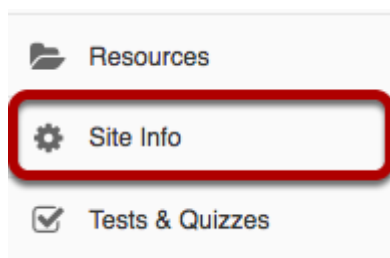


How do I add a class roster?

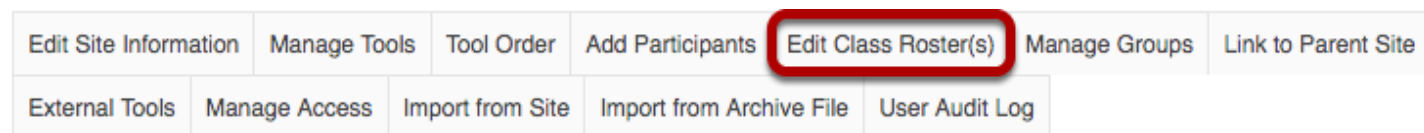
Note: Permissions for adding or deleting rosters in a given site may vary depending on your system's institutional enrollment implementation. In most cases, adding rosters by class or section is subject to automated roster updates.

Go to Site Info.



Select the **Site Info** tool from the Tool Menu of your site.

Click Edit Class Rosters.



Click **Edit Class Roster(s)** from Site Info tabs.

Click Add Roster.

Add Roster(s)

Edit Roster Access for SMPL101 Spring 2018

Roster	Remove
SMPL101 Spring 2018 (requested)	<input type="checkbox"/>

Remove Selected

Cancel

Click **Add Roster(s)** tab at top of tool window.

Select the term and class(es).

Editing Course/Section Information for SMPL101 Summer 2018

Add Roster(s) Access to SMPL101 Summer 2018:

* Academic term:

Spring 2018

You may also allow site access to the following roster(s):

SMPL101 (cross-listed)	Use Official Description
<div><input type="checkbox"/> SMPL101 Spring 2018 Lecture</div> <div>(A site including this course code already exists, select anyway?)</div> <div><input type="checkbox"/></div>	<input type="checkbox"/>
<div><input type="checkbox"/> Discussion 1 SMPL101 Discussion</div> <div>(A site including this course code already exists, select anyway?)</div> <div><input type="checkbox"/></div>	<input type="checkbox"/>
<div><input type="checkbox"/> Discussion 2 SMPL101 Discussion</div> <div>(A site including this course code already exists, select anyway?)</div> <div><input type="checkbox"/></div>	<input type="checkbox"/>
<div><input checked="" type="checkbox"/> Discussion 3 SMPL101 Discussion</div> <div>Discussion 4 SMPL101 Discussion</div> <div>(A site including this course code already exists, select anyway?)</div> <div><input type="checkbox"/></div>	<input type="checkbox"/>

From the **Academic Term** drop-down menu, select the appropriate academic term.

If you are listed as the instructor of record for certain courses in your course catalog, those courses and their sections will be listed. Check the box next to the roster you want to include.

Or, select to add courses not listed above.

Editing Course/Section Information for **SMPL101 Spring 2018**

Add Roster(s) Access to SMPL101 Spring 2018:

* Academic term:

Spring 2018 ▼

No rosters listing you as an instructor have been found for the term you have selected.

[Add course\(s\) and/or section\(s\) not listed above...](#)

Continue

Cancel

Click the link to **Add course(s) and/or section(s) not listed above...**

Course/Section Information

Course/Section(s) Selection -- Spring 2018

You have indicated the following class(es) to add to this site:

Please find course/section by entering the information below

1 Subject:

2 Course:

3 Section:
Discussion 1 SMPL101
Discussion 2 SMPL101
Discussion 3 SMPL101

Current Selection:

Discussion 1 SMPL101 (Requested)

4 * Authorizer's username:

5 Special Instructions:

Please enter additional comments that may help us authorize your site request.

[Save and add another section](#)

[Still cannot find your course/section?](#)

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1. Select the **Subject**.
2. Select the **Course**.
3. Select the **Section**.
4. If you are not listed as the instructor of record for a course, enter the instructor's username. An email message requesting the instructor's authorization for the site will be sent.

5. You have the option of adding any information that may facilitate the authorization of your site request.
6. Click **Continue** to add the roster.

*Tip: If you have more rosters to add, click on the **Save and add another section** link to add additional sections.*

Click Add Class(es).

Request Site Access: SMPL101 Spring 2018...

Please confirm the addition of the following sections to your class site.

Class Information

The following class(es) were already assigned to this site:

SMPL101 Spring 2018 (Requested)

You have indicated the following class(es) to add to this site:

Discussion 1 SMPL101 (Requested)

Add Class(es)

Back

Cancel

Review your request and click the **Add Class(es)** button.