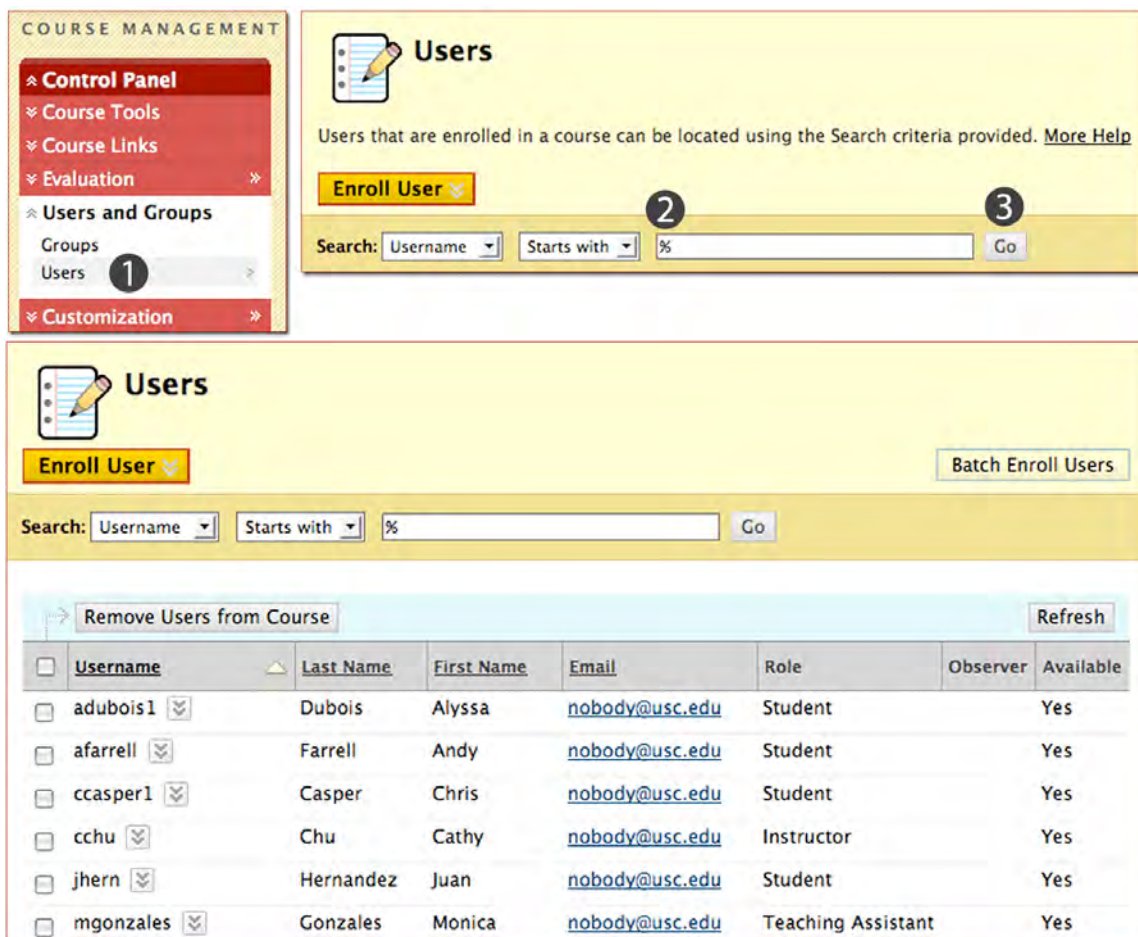


## Topic: Viewing a Course's Roster

- 1 On the **Control Panel**, under **Users and Groups**, click **Users**.
- 2 Enter the % sign in the search box. [This is a wildcard character that tells Blackboard to display all users.]
- 3 Click **Go**.



**COURSE MANAGEMENT**

- Control Panel
  - Course Tools
  - Course Links
  - Evaluation
  - Users and Groups
    - Groups
    - Users **1**
  - Customization

**Users**

Users that are enrolled in a course can be located using the Search criteria provided. [More Help](#)

**Enroll User**

Search: Username Starts with % **2** **3** Go

**Batch Enroll Users**

Remove Users from Course Refresh

	Username	Last Name	First Name	Email	Role	Observer	Available
<input type="checkbox"/>	adubois1	Dubois	Alyssa	<a href="mailto:nobody@usc.edu">nobody@usc.edu</a>	Student		Yes
<input type="checkbox"/>	afarrell	Farrell	Andy	<a href="mailto:nobody@usc.edu">nobody@usc.edu</a>	Student		Yes
<input type="checkbox"/>	ccasper1	Casper	Chris	<a href="mailto:nobody@usc.edu">nobody@usc.edu</a>	Student		Yes
<input type="checkbox"/>	cchu	Chu	Cathy	<a href="mailto:nobody@usc.edu">nobody@usc.edu</a>	Instructor		Yes
<input type="checkbox"/>	jhern	Hernandez	Juan	<a href="mailto:nobody@usc.edu">nobody@usc.edu</a>	Student		Yes
<input type="checkbox"/>	mgonzales	Gonzales	Monica	<a href="mailto:nobody@usc.edu">nobody@usc.edu</a>	Teaching Assistant		Yes

To view images of your students, to use flash cards to learn student names, or to download student data, login to USC's online Grading and Roster System (GRS) at <https://grs.usc.edu/>, click the semester you wish to view, and then click **View Students** next to the section you wish you view.