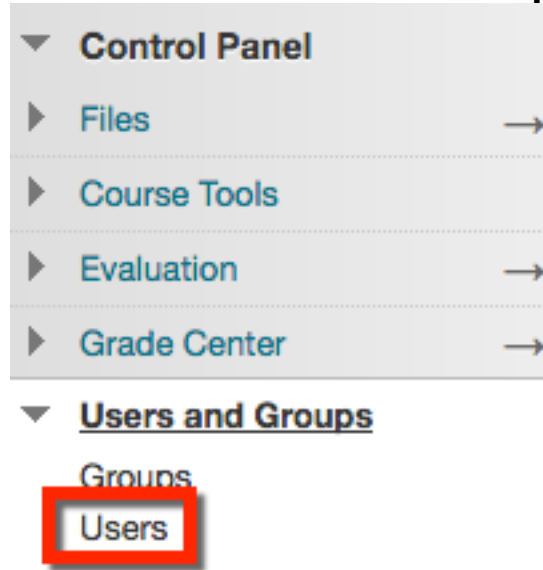








How to Access User List

Enter a Blackboard course and select **Users** under **Users and Groups** in the **Control Panel**.



The user list will appear. Check this list against your **Colleague** (in the myGSU portal) roster.

The image shows the 'Users' page in Blackboard. At the top, there is a search bar with 'Username' selected, a dropdown for 'Not blank', a search input field, and a 'Go' button. Below the search bar, there is a 'Remove Users from Course' button and a 'Refresh' button. The main content is a table of users with columns for Username, First Name, Last Name, Email, Role, Observer, and Available. The table contains six rows of user data.

<input type="checkbox"/>	Username	First Name	Last Name	Email	Role	Observer	Available
<input type="checkbox"/>	 vclaymaker	Van	Claymaker	vanclaymaker@govst.edu	Instructor		Yes
<input type="checkbox"/>	 dfarnsworth	Daniel	Farnsworth	danielfarnsworth4@student.govst.edu	Student		Yes
<input type="checkbox"/>	 djohnson18	Douglas	Johnson	djohnson18@govst.edu	Instructor		Yes
<input type="checkbox"/>	 nlagrone	Nikki	LaGrone	nlagrone@govst.edu	Instructor		Yes
<input type="checkbox"/>	 bmandel	Barbara	Mandel	bmandel@student.govst.edu	Student		Yes
<input type="checkbox"/>	 mrunnings	Miles	Runnings	mrunnings10@student.govst.edu	Student		Yes