

UNIVERSITY OF SAN DIEGO'S ACCESSING ACCURATE CLASS ROSTERS THROUGH BLACKBOARD



While faculty can access class rosters through both Banner's Teach/Advise tab and Blackboard, only Blackboard provides you with students' accurate names. Currently, the rosters on the faculty dashboard provide faculty with incorrect names for trans students who have utilized the Preferred Name Protocol. To access accurate students records, you should rely on Blackboard. By pulling rosters from Blackboard, you can help ensure that you are addressing students by their correct name, a practice found to reduce trans' students' depressive symptoms and suicide risk.

HOW TO ACCESS YOUR ROSTER USING BLACKBOARD

There are two ways to access your rosters on Blackboard:

USERS & GROUPS (VIEW ROSTER AND EMAIL STUDENTS)

- Go to "Courses" tab > Select your class
- Expand "Users and Groups"
- Click on "Users"
- You can email students individually or as a group from this page

GRADE CENTER (DOWNLOAD ROSTER)

- Go to "Courses" tab > Select your class
- Expand "Grade Center"
- Click "Full Grade Center"
- Go to "Work Offline" on the top right-hand corner > Select "Download" > Choose your file preferences > Click "Submit" > Click "Download"

WATCH THIS TUTORIAL FOR MORE:

I'm a faculty member in the Sociology Department and I am

ITS Live Support

Did you know about our Live Weekly Faculty Support Hours (sandiego.edu/livesupport/)?

1. You can drop in ANYTIME on Thursdays from 12:00 PM to 1:30 PM, using Zoom or in-person (limited due to social distancing) in Maher Hall 186. [Click here!](#)

ITS Live Support Hours - virtually every Thursday from 12:00 - 1:30 PM (bookmark this page and add recurring link to your calendar).

We established the weekly Live Support so that faculty can quickly get the help they need while discussing it with several of our expert support team members-- right on the spot. If you have any questions about [Blackboard/Zoom/Panopto](#), or would like to review any other issues about teaching with technology in the classroom or in your hybrid/remote classes, this would be the ideal session to join.

2. Do you need a customized group training or demo of teaching technologies for your department (ie: Zoom/Panopto or other classroom technologies)? Just send an email to facultysupport@sandiego.edu, with a brief description of what you have in mind, a couple of date/time options and we will reach out and coordinate it with you.

FACULTY RESOURCES

Remote Teaching Resources	Blackboard Browser Checker
Contact the Helpdesk	Get Training and Support
Access Zoom	Pedagogical Resources
Respondus License and Key	Panopto
Course Merge/Organization Request Form	

STUDENT RESOURCES

Double-click to go to full-screen, ctrl-click to snap to video size