

Viewing the Course Roster

To View the Roster through the Tools area:

1. Click **Tools** > select **Roster**.
2. At this point you do not have to select anything from the drop down menus or enter anything into the search field. Just click the **Go** button.

If you want to view a list of enrolled students along with items such as usernames and email addresses you may do so through the **Control Panel > Users and Groups > Users**.

To View the Roster Through the Control Panel:

1. Click **Users and Groups** > select **Users**.
2. In the **Search** field, select **Email** and **Contains** from the drop down menu and then type the @ sign in the text field and click **Go**.
OR
3. In the **Search** field, select **Username** and **Contains** from the drop down menu and then type % sign in the text field and click **Go**.