

Blackboard Tips:

Find a List of Users and Emails

Blackboard (<http://blackboard.uscupstate.edu>) provides a list of all students enrolled in a course and the email address from their system information. Students can update their email addresses through Self-Service Carolina.

Purpose and Applications

Keeping in contact with your students is critical to their success.

How to Find a List of Users and Emails

- Navigate to Users and Groups under the Blackboard Course Tools in the Control Panel as in Figure 1. Click on “Users.”
- The next window that opens will contain all members of the selected course as in Figure 2.

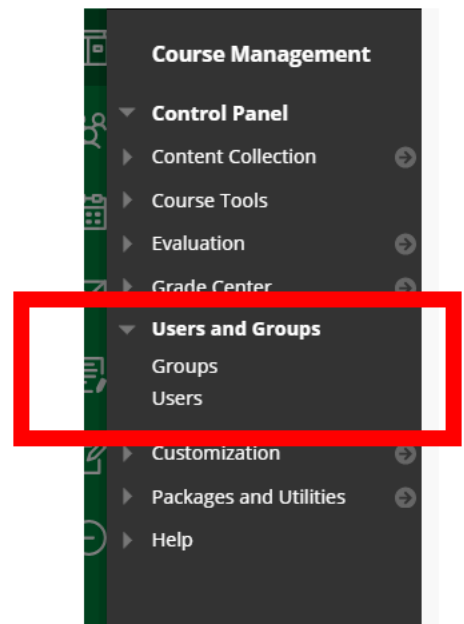
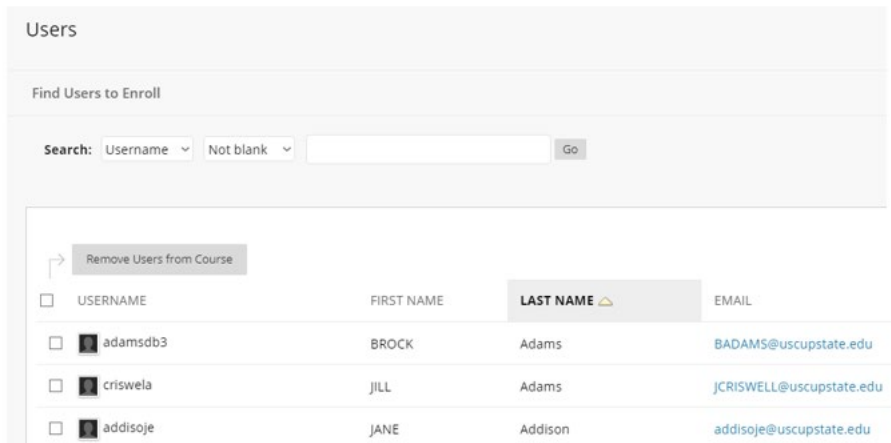


Figure 1: Users and Groups



Users

Find Users to Enroll

Search: Username Not blank Go

Remove Users from Course

	USERNAME	FIRST NAME	LAST NAME	EMAIL
<input type="checkbox"/>	adamsdb3	BROCK	Adams	BADAMS@uscupstate.edu
<input type="checkbox"/>	criswela	JILL	Adams	JCRISWELL@uscupstate.edu
<input type="checkbox"/>	addisoje	JANE	Addison	addisoje@uscupstate.edu

Figure 2: Users (and email addresses)

Quick Tips for Use

- One quick way to access these emails is to select the full table, copy it, and paste it into MS Excel (Optionally, you may right click and paste using “merge formatting”).

For help implementing any Blackboard best practices in your classes, contact academicinnovation@uscupstate.edu.