# Rosters vs. Users

This handout will explain the difference between rosters and users in your Blackboard course and will show you how to access each. It will also explain why your rosters in Blackboard and Banner may not match.

Users

- **Users** include students, other instructors, yourself, and anyone else who has access to your Blackboard course.
- Your user list will display everyone who has access to your course and their role.

To access your user list follow the directions below:

1. Scroll down the **Course Menu** to the **Course Management** area (1). Click on the **Control Panel** (2), then select **Users and Groups** (3) and then click on **Users** (4).
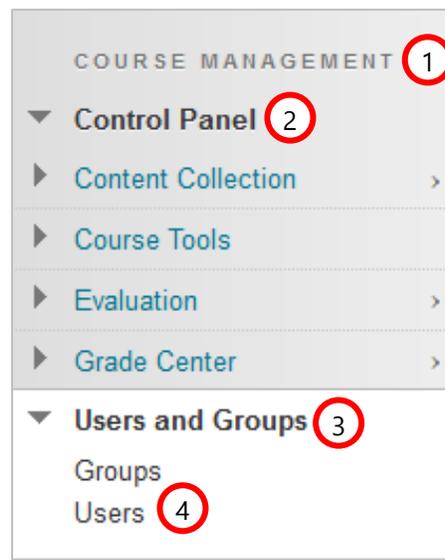
2. Here you will see everyone who has access to your course, including yourself and any other instructors.

Username	First Name	Last Name △	Email	Role	Observer	Available
baessik	Keith	Baesseler	baessik@sunysuffolk.edu	Student		Yes
baldwia_previewuser	Elizabeth	Baldwin_PreviewUser	baldwia@sunysuffolk.edu	Student		Yes
belania	Alexandra	Belanich	belania@sunysuffolk.edu	Instructor		Yes

Rosters

- A **roster** is the list of users <u>enrolled</u> in your course, i.e. students.
- A roster for each course you are assigned to teach can be found in both Blackboard and Banner.
- In Blackboard, your roster will only show the users enrolled in your course (students).

To access your roster, follow these instructions:

1. In the **Course Menu**, click on **Roster**.

2. To see all students enrolled in your course, in the **Search** field, leave the first field set to the default, **First Name** (1), in the second field, click the down-arrow and select **Not blank** (2), then click on **Go** (3).

   You can also search for specific students by clicking on the first field (1) and selecting **First Name** or **Last Name**, then clicking on the second field (2) and selecting **Contains**, **Equal to** or **Starts with**, then entering a name or part of a name in the text box, then click on **Go** (3) .
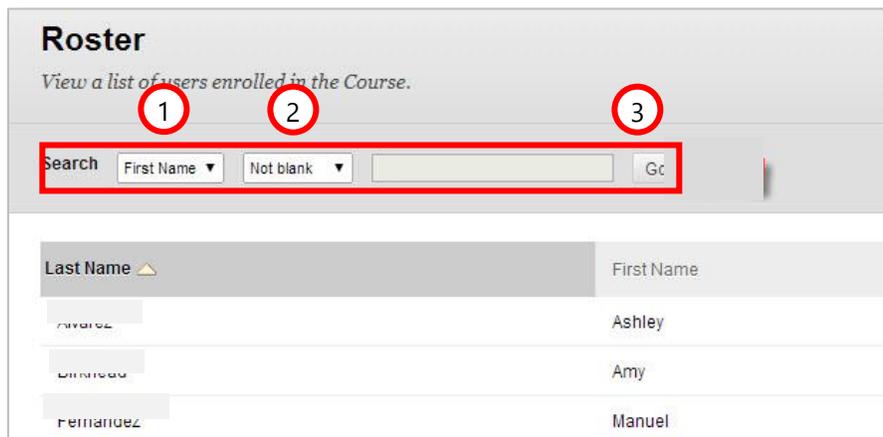
On the first week of classes, check to see if your Banner and Blackboard rosters match. These are reasons they might not:

1. Students who are new to Suffolk **need to log into MySCCC once** in order for their information to be sent to Blackboard. (You will need to alert them about this via Banner roster email or phone #.)
2. They just registered for your course but have not yet been "enrolled" into your Blackboard course. **It can take up to several hours** before the student can access your course.
3. Banner failed to send their record over to one or more Blackboard courses because of a glitch in system. Contact OIT if that is the case.