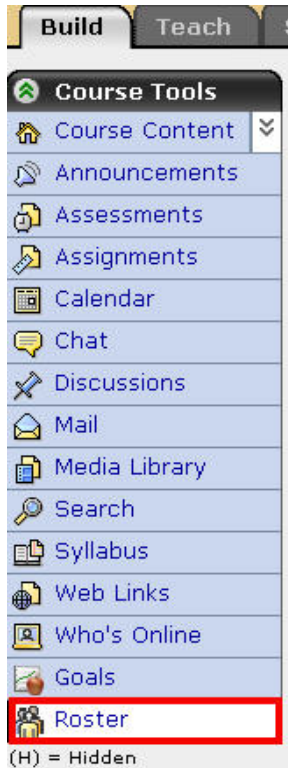


Using the Class Roster Tool

The Class Roster tool is a personal profile that can be used by instructors, teaching assistants, and students. This tool can be used to promote networking and foster community-building. You can also use this tool to identify who is assigned in a group.

To begin using the roster tool, go to either the Build or Teach tab and select **Roster** from the Course Tool Menu. If the tool is not available there, you will need to click **Manage Course** and then click **Tools** to activate the Roster tool.



Here you can customize your profile, print the page, and view other instructors, students, or groups profiles. Depending on the settings, Students and Auditors may not see the Groups tab, or, if the Groups tab is available, Students and Auditors may only see the groups they are members of.

To make the Groups tab unavailable, click **Manage Course** and then click **Settings**. Under the tools column, select Roster. This will allow you to decide if you want students and auditors to see all the groups, only the groups they are members of, or no groups.

To customize your profile, click **Edit Profile**. You can choose to make your user name, first name, last name, email, and picture either public or private. You can also decide which email and picture you want visible.

To add a photo, click **Browse** and in the pop-up window select the file you want to add. A photo can only be added in .gif or .jpg format. The recommended height and width is 320x240 pixels.

Once you have edited your profile settings, click **Save**.