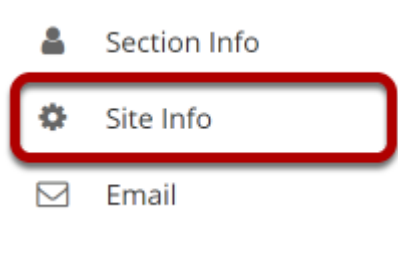


# How do I add a class roster?

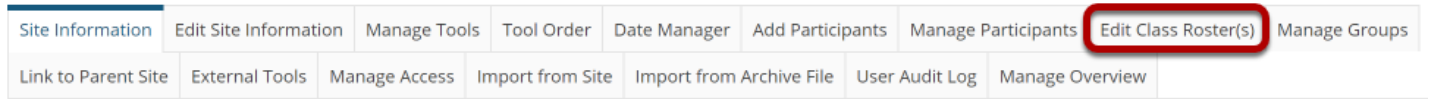
*Note: Permissions for adding or deleting rosters in a given site may vary depending on your system's institutional enrollment implementation. In most cases, adding rosters by class or section is subject to automated roster updates.*

## Go to Site Info.



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

## Select Edit Class Rosters.



## Select the Add Roster(s) link.



## Select the term and class(es).

### Editing Course/Section Information for MPH101 123 123 Spring 2021

Add Roster(s) Access to MPH101 123 123 Spring 2021:

\* Academic term:

Spring 2021

SMPL101 - Sample course offering #1, Spring 2021		Use Official Description
<input type="checkbox"/>	<b>SMPL101 Spring 2021 Lecture</b> (A site including this course code already exists, <a href="#">select anyway?</a> )	<input type="checkbox"/>
<input type="checkbox"/>	<b>Discussion 1 SMPL101 Discussion</b> (A site including this course code already exists, <a href="#">select anyway?</a> )	<input type="checkbox"/>
<input type="checkbox"/>	<b>Discussion 2 SMPL101 Discussion</b> (A site including this course code already exists, <a href="#">select anyway?</a> )	<input type="checkbox"/>
<input type="checkbox"/>	<b>Discussion 3 SMPL101 Discussion</b> (A site including this course code already exists, <a href="#">select anyway?</a> )	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<b>Discussion 4 SMPL101 Discussion</b>	<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 Discussion 6 SMPL101

Add Roster(s) Access to MPH101 123 123 Spring 2021:

\* Academic term:

Spring 2021

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

Back

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

## Course/Section Information

Course/Section(s) Selection - - Spring 2021

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:**

Select

Discussion 1 SMPL202

Discussion 2 SMPL202

Discussion 3 SMPL202

**Current Selection:**

**Discussion 2 SMPL202 (Requested)**

- 4 **\* Authorizer's username:**

Email will be sent asking for authorization for you to create this site.

- 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?](#)


- 6 

Continue

Back

Cancel

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.

## Select Add Class(es).

### Request Site Access: MPH101 123 123 Spring 2021...

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

#### Class Information

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

MPH101\_123\_123\_Spring 2021 (Requested)

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

Discussion 2 SMPL202 (Requested)



Three buttons are displayed horizontally. The first button, 'Add Class(es)', is blue with white text and is highlighted with a thick red border. The second button, 'Back', is white with a blue border and blue text. The third button, 'Cancel', is white with a blue border and blue text.

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