

## View and Print a Student Roster in Blackboard

View the roster of students enrolled in your Blackboard course. Students are automatically enrolled in Blackboard courses based on their registration status in the [GWeb Information System](#). Enrollments are updated in Blackboard once a day in the early morning.

1. Open the Blackboard course for which you want to view the Roster.
2. Go to the **Control Panel**, click on **Course Tools**, and then select **More Tools (GW)**.

**Course Management**

- ▼ **Control Panel**
- ▶ Content Collection
- ▼ **Course Tools**
  - Achievements
  - Announcements
  - Attendance
  - Blackboard Collaborate Ultra
  - Blogs
  - Contacts
  - Course Calendar
  - Date Management
  - Discussion Board
  - GW Student Feedback
  - Goals
  - Journals
  - More Tools (GW)**
  - Rubrics

3. On the *More Tools* page, click **Roster Information**.

**Roster Management**

- [Manage Guest Lecturer](#)  
*Create, update, or delete the Guest Lecturer account for this course.*
- [Manage Reference Librarians](#)  
*Add or remove Reference Librarians to/from this course.*
- [Manage Teaching Assistants \(TA\)](#)  
*Add or remove TAs to/from this course.*
- [Roster Information](#)**  
*View a searchable and filterable roster of students in this course.*
- [View Photo Roster](#)  
*View an easily printable roster of this course highlighting student photos.*

4. On the resulting page, view a list of enrolled students.  
You can download this as an Excel spreadsheet, print it, or view and print a photo roster.

Download as Excel Spreadsheet    Print this Roster    Print a Photo Roster

Show 25 entries    Search:

Avatar	Last Name	First Name	Email	Group(s)	Enrollment Date
	Student1	Sample1	itl@email.gwu.edu		2019/06/25 16:48:28
	Student2	Sample2	itl@gwu.edu		2019/06/25 16:48:28
	Student3	Sample3	itl@gwu.edu		2019/06/25 16:48:28

Showing 1 to 3 of 3 entries    Previous    1    Next