



# Blackboard

## Manage Course Users

The Users and Groups area of the Control Panel is used to manage students and other users in your courses. For example, you can see a course roster, find individual students, and enroll a test student for your course.

### Course Rosters

The Course Roster provides a list of all students, instructors and any others associated with a particular course. You can use the roster to check enrollment against the Student Information System (My Maricopa), check the total number of enrolled students, or to locate an individual student.

1. From the expanded **Control Panel**, click the **Users and Groups** link.
2. Select **Users**.
3. Place the percent sign (%) in the search field and click **Go**. The wildcard is required or no search results will be returned. Alternatively, select **username** and **not blank** from the search drop-down menus, leave the search field blank and click **Go**.

Search: Username ▾ Starts with ▾ % Go

- The student's full name, username, email address, course role and course availability will display.

Username	Last Name	First Name	Email	Role	Observer	Available
student18 ▾	PC	Student18	<a href="mailto:train.eighteen@pcmail.maricopa.edu">train.eighteen@pcmail.maricopa.edu</a>	Student		Yes
student19 ▾	PC	Student19	<a href="mailto:train.nineteen@pcmail.maricopa.edu">train.nineteen@pcmail.maricopa.edu</a>	Student		Yes
student20 ▾	PC	Student20	<a href="mailto:train.twenty@pcmail.maricopa.edu">train.twenty@pcmail.maricopa.edu</a>	Student		Yes

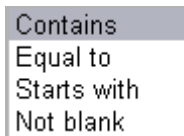
- Click on a user's email link to send an email.
- Use the double down arrow next to a username to make changes to the user profile (e.g. course role).

### Find a Specific User

There may be times when you need to locate a particular student in a course.

1. From the expanded **Control Panel**, click the **Users and Groups** link.
2. Select **Users**.
3. Use the search drop-down menu options and search field to find an enrolled student.
  - In the **Search** drop-down menu, select username, first name, last name or email and select the appropriate searching method (contains, equal to or starts with). In the search field, enter the corresponding value and click **Go** (all matches will display).

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- Use the **Starts with** option when you are unsure of the spelling of the last name.



- Use the **Contains** option if you only know the middle or ending letters of the user's first or last name (or email or username).

