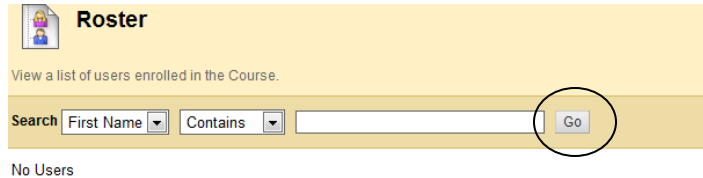
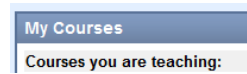


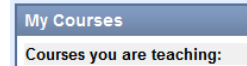
To view your class roster in Blackboard

1. Log into Blackboard. If help is needed with this step please view the [QuickStart Guide for Blackboard NG](#)
2. Under My Course, Courses you are teaching: choose the course you want to view.
3. Once in your course choose Tools from the left panel
4. Choose Roster
5. Click GO without adding any criteria.
6. All students will be displayed

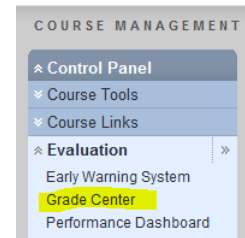


How to download your class roster to an Excel spreadsheet.

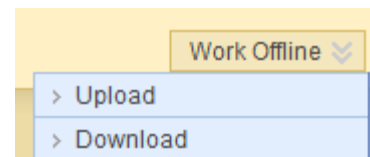
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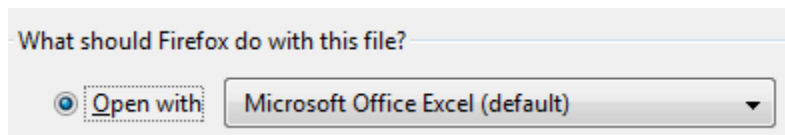
3. Once in your course, under Course Management choose Evaluation then Grade Center



4. Hold your mouse over Work Offline and choose Download
5. Leave options 1, 2, and 3 at their defaults
Full Grade Center, Tab and No



6. Click Submit
7. Click DOWNLOAD
8. Click OK at the Open with Microsoft Office Excel Screen



9. You might get the following message, click Yes
10. You may want to use save As to save the file as a .xls or .xlsx

