

# How Do I Manage Members?

Throughout the semester, you will use the Grade Book tool to enroll and manage students and other members. You can perform some operations on multiple members at one time.

## For individual members, you can:

- enroll them
- unenroll them
- grant and deny access to the course
- edit member information and grades
- send mail messages
- view Performance Reports
- view audit history

## For multiple members, you can:

- unenroll them
- grant and deny access to the course
- send mail messages
- export their data to a spreadsheet

## Managing Individual Members

Once members are enrolled in your course, you can send them email, edit their information, view their performance reports, deny access to the course, or unenroll them.

⇒ To manage an individual member:

1. From any of the Grade Book tabs, click a linked member name. A pop-up menu appears.

The screenshot shows the Blackboard Grade Book interface. At the top, it says "Your location: Grade Book". Below that are buttons for "Create Column", "Enroll Members", and "Reorder Columns". There are tabs for "Grades", "Members", "View All", "Custom View", and "SCORM Grades". The "Members" tab is active, showing a table with columns for "Last Name" and "First Name". The table contains the following data:

| <input type="checkbox"/> | Last Name<br>Alphanumeric    | First Name<br>Alphanumeric |
|--------------------------|------------------------------|----------------------------|
| <input type="checkbox"/> | <a href="#">Leighton</a>     | Tom                        |
| <input type="checkbox"/> | <a href="#">Ready</a>        | Scott                      |
| <input type="checkbox"/> | <a href="#">Santiler</a>     | Margarita                  |
| <input type="checkbox"/> | <a href="#">Spiker</a>       | Chance                     |
| <input type="checkbox"/> | <a href="#">Student 642!</a> | Demo                       |

At the bottom of the interface, there is a toolbar with icons and labels for "Send Mail", "Export to Spreadsheet", "Grant Access", "Deny Access", and "Unenroll".

2. Select one of the following:

- Edit Member
- Send Mail
- View Performance Report
- Deny Access

**Note:** A red x mark appears beside the member's last name. When the member tries to access the course, he or she will see a message that access is denied. Denying access does not unenroll the user.

- Unenroll Member

## Managing Multiple Members

You can save time by performing tasks on multiple members at one time. For instance, you could select a group of students who hasn't completed a particular project and quickly send them an email reminder.

⇒ To manage multiple members:

1. From the Grade Book screen, select the members you want to manage. You can select all displayed members by selecting the check box in the table heading row.
2. Select one of the following:
  - Send Mail
  - Export to Spreadsheet
  - Grant Access
  - Deny Access
  - Unenroll

## Finding Members

You can search for a set of members to perform common operations on them at one time. Search criteria you can use include:

- one or more of the columns in the Grade Book tool
- role type (e.g., students, teaching assistants, auditors)
- group membership
- any combination of the above

### EXAMPLE

You can search for students who scored below 75% on a quiz and then send them an email message with suggestions for improving their performance.

⇒ To find members:

1. From the Grade Book screen, click **Grade Book Options** and click **Find Members** from the pop-up menu that appears. The Find Members screen appears.

**Find Members**

Show Members Whose:

| Column:    | Condition: | Value:  |
|------------|------------|---------|
| First Name | Contains   | fiennes |
| - AND -    |            |         |
| First Name |            |         |

Roles  contain  do not contain Student  
Teaching Assistant  
Section Instructor  
Auditor

Groups  contain  do not contain Field Trip Participants 1  
Study Groups 1  
Study Groups 2

2. To search by column:

- a. From the Column drop-down list, select the column you want to search. Leave *contain* selected.

- b. Enter a value in *Value* and click **Add Criteria**. Values are not case-sensitive.
3. To search by role, select the Roles check box and select the role. Leave *contain* selected.
4. To search by group, select the Groups check box and select the group from the box. Leave *contain* selected.
5. Click **Run Query**. The tab where you started your search appears, displaying members that meet your criteria.

When you search for members, **only those members who meet your criteria are displayed on all tabs.**



You can also specify that a search does not contain a value you specify. For example, you can specify to search by roles and to exclude Teaching Assistants from your search.

⇒ To return to displaying all members:

1. From the Grade Book screen, click **Grade Book Options**.
2. Click **Show All Members** from the pop-up screen that appears. All members appear on all tabs again.