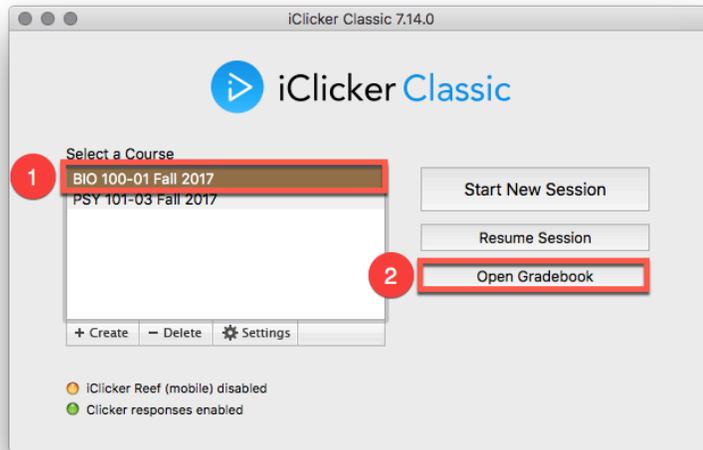




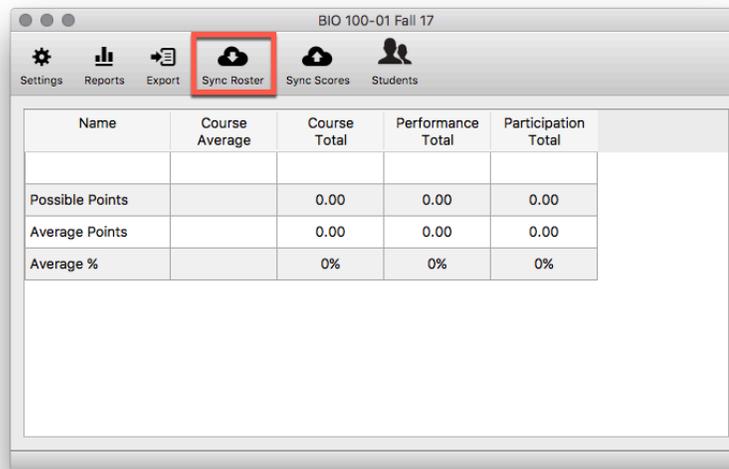
DOWNLOAD ROSTER & VIEW REGISTERED STUDENTS

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.

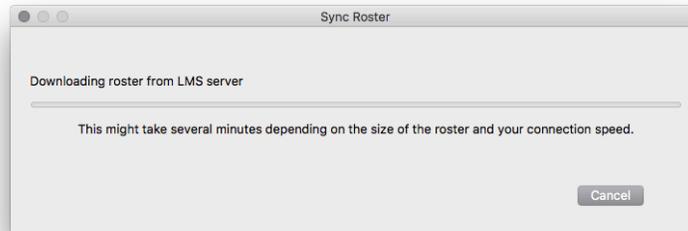


2. Click **Sync Roster** to download your student roster list from Blackboard.

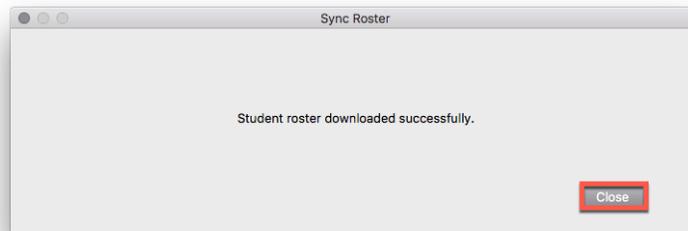




3. Your course roster will begin downloading.



Click **Close** when finished.



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**.

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
Lewis, Dylan	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



- 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.

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
Lewis, Dylan	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

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

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
Lewis, Dylan	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

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