



## Rosters

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### Policy

The official class roster is located in WebAdvisor which is located in Pioneer Portal. The list of students in your Blackboard course is **NOT** the official class roster. Blackboard will only add students to the course; it does not remove them if they drop. If a student is removed from the course, they will probably be added back to your course when the snapshot process runs.

Snapshots update the class list in Blackboard every 4 hours through the 12th class day during the regular term.

### Procedures

#### Recommendations:

-Wait until after the 12th class day to remove students that should not be in your course.

-Instead of removing the student, make their account unavailable. By making the student as "unavailable" to the course, it will no longer show up in their list of courses in Blackboard. The instructor will continue to see the student in the roster and gradebook.



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