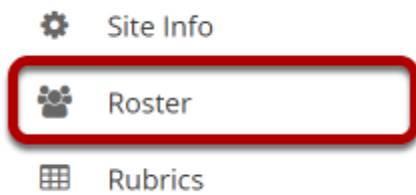


How do I view/search the roster?

Note: Depending on your role and permissions, and the individual privacy settings on user profiles, some of the features below may not be available.

Go to Roster.



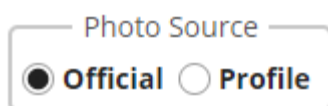
Select the **Roster** tool from the Tool Menu of your site.

View list of class participants.

Enrolled users in the site will be listed here. You may view the following information about each user in the site:

- Picture
- Name
- User ID
- Role
- Groups
- Email (Typically only visible to instructors)
- User Properties (Typically only visible to instructors)

Photo Source




Select the desired photo source to view either the official user photo, or the user-uploaded profile image. (If there is no photo for a user, the user's initials will display.)

Roster Views

There are three different roster views available: Cards, Photo Grid, and List. Select the view you would like to see from the Layout area.

Cards

 **ROSTER**

Overview

Permissions

Link

Help

Overview

Role All

Group All

Search

FIND

Clear

Print

Export

Photo Source

Official

Profile


Layout

Cards

Photo Grid


List

Currently showing 5 participants - 1 in **Instructor** role, 4 in **Student** role




Name
User ID
Role
Groups

Instructor, Demo
demoinstructor
Instructor
Ungrouped




Name
User ID
Role
Groups

Student 1, Demo
demostudent01
Student
Ungrouped



Name
User ID
Role
Groups


Student 2, Demo
demostudent02
Student
Ungrouped



Name
User ID
Role
Groups

Student 3, Demo
demostudent03
Student
Ungrouped

Photo Grid

 **ROSTER**

Overview

Permissions

Link

Help

Overview

Role All

Group All

Search

FIND

Clear

Print

Export

Photo Source

Official

Profile


Layout

Cards


Photo Grid

List


Currently showing 5 participants - 1 in **Instructor** role, 4 in **Student** role




Instructor, Demo
demoinstructor
Instructor




Student 1, Demo
demostudent01
Student



Student 2, Demo
demostudent02
Student




Student 3, Demo
demostudent03
Student



Student 4, Demo
demostudent04
Student

List

 ROSTER

Overview

Permissions

Link

Help

Overview

Permissions

Role

All

Group

All

Search

FIND

Clear

Hide Photos

Print

Export

Photo Source

Official

Profile






Layout

Cards


Photo Grid

List

Currently showing 5 participants - 1 in **Instructor** role, 4 in **Student** role

Photo	Name	User ID	Role	Groups
	Instructor, Demo	demoinstructor	Instructor	Ungrouped
	Student 1, Demo	demostudent01	Student	Ungrouped
	Student 2, Demo	demostudent02	Student	Ungrouped
	Student 3, Demo	demostudent03	Student	Ungrouped
	Student 4, Demo	demostudent04	Student	Ungrouped

Filter by Group

 ROSTER

Overview

Permissions

Role

All

Group

All

Search

all

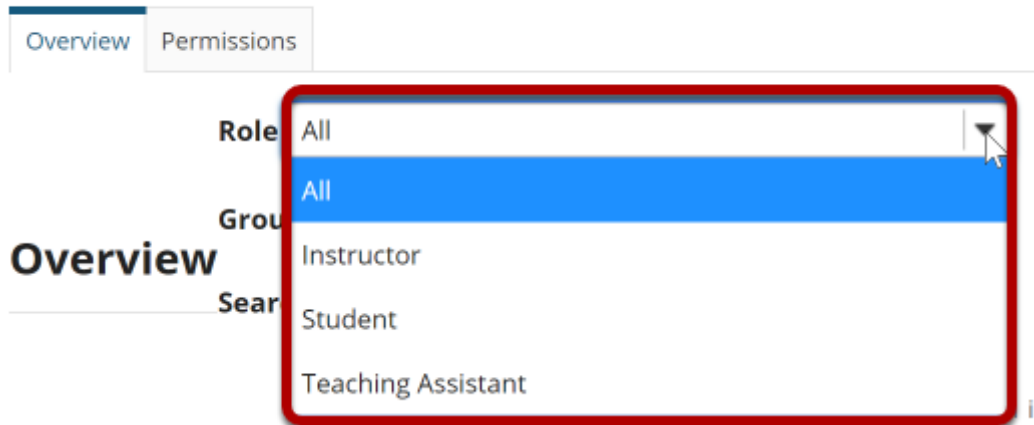
team-1

team-2

If you have groups in your site, you may filter by group using the **Groups** drop-down menu at the top.

Filter by Role

ROSTER



The screenshot shows the 'ROSTER' section with two tabs: 'Overview' (selected) and 'Permissions'. Below the tabs, there are three labels: 'Role', 'Group', and 'Search'. The 'Role' label is followed by a dropdown menu that is open, showing a list of roles: 'All' (highlighted in blue), 'Instructor', 'Student', and 'Teaching Assistant'. The dropdown menu is outlined with a red border. The 'Group' label is followed by a dropdown menu that is closed, showing 'All'. The 'Search' label is followed by a text input field containing 'student01' and two buttons: 'Find' and 'Clear'.

You may also use the **Roles** drop-down menu to filter the view by user role.

Searching the roster.

ROSTER



The screenshot shows the 'ROSTER' section with two tabs: 'Overview' (selected) and 'Permissions'. Below the tabs, there are three labels: 'Role', 'Group', and 'Search'. The 'Role' label is followed by a dropdown menu that is closed, showing 'All'. The 'Group' label is followed by a dropdown menu that is closed, showing 'All'. The 'Search' label is followed by a text input field containing 'student01' and two buttons: 'Find' and 'Clear'. The text input field and the 'Find' button are outlined with a red border.

To search the roster for a particular person, type his or her name or ID in the search text box and then click **Find**.