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”.

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