DOWNLOAD ROSTER & VIEW REGISTERED STUDENTS

Sync your roster list from Blackboard and see which students have registered their clicker devices. It is highly recommended you do this before your first class or quiz session.

1. Click on **your course** to select it and then click **Open Gradebook**. This is where you will update / view your roster and review quiz scores.



2. Click Sync Roster to download your student roster list from Blackboard.

Namo Co	Course	Performance	Participation
Av	erage Total	Total	Total
Possible Points	0.00	0.00	0.00
Average Points	0.00	0.00	0.00
Average %	0%	0%	00/





DIVISION OF INFORMATION TECHNOLOGY California State University, Dominguez Hills

3. Your course roster will begin downloading.



Click **Close** when finished.

• • •	Sync Roster
	Student roster downloaded successfully.
	Close

4. Student names in **blue** means they **have registered their clicker device** on Blackboard. Student names in **red** means they **have not registered a clicker device**.

✿ 벤 ♥클 ettings Reports Expo	rt Sync Roster	Sync Scores St	udents		
Name	Course Average	Course Total	Performance Total	Participation Total	
Possible Points		0.00	0.00	0.00	
Average Points		0.00	0.00	0.00	
Average %		0%	0%	0%	
Fudd, Elmer	0%	0.00	0.00	0.00	
Guerrero, Benjamin	01		0.00	0.00	
Lewis, Dylan		Roster	List (A-Z)	0.00	
Martinez, Edith	U.		0.00	0.00	
Vega, Hugo	0%	0.00	0.00	0.00	





5. If your students have a clicker device in class but have not yet registered it on Blackboard, they can still use their device to take a quiz. Once they register their device on Blackboard, click **Sync Roster** and it will update your Gradebook. You can do this in class right before starting a quiz.

ttings Reports Export	Sync Roster	Sync Scores St	udents		
Name	Course Average	Course Total	Performance Total	Participation Total	
Possible Points		0.00	0.00	0.00	
Average Points		0.00	0.00	0.00	
Average %		0%	0%	0%	
Fudd, Elmer	0%	0.00	0.00	0.00	
Guerrero, Benjamin	0%	0.00	0.00	0.00	
ewis, Dylan	0%	0.00	0.00	0.00	
Martinez, Edith	0%	0.00	0.00	0.00	
/ega, Hugo	0%	0.00	0.00	0.00	

Updates and changes since the last roster sync will be reflected, if any.

		BIO 100-01	Fall 2017		 		BIO 100-0	1 Fall 2017	
✿ 业 ↔	Sync Roster	Sync Scores St	udents		Settings Reports Expor	t Sync Roster	Sync Scores S	Students	
Name	Course Average	Course Total	Performance Total	Participation Total	Name	Course Average	Course Total	Performance Total	Participation Total
Possible Points		0.00	0.00	0.00	Possible Points		0.00	0.00	0.00
Average Points		0.00	0.00	0.00	Average Points		0.00	0.00	0.00
Average %		0%	0%	0%	Average %		0%	0%	0%
Fudd, Elmer	0%	0.00	0.00	0.00	Fudd, Elmer	0%	0.00	0.00	0.00
Guerrero, Benjamin	0%	0.00	0.00	0.00	Guerrero, Benjamin	0%	0.00	0.00	0.00
Lewis, Dylan					Lewis, Dylan	0%	0.00	0.00	0.00
Martinez, Edith	0%	0.00	0.00	0.00	Martinez, Edith	0%	0.00	0.00	0.00
Vega, Hugo	0%	0.00	0.00	0.00	Vega, Hugo	0%	0.00	0.00	0.00

6. Note: Be sure to sync your roster multiple times during the semester as your students drop / add your course and register their clicker devices.

