Find Last Access Date for dropped students in Blackboard

- Once in Blackboard choose the specific class you want to check
- Go to Control Panel -> Course Tools -> Manage Users (New)

- Choose Options -> Preferences on the right

- For ‘List Options’ make sure that at the very least you choose:
  - List: All users
  - Show the Roles: (at least) Student
• Scroll past the “Adding Users Options” to the area ‘On-Screen Display Options’ make sure these are checked
  o Enrollment Status
  o Date/Time of Last Course Access
  o Any other information you wish to see

ON-SCREEN DISPLAY OPTIONS

Use this section to determine which columns will appear in the table of enrolled users
The full list of available headings is shown below. Tick the columns you want displayed - the

- Title
- First Name
- Middle Name
- Last Name
- User Status
- Username
- Email
- Student ID
- Batch UID
- Gender
- Department
- Primary Institution Role
- Role
- Enrollment Status
- Data Source Key
- Enrollment Date
- Date/Time of Last Course Access

• Scroll down and click the ‘Submit’ button
• You will now see the last access date for all students, including those that have been Disabled