

Printing your Student List in Blackboard

Instructors may easily print the list of students in a course. This list is not intended to be the official course enrollment list.

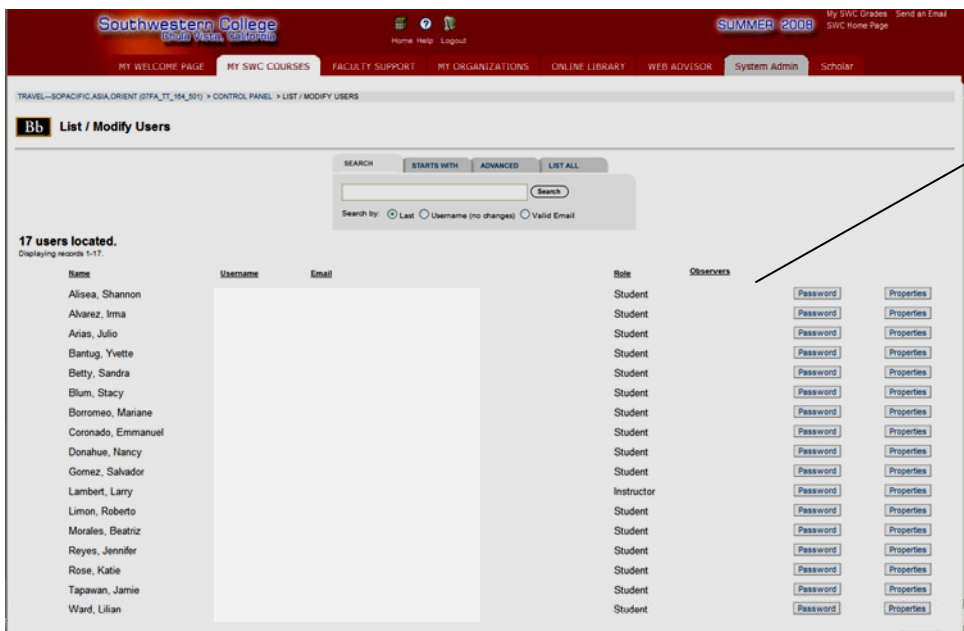
Step 1: Click on the **“Control Panel”** button (at bottom left of screen).



Step 2: Click on the **List/Modify Users** link in the *User Management* area.



Step 3: Click on the **SEARCH** button and your student list will appear.



If you have more than 25 students in your course there will be more than one page of names. You must print each page separately.

Step 4: You can print the page(s) of students go to File→Print at the top of Internet Explorer.