

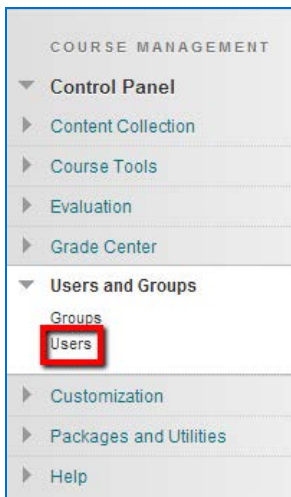


## Viewing Student Enrollments

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)

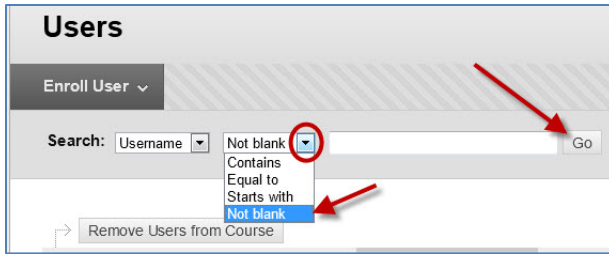
1. Log into Blackboard, and select your course.
2. Under the Control Panel, expand **Users and Groups**, and select **Users**.



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.**)

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