

# Roster Tool

At the end of this tutorial, you will be able to answer the following questions:

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**Note:**

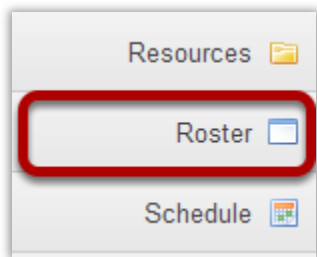
- *The terms **Instructor**, **Maintainer**, and **Owner** refer to the same role in Coursar. They are used interchangeably in this document.*
- *The terms **Student**, **Participant**, and **Member** refer to the same role in Coursar. They are used interchangeably in this document.*
- ***Course & Project sites** both refer to a **worksite** or a **site** in Coursar's terminology. They are used interchangeably in this document. Anything that is used in a Course site can be used in a Project site, and vice versa.*

## What is the Roster tool?

The Roster tool displays the number of site participants along with their names, photos, and profiles.

*Note: The Roster tool does not allow instructors or site owners to add or remove participants from a site. (To do this, instructors or site owners must use the **Site Info** tool.)*

To access this tool, select Roster from the Tool Menu in your site.



*Note: If you don't see the Roster tool listed in your site's Tool Menu, the site owner may have chosen not to use it.*

## 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.

**PSYCH 400 001 SU14: Roster**

Overview Pictures Group Membership Permissions

Overview: PSYCH 400 001 SU14 Export Print

To add or remove participants from the site, visit the Site Info tool.

View  **Participants**

Currently showing 6 participants (5 in Student role, 1 in Instructor role)

Name	Role
<a href="#">Student, Fourth</a>	Student
<a href="#">Student, Third</a>	Student
<a href="#">Instructor, Demo</a>	Instructor
<a href="#">Student, First</a>	Student
<a href="#">Student, Second</a>	Student
<a href="#">Student, Fifth</a>	Student

Enrolled users in the site will be listed here.

### Searching the roster.

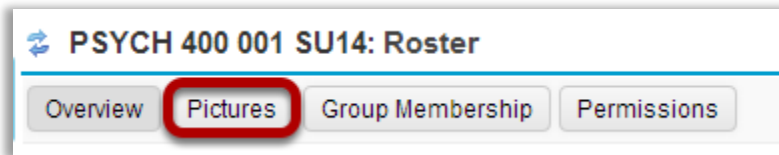
To search the roster for a particular person, type their name or id in the search text box and then click **Find**.

## How do I view roster photos and/or profiles?

### Go to Roster.

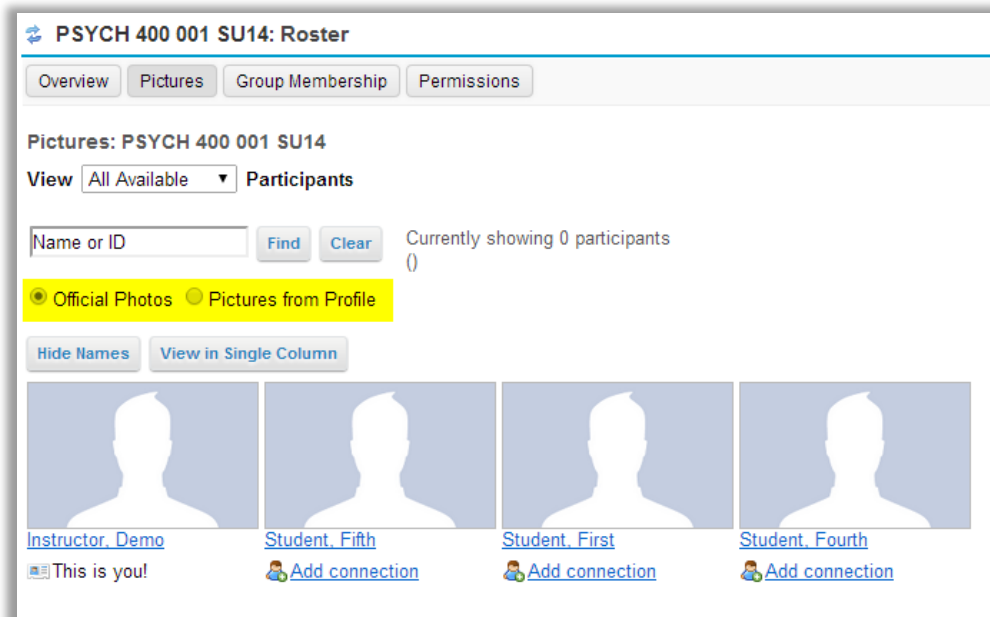
Select the **Roster** tool from the Tool Menu of your site.

### Viewing photos.



To view personalized photos that participants of your site have uploaded, at the top of the roster page, click **Pictures**.

### Profile photos for site participants will be displayed.



*Note: You have the option to select the radio button for **Official Photos** or **Pictures from Profile** depending on whether you would like to view the official Coursar photos (for users created by Coursar technical team, if a user photo has been provided) or personal photos that users have uploaded themselves via the Profile tool.*

## Viewing profiles.

**PSYCH 400 001 SU14: Roster** 🔍 ?

Overview Pictures Group Membership Permissions

**Overview: PSYCH 400 001 SU14** Export Print

To add or remove participants from the site, visit the Site Info tool.

View All Available ▾ **Participants**

Find Clear Currently showing 6 participants  
(5 in Student role, 1 in Instructor role)

Name	Role
<a href="#">Student, Fourth</a>	Student
<a href="#">Student, Third</a>	Student
<a href="#">Instructor, Demo</a>	
<a href="#">Student, First</a>	
<a href="#">Student, Second</a>	
<a href="#">Student, Fifth</a>	

**Demo Instructor**

[View full profile](#)

Email: professor@myschool.edu

✕

To view someone's profile, click the person's name or photo. Profile information that is available and that you have permission to view will be displayed.

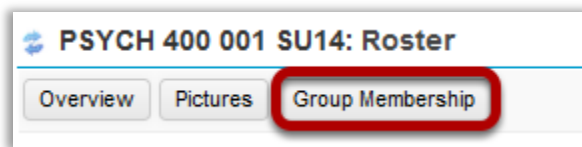
## How do I view group membership in the roster?

*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.

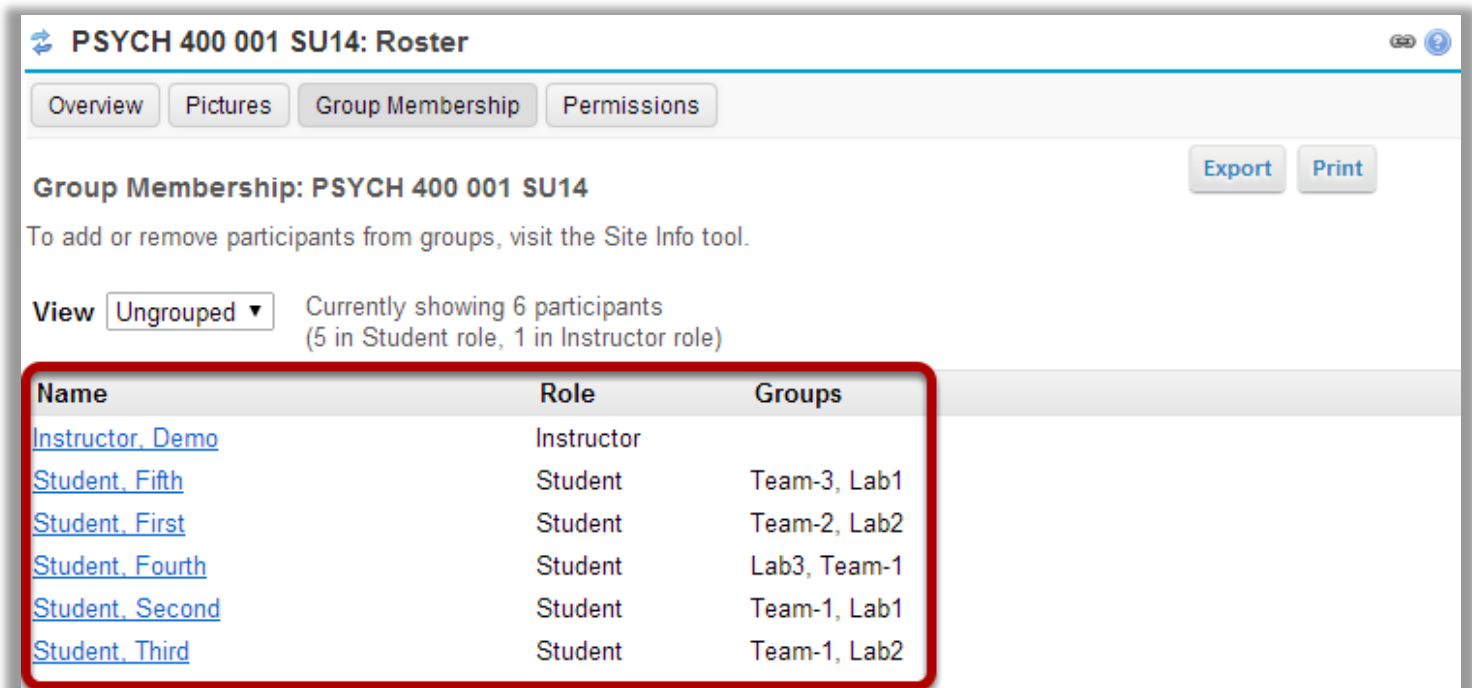
Select the **Roster** tool from the Tool Menu of your site.

### View group membership.



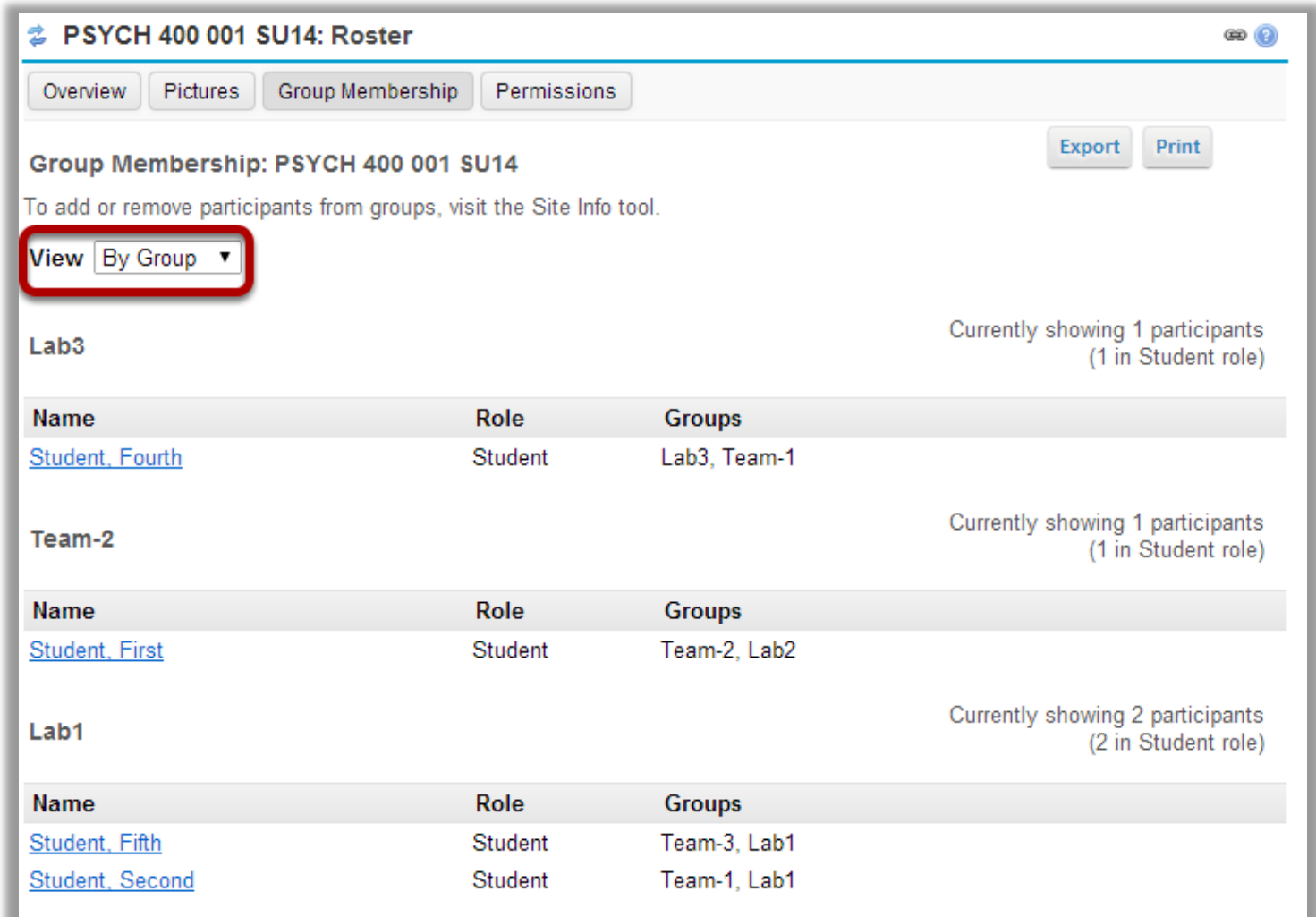
To view the group membership for the class, click the **Group Membership** button.

### Participant group information will be displayed.



Each site member will be listed along with their role in the course, and any of the groups to which they belong.

## View roster by group.



**PSYCH 400 001 SU14: Roster**

Overview Pictures **Group Membership** Permissions

Export Print

**Group Membership: PSYCH 400 001 SU14**

To add or remove participants from groups, visit the Site Info tool.

View **By Group** ▼

**Lab3** Currently showing 1 participants  
(1 in Student role)

Name	Role	Groups
<a href="#">Student, Fourth</a>	Student	Lab3, Team-1

**Team-2** Currently showing 1 participants  
(1 in Student role)

Name	Role	Groups
<a href="#">Student, First</a>	Student	Team-2, Lab2

**Lab1** Currently showing 2 participants  
(2 in Student role)

Name	Role	Groups
<a href="#">Student, Fifth</a>	Student	Team-3, Lab1
<a href="#">Student, Second</a>	Student	Team-1, Lab1

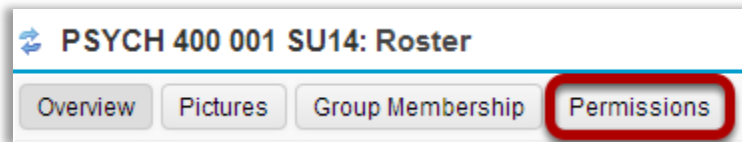
Select **By Group** from the View drop-down menu to see only members of specific groups or sections. (This drop-down list will be visible only if groups or sections exist.)

## How do I edit Roster tool permissions?

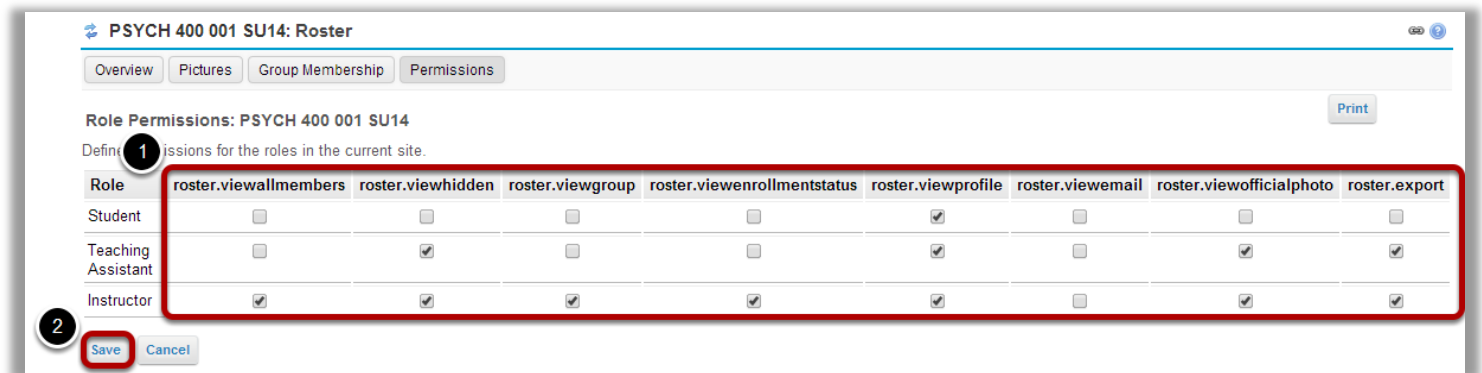
Go to Roster.

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

Click the **Permissions** button.



Modify the permissions for the roles listed.



1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)
2. Click **Save** to save your changes.

*Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.*