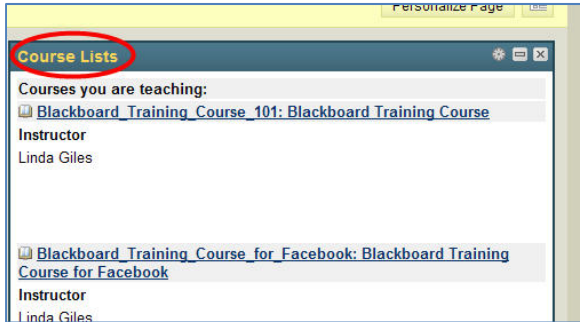


Blackboard Training – University of St. Thomas

How to View Student Enrollments

Access the Users Feature

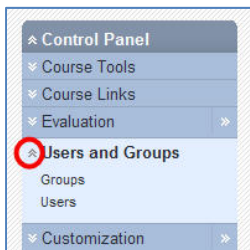
1. Log onto Blackboard and select your course.



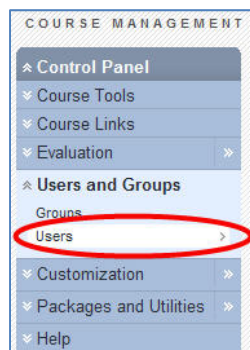
2. Navigate to the **Course Management** area on the left of your course.



3. Expand the **Users and Groups** drop down menu in the **Control Panel** section.

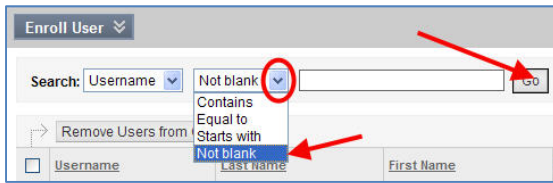


4. Click on the **Users** link.



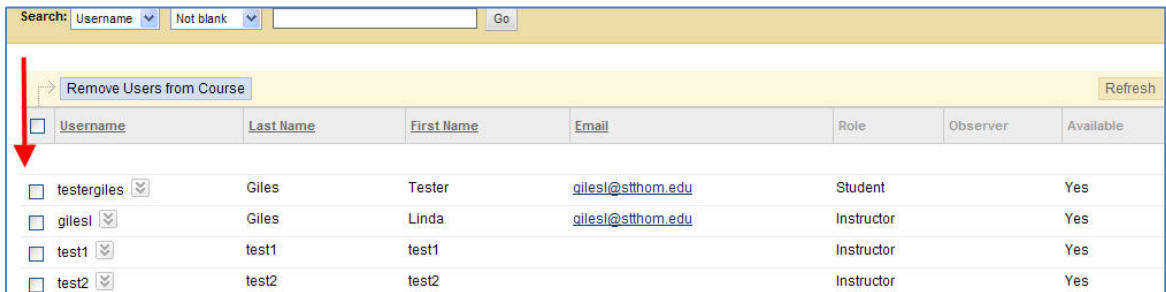
Listing Users

1. In the second drop down menu, select **Not Blank** and click “Go”.



The screenshot shows the 'Enroll User' interface. The search criteria are set to 'Username' and 'Not blank'. The 'Go' button is highlighted with a red arrow. The dropdown menu for the second criterion is open, showing options: 'Not blank', 'Contains', 'Equal to', and 'Starts with'. The 'Not blank' option is highlighted with a red arrow.

2. This will list all the students in the course.



The screenshot shows the user listing interface. The search criteria are set to 'Username' and 'Not blank'. The 'Go' button is highlighted with a red arrow. The table below lists the users in the course.

	Username	Last Name	First Name	Email	Role	Observer	Available
<input type="checkbox"/>	testergiles	Giles	Tester	giles1@stthom.edu	Student		Yes
<input type="checkbox"/>	gilesl	Giles	Linda	giles1@stthom.edu	Instructor		Yes
<input type="checkbox"/>	test1	test1	test1		Instructor		Yes
<input type="checkbox"/>	test2	test2	test2		Instructor		Yes