

Copy Class Roster Net IDs to Blackboard

You can copy the Net IDs from the Class Roster to Blackboard. These instructions will assist you.

Copy Net IDs from the Class Roster

1. Navigate to: Favorites >> Main Menu >> CSUB Query Dashboard
2. Click the Class Roster NetID's link

The screenshot shows the CSUB Query Dashboard interface. At the top, there are navigation tabs for 'Favorites', 'Main Menu', and 'CSUB Query Dashboard'. Below the navigation is the CSUB logo. The main content area is titled 'Faculty Queries' and contains several query options:

- [Enrollment count by attribute](#): Prompts: term and course attribute (e.g. GRE, GVAR, UDGE). Lists all courses and sections with the given attribute.
- [Student advisor by term & plan](#): Prompts: term and plan. For prompted term and plan, lists the student's advisor, email, and other info.
- [Class roster query](#): A list of students by term and class number and enrollment status. E for enrolled, W for wait listed and % for both.
- [Class Roster NetID's](#): A list of student NetID's by term and class number. This list will return only enrolled students.

3. When the page opens:
 - Enter Term
 - Enter Class Number
 - Click View Results

The screenshot shows the 'BAKS_CLASS_ROSTER_NETID - Class Roster NetID query' form. It has two input fields: 'Term' with the value '2188' and 'Class Nbr' with the value '81552'. Below the input fields is a 'View Results' button.

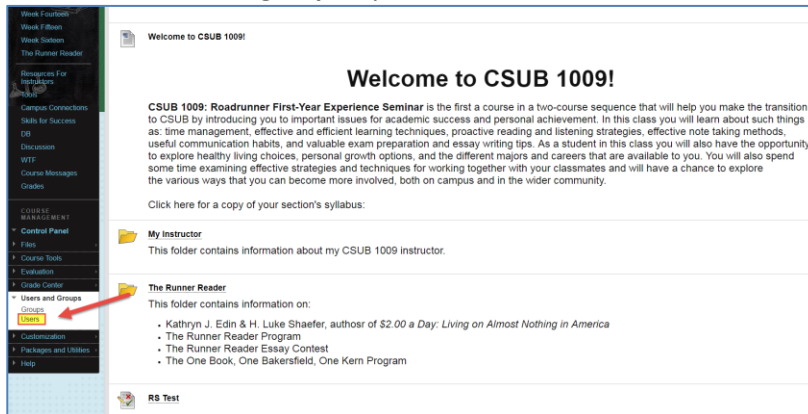
4. Copy the NetIDs from the results. Paste the NetIDs into the BlackBoard user interface

The screenshot shows the results page for the 'BAKS_CLASS_ROSTER_NETID - Class Roster NetID query'. It has the same input fields as the previous screenshot. Below the input fields is a 'View Results' button. Below the button are download options: 'Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)'. Below the download options is a 'View All' link. Below the 'View All' link is a table with one row of results:

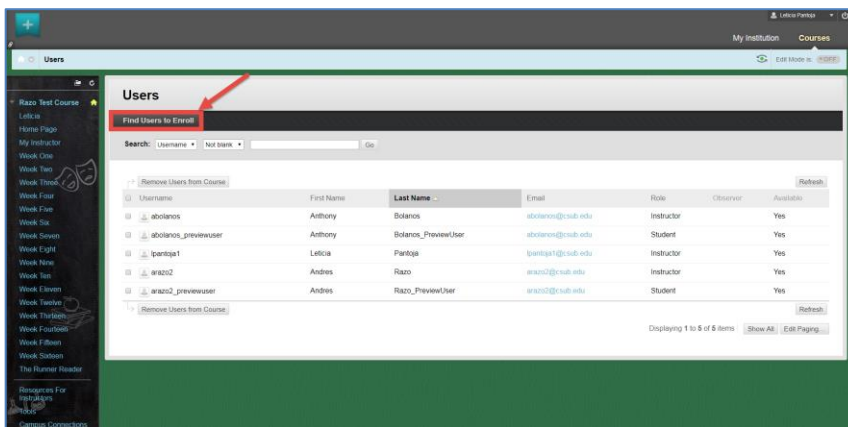
1	mmouse1,dduck12,goofy3,jsmith75,pvlla1,bbunny1,jrabbit10,sclaus,ebunny2,bwayne8,ckent5,dprince1,askywalker2,hsolo9
---	--

COPY NETIDS INTO BLACKBOARD USER INTERFACE

- Once you copy the net ID's of the students, you will go over to the left hand side of your course and under **"users and groups"**; you will click **"users"**:



- On the Users page, you will click on **"Find Users to Enroll"**:



- You can Paste all the NetIDs all at once in the username box, Make sure to click **submit** when done.

