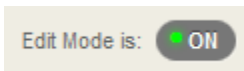


## Roster

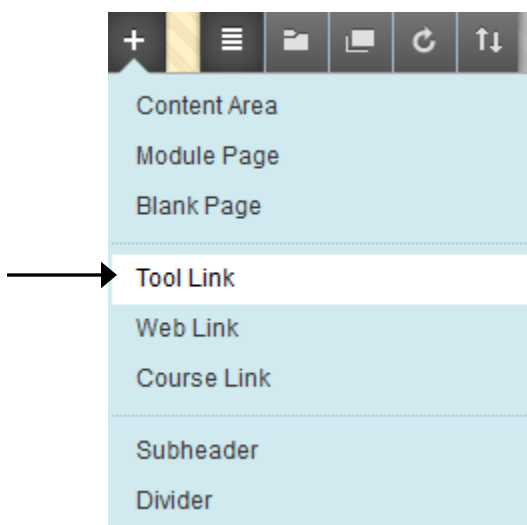
The roster tool allows instructors to view the current roster for the course. Only first and last names are displayed. (For more detailed student information, see the Grade Center.)

### Adding the Roster tool to a course:

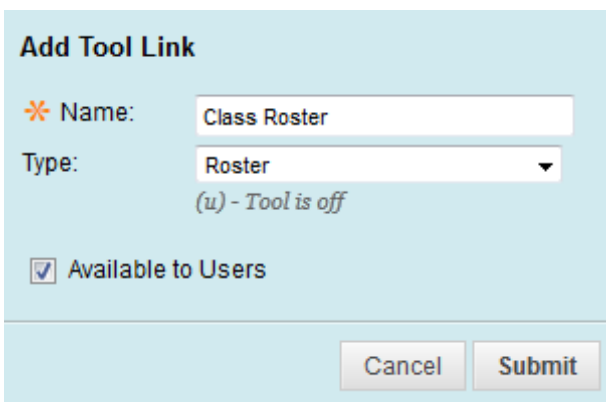
1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'



2. Click the 'plus sign' at the top of the course menu and select 'Tool Link.'



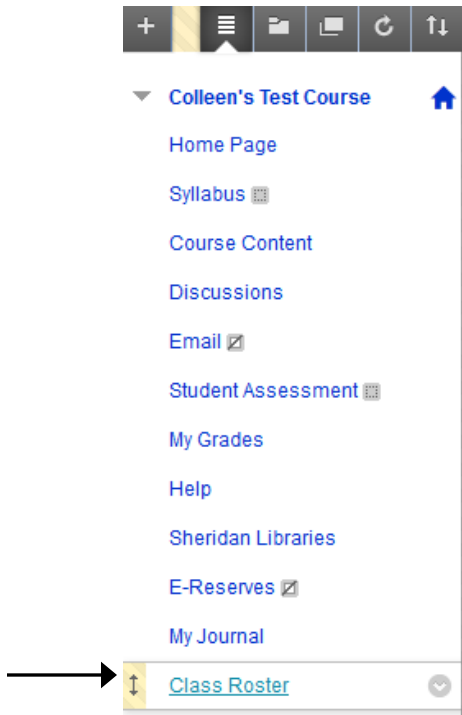
3. Give the roster a name and choose 'Roster' for the tool type. Check the box to make it available to users and click Submit.

A screenshot of the 'Add Tool Link' form in Blackboard. The form has a light blue background. It contains the following fields:

- Name:** A text input field containing 'Class Roster'.
- Type:** A dropdown menu with 'Roster' selected. Below the dropdown is the text '(u) - Tool is off'.
- Available to Users:** A checkbox that is checked.

At the bottom right of the form are two buttons: 'Cancel' and 'Submit'.

- Once added to the course menu, click on the link to access the roster.



- Initially there will be 'no users' listed in the Roster. Change the second dropdown to 'Not blank,' then click the 'Go' button to display everyone in the roster.

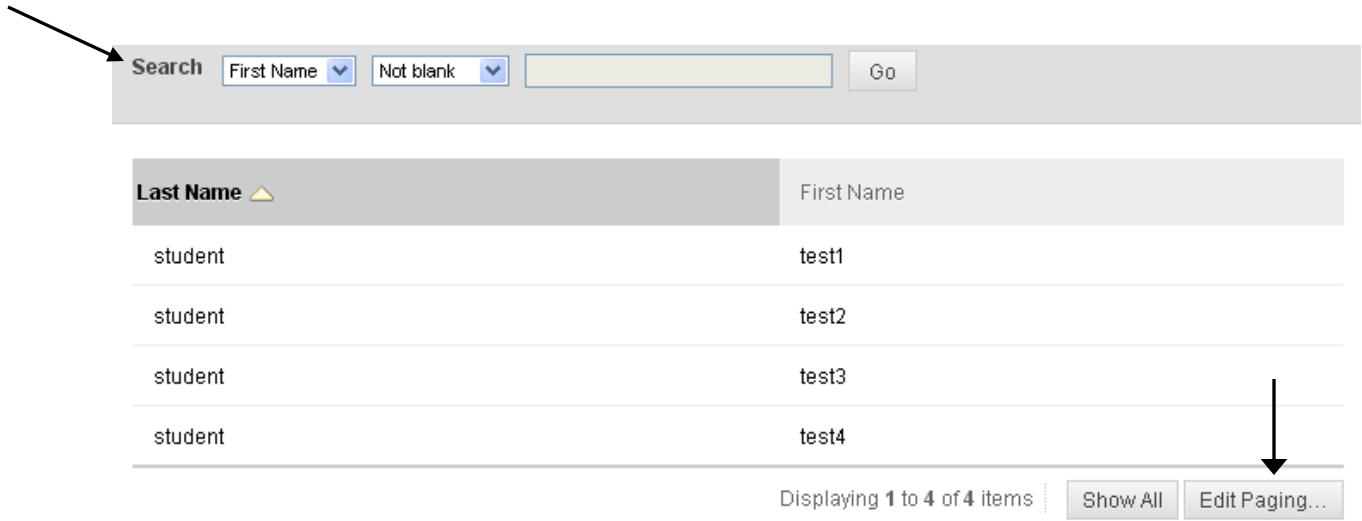
### Roster

*View a list of users enrolled in the Course.*

Search

Last Name	First Name
student	test1
student	test2
student	test3

6. The users should now be displayed. Use the search feature to search for specific users in the list. Use the 'Edit Paging' feature to view more or less users per page.



The screenshot shows a user management interface. At the top, there is a search bar with the label "Search". It contains two dropdown menus: "First Name" and "Not blank", followed by an empty text input field and a "Go" button. Below the search bar is a table with two columns: "Last Name" and "First Name". The table contains four rows of data, each with "student" in the "Last Name" column and "test1" through "test4" in the "First Name" column. At the bottom right of the table, there is a pagination control area that says "Displaying 1 to 4 of 4 items" and includes two buttons: "Show All" and "Edit Paging...".

Last Name	First Name
student	test1
student	test2
student	test3
student	test4

Displaying 1 to 4 of 4 items | Show All | Edit Paging...