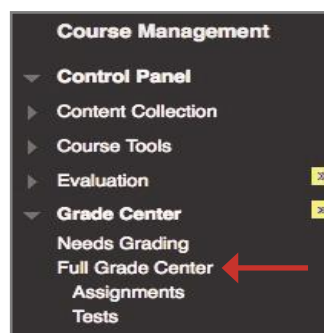


Accessing Student Information in Blackboard

Using the SHAIR (SHow Additional Information Report) function

1. Navigate to the course in which you would like to pull the student's information.
2. Under Course Management, expand the **Grade Center** tab.
3. Select **Full Grade Center**.



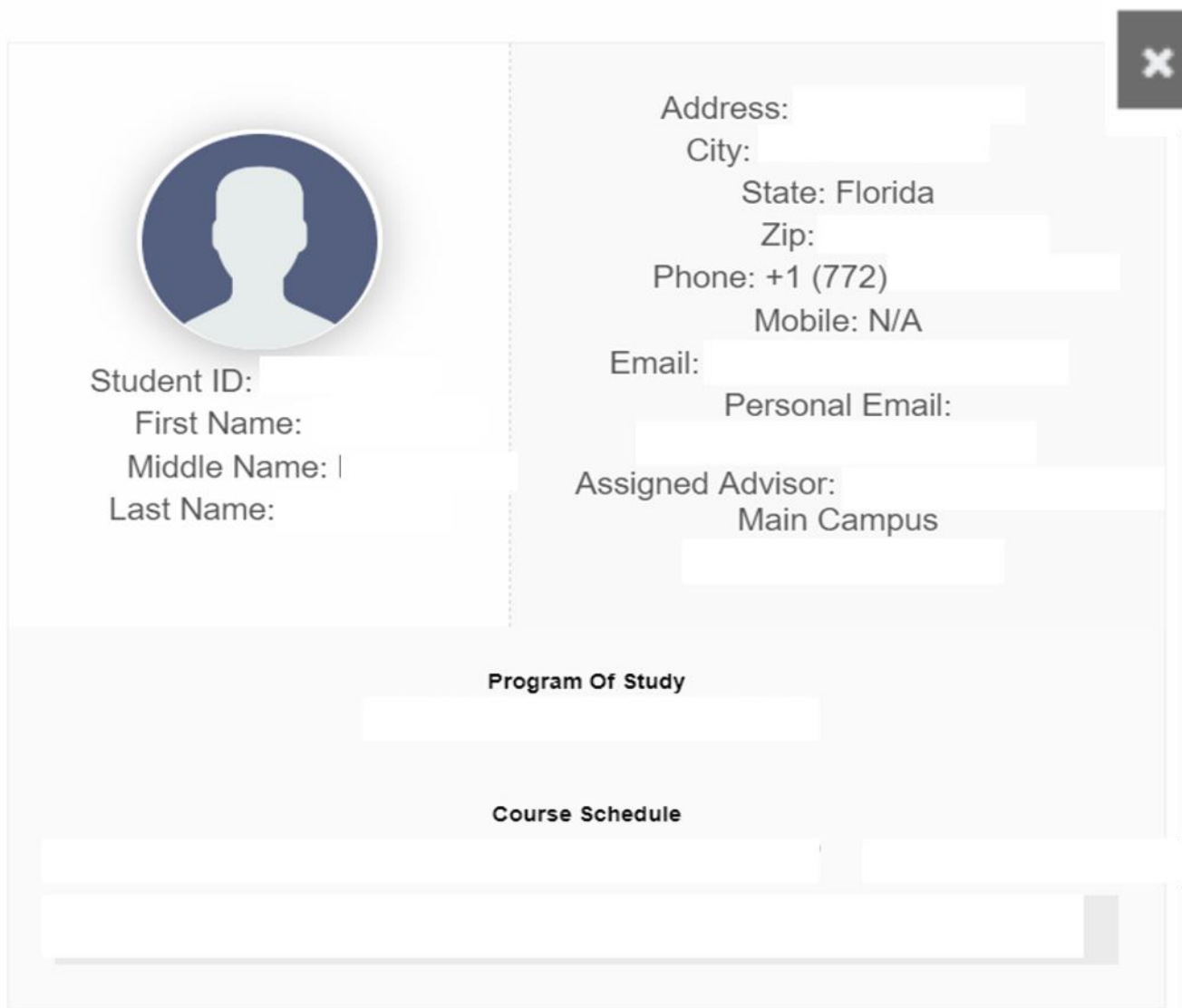
4. Select the **checkbox** next to the student. (The Student ID Column must be visible)
5. Click the **SHAIR** button.

Grade Information Bar

<input type="checkbox"/>	LAST NAME	FIRST NAME	USERNAME	STUDENT ID	LAST ACCESS	AVAILABILITY	WEIGHTED TO	TOTAL
<input checked="" type="checkbox"/>	Smith	John	jsmith123	12345678		Available	--	--
<input type="checkbox"/>	Johnson	Emily	emjohnson	87654321		Available	--	--
<input type="checkbox"/>	Williams	Michael	mwilliams	98765432		Available	--	--

6. The student's information will populate in a separate window, including full name, address, Phone number(s), personal email, assigned advisor, designated campus,

program of study and current course schedule.



Student ID:

First Name:

Middle Name: |

Last Name:

Address:

City:

State: Florida

Zip:

Phone: +1 (772)

Mobile: N/A

Email:

Personal Email:

Assigned Advisor:

Main Campus

Program Of Study

Course Schedule

7. Click the x to close the window.