



View the Course Roster

Introduction

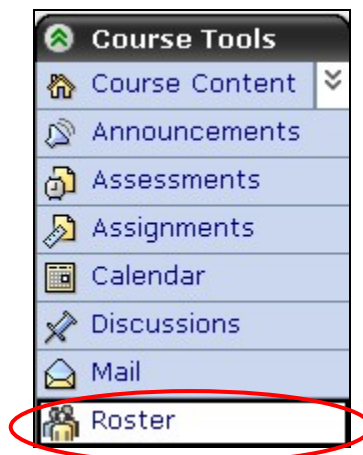
The Course Roster tool allows you to view profiles for course members. The Roster provides a list of profiles for Instructors, Students and Groups. It is a good idea to compare the Course Roster in WebCT with the official Datatel WebAdvisor roster. If you identify any discrepancies among those students listed on your official Datatel WebAdvisor roster with the list that appears in your WebCT roster, you should contact the bhccOnline office for assistance. Viewing your Course Roster.

View the Course Roster

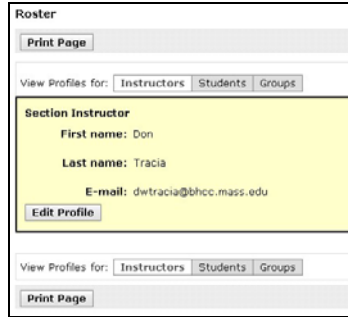
Step 1: To begin, click on the **Build** tab after you have logged into your course.



Step 2: Next, click **Roster** from the *Course Tools* menu. The Roster page will appear.



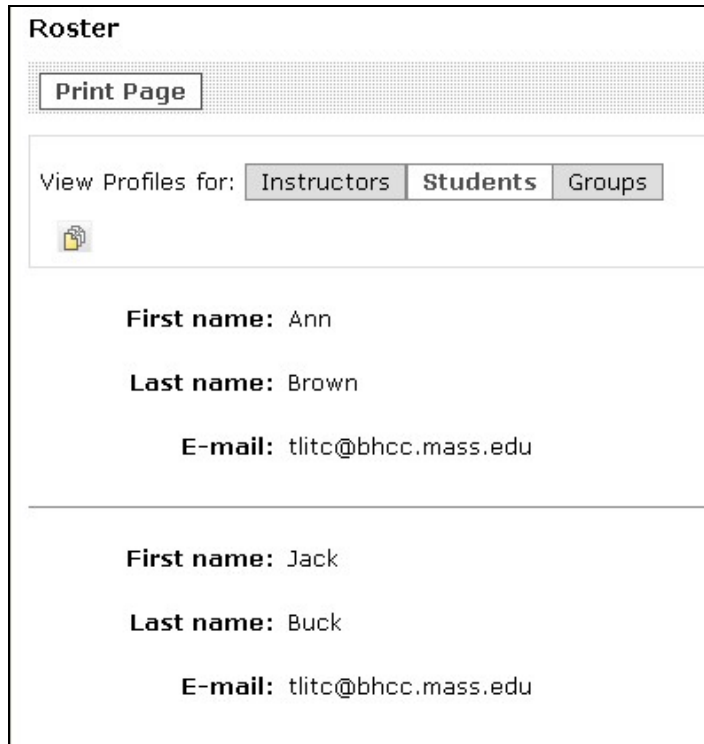
The default view of the Course Roster is the list of Instructors as shown below.



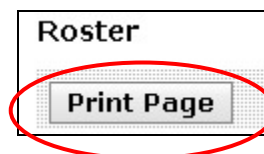
Step 4: Click **Students**, to view the list of Student profiles enrolled in the course.



The *Student Profile* page will appear. Once again, take a moment to compare the Course Roster in WebCT with the official Datatel WebAdvisor roster. If you identify any discrepancies among those students listed on your official Datatel WebAdvisor roster with the list that appears in your WebCT roster, you should contact the bhccOnline office for assistance.



Step 3: Click **Print page** to print all the profiles that appear on the screen.



Conclusion

We hope this guide, *View the Course Roster* was helpful.

For more information about online course development, please visit the TLiTC or contact us via email at tlitc@bhcc.mass.edu.