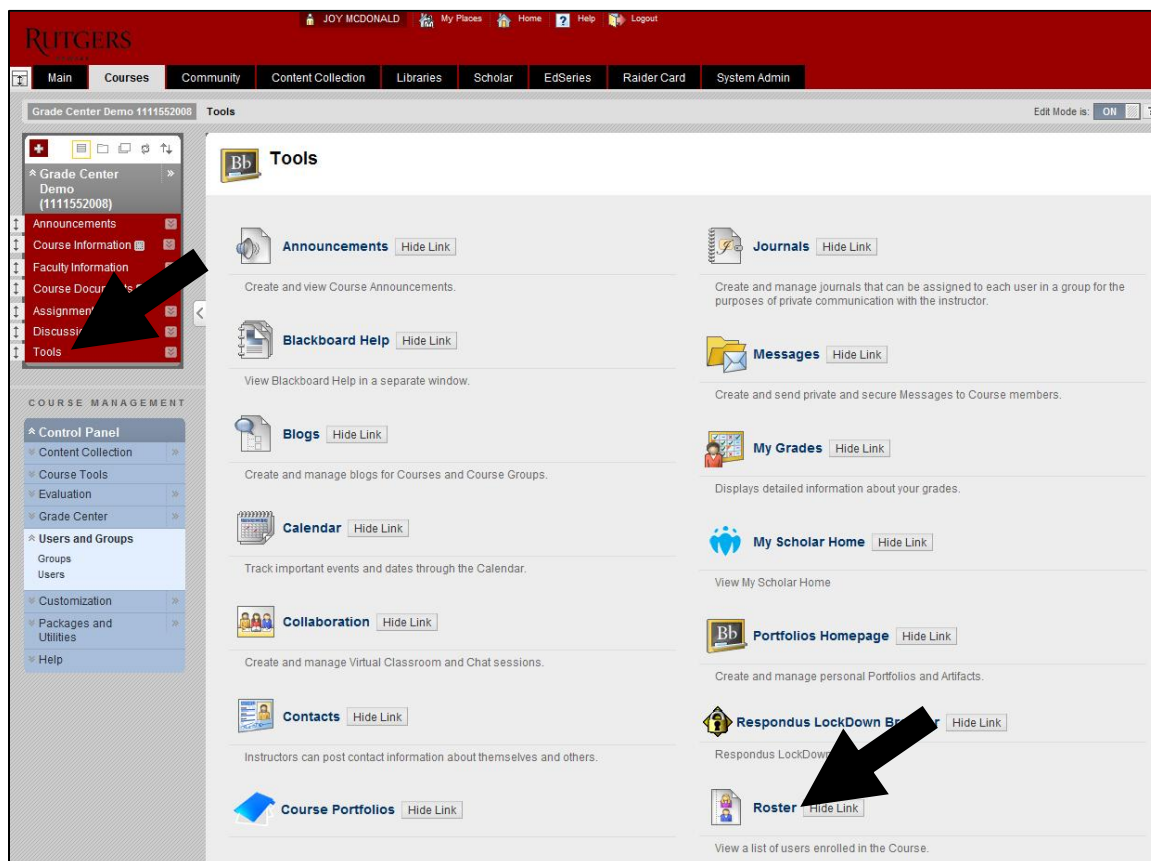
## Accessing Your Roster in Blackboard

In the beginning of the semester, students are added and dropped each business day based on the information from the Registrar. This goes through the official Add/Drop period and into the third week of classes. At that point the Registrar drops students for non-payment. In order to retain access for students who have financial aid issues, students are no longer dropped at this point. A final cleanup of rosters is done before finals in order to drop any students who in fact did not resolve their financial issues. Any student who dropped after the official Add/Drop period, remains on the roster because (s)he receives a W grade.

There are actually three different places that you can see a list of the students in your class: the Roster option displays a basic list of students' names; the Users tool lists all users in your site along with NetID, email and role information; and the Grade Center displays name and NetID with a download into Excel option.

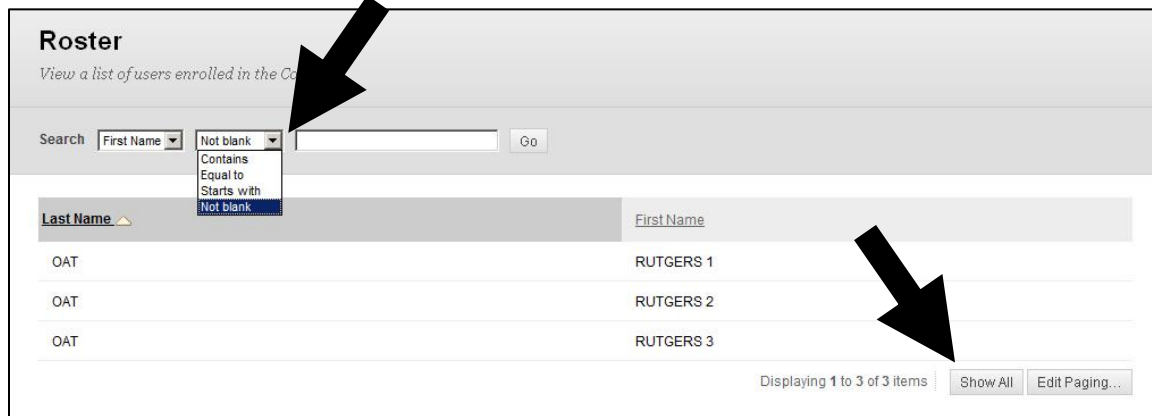
### To View Roster

Click on **Tools** from the red course menu and then **Roster**.



The screenshot displays the Blackboard interface for a course. At the top, the Rutgers logo is visible on the left, and the user's name 'JOY MCDONALD' and navigation links like 'My Places', 'Home', 'Help', and 'Logout' are on the right. Below the header is a navigation bar with tabs for 'Main', 'Courses', 'Community', 'Content Collection', 'Libraries', 'Scholar', 'EdSeries', 'Raider Card', and 'System Admin'. The main content area is titled 'Tools' and contains a grid of tool cards. On the left side, there is a 'COURSE MANAGEMENT' sidebar with a red 'Tools' link highlighted by a black arrow. In the main grid, the 'Roster' tool card is located at the bottom right and is also highlighted by a black arrow. The 'Roster' card includes a 'Hide Link' button and a description: 'View a list of users enrolled in the Course.'

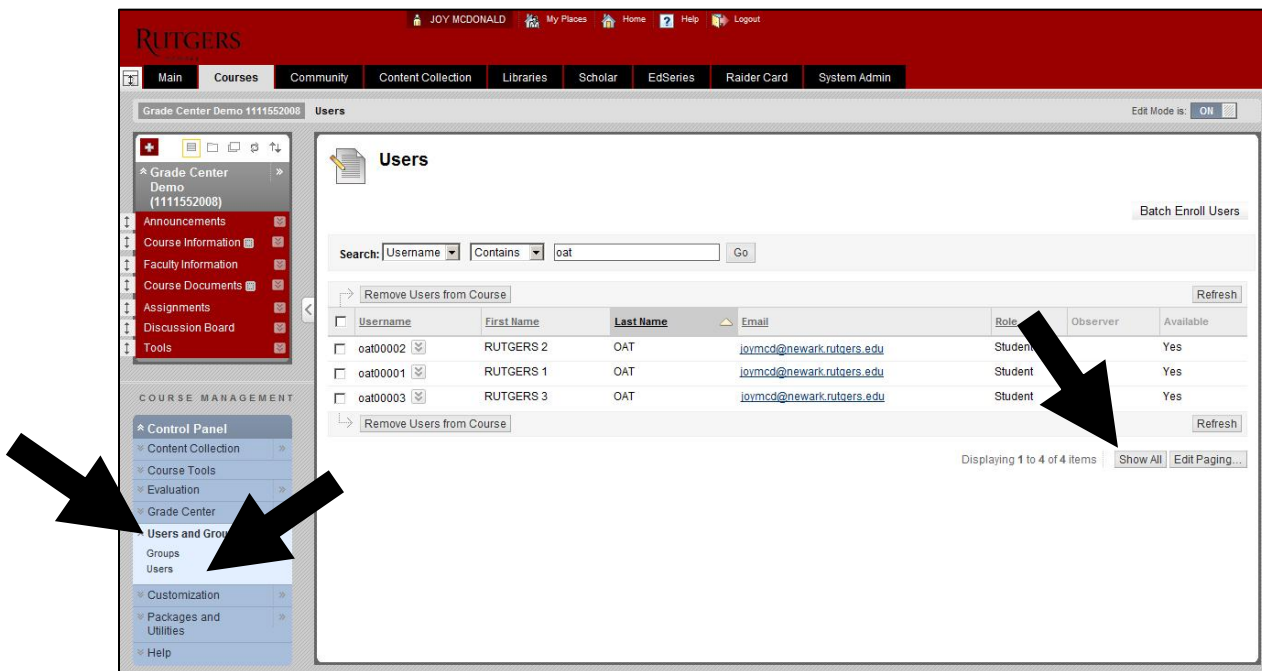
Select **Not Blank** from the pull down menu and then click the **Go** button. If you have more than 25 students in your class, click on the **Show All** button to display a complete list of students.



### To View Users

Click on **Users and Groups** from the blue Control Panel and then **Users** from the expanded menu.

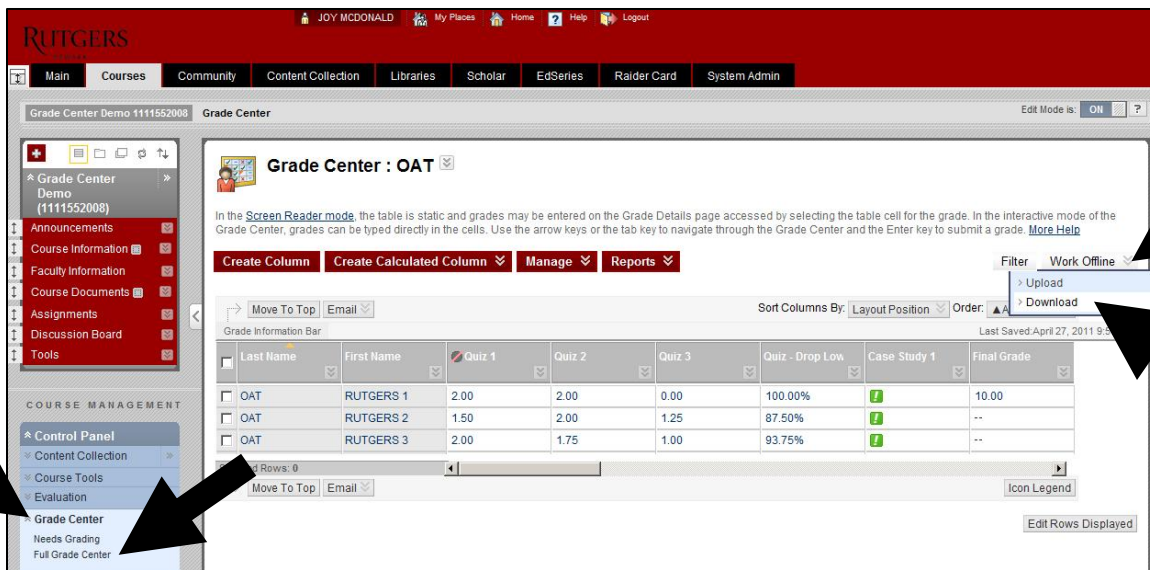
If you have more than 25 students in your class, click on the **Show All** button to display a complete list of students.



### To Download the Grade Center into Excel

Click on **Grade Center** from the blue Control Panel and then **Full Grade Center** from the expanded menu.

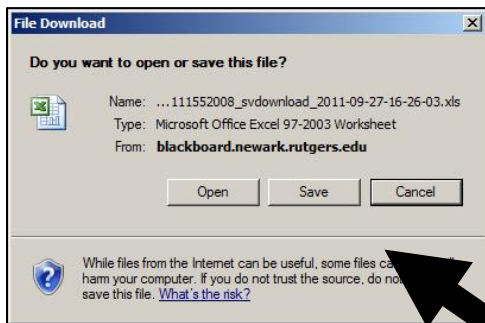
From the **Work Offline** menu, select **Download**.



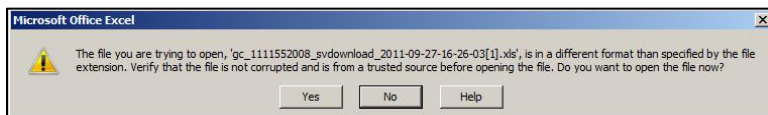
Click the **Download** button.



**Save** the file to a convenient location and rename (optional) or click **Open**.



When you open the file, you may get a warning, click **Yes**.



Sample of Excel file.

	Last Name	First Name	Username	Quiz 1	Quiz 2	Quiz 3	Quiz - Dro	Case Stud	Final Grad	Total	287: Weighted	Week 1: D	Week 2: D	Week 3: D	DB Averag	Take Hom	Difficult T	DB Drop L	To Be Cor	Qui
2	OAT	RUTGERS	: oat00001	2	2	0	100.00%	Needs Gr	10	21										
3	OAT	RUTGERS	: oat00002	1.5	2	1.25	87.50%	Needs Grading	107.75		4	4	5	86.67%	0	50	90.00%			
4	OAT	RUTGERS	: oat00003	2	1.75	1	93.75%	Needs Grading	34.75											