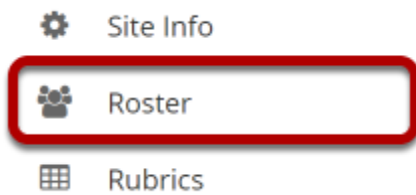


How do I view/search the roster?

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.



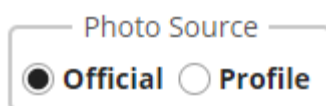
Select the **Roster** tool from the Tool Menu of your site.

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 [Link](#) [? Help](#) [X](#)

Overview **Permissions**

Role

Group

Overview 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 [Link](#) [? Help](#) [X](#)

Overview **Permissions**

Role






Group

Overview Search **FIND** Clear **Print** **Export**

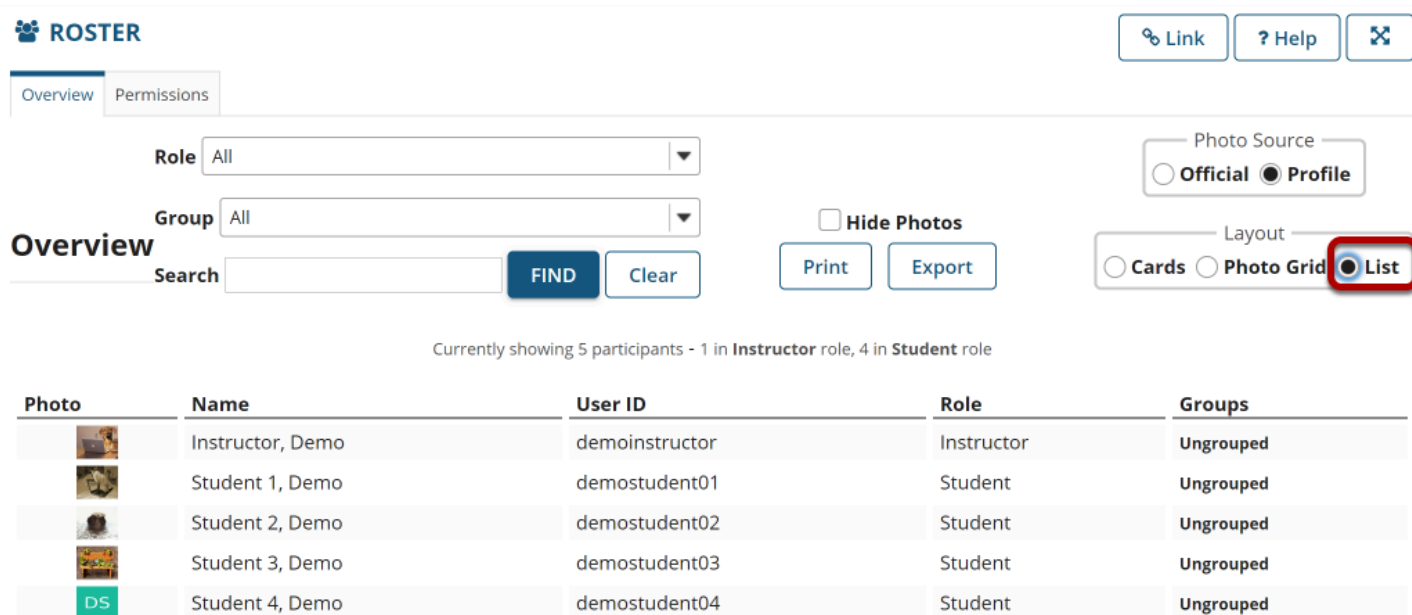
Photo Source Official Profile

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 Link Help Close

Overview Permissions

Role: All

Group: All

Hide Photos

Photo Source: Official Profile

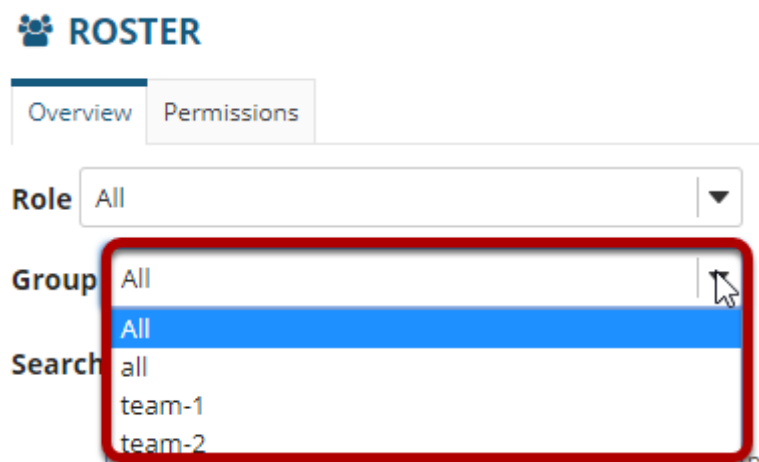
Layout: Cards Photo Grid List

Search: FIND Clear Print Export

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

- 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

Overview Permissions

Role All

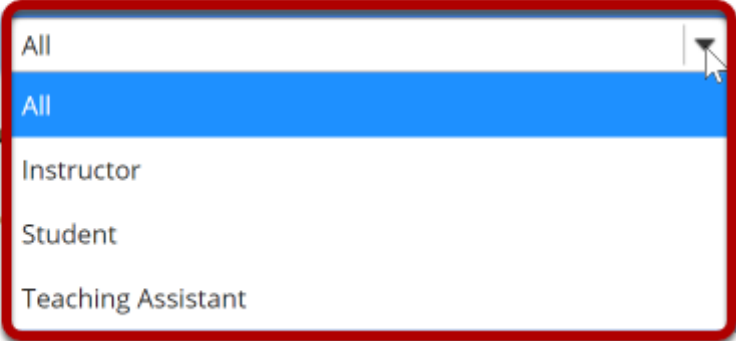
Group All

Search

Instructor

Student

Teaching Assistant



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

Searching the roster.

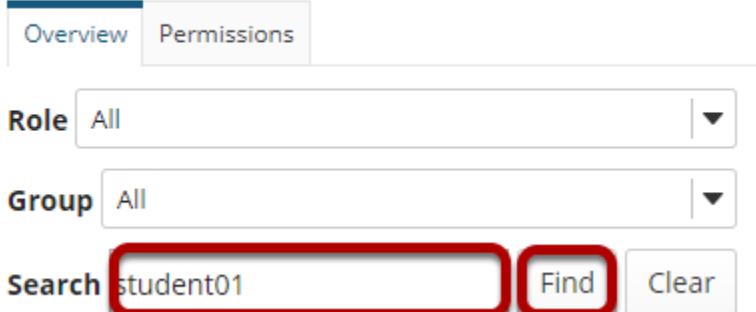
ROSTER

Overview Permissions

Role All

Group All

Search student01 Find Clear



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