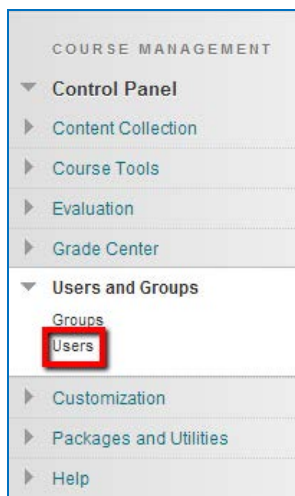


Viewing Student Enrollments

Instructors may also view all enrollees in a course through the Users link. This view provides

- a search bar to search for enrollees in large classes
- a contextual menu for each user, allowing an Instructor to change users' roles and availability
- thumbnail photos of enrollees (if the enrollees have uploaded profile photos)

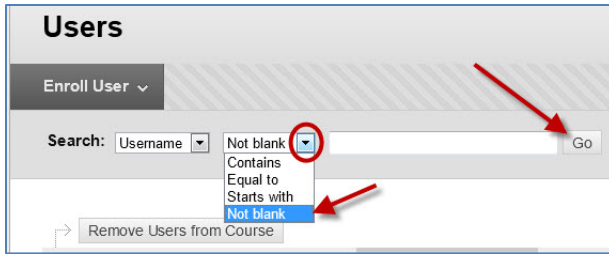
1. Log into Blackboard, and select your course.
2. Under the Control Panel, expand **Users and Groups**, and select **Users**.



3. A complete list of users appears with names, roles, and availability status.

Listing All Users

1. If the list appears incomplete, you may have conducted a user search recently. To unfilter a list of enrollees on a course's Users page, click open the second drop-down menu in the Search pane, select **Not Blank**, and then click the **Go** button.



2. This will list all the students in the course. (**NOTE: Instructors do not have the *Remove Users from Course* button shown below.**)

Search: Username ▾ Not blank ▾ Go

Remove Users from Course Refresh

<input type="checkbox"/>	Username	First Name	Last Name ▲	Email	Role	Observer	Available
<input type="checkbox"/>	gilesl	Michelle	Giles	gilesl@stthom.edu	Instructor		Yes
<input type="checkbox"/>	lopezcc	Cynthia	Lopez	lopezcc@stthom.edu	Instructor		Yes
<input type="checkbox"/>	gilesl_s	Test	Student	gilesl@stthom.edu	Student		Yes
<input type="checkbox"/>	lopezcc_s	Test	Student	lopezcc@stthom.edu	Student		Yes