ROSTER

Use the Roster tool to view who’s enrolled in your course, check users’ online statuses and send email to students.

Access the Roster tool

- Click Roster on the Navbar.
- To view sections and groups, select from the View By dropdown menu and click Apply.

Check who’s online from Roster

The Online Status icon displays beside the names of users who are currently online.

SEND EMAIL

1. To email individual students, from the Roster page, select the check boxes beside the student(s) that you want to email and click Email.
2. To email the entire class, we recommend that you use the **Email Classlist** button.

- Your class list will appear. To view sections and groups, select from the **View By** dropdown menu and click **Apply**.

3. Click **Send Email**.
4. Enter your subject and message in the appropriate fields.
5. To add Attachments, select **Upload**, **Record Audio** or **Choose Existing**.
6. Click on the **Send** button on the top of the page.
VIEW STUDENT PROGRESS

Use this feature to view the progress of students enrolled in your courses.

View student progress

1. On the Roster page, click View Progress from the dropdown menu of the student you want to view.

View class progress

1. From the Navbar, select Edit Course

2. Under Learner Management, select View User Progress.