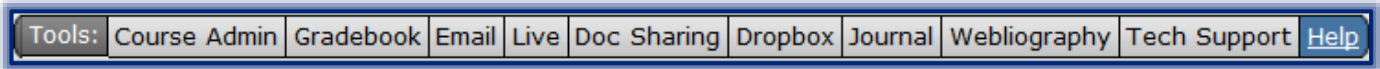


## Course Enrollment

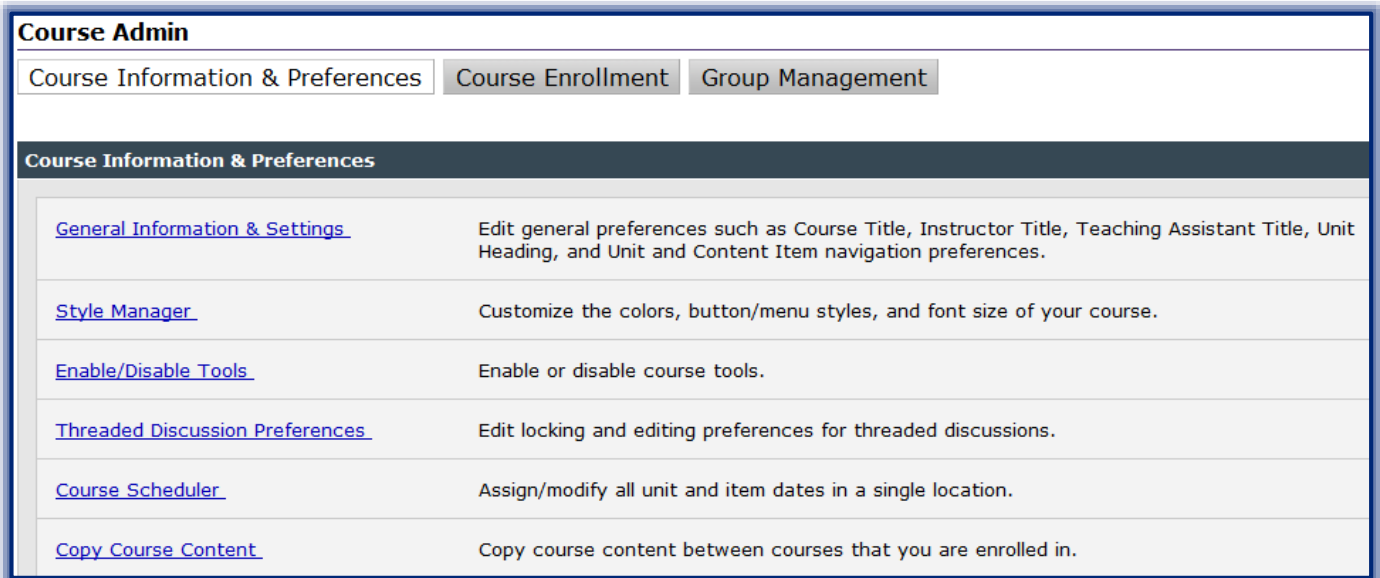
From the Course Enrollment page, instructors have the capability of viewing a list of the students in their classes. This list includes the number of students enrolled in the course, student enrollment status, the students who have been dropped from the course, the email address of enrolled students, the date on which a student enrolled in the course, and the language setting for each student. This feature can be accessed from the Course Tab or the Author Tab.

### View Class Roster

Click **Course Admin** on the **Tools Menu**.



The **Course Admin** window will display (see illustration below).



Click the **Course Enrollment** tab in this window.

The **Class Roster** window will display (see illustration below).









Active		Dropped			
Class Roster					
Name ^	Email Address	Status	Enrollment Date	Time Zone	Language (Country)
<a href="#">CPS8_Train</a>	whouse@sienaheights.edu	Siena Student	12/4/2013	(GMT-05:00) Eastern Time (US & Canada)	English (United States)
<a href="#">House_Wanda</a>	whouse@sienaheights.edu	Siena Professor	10/12/2010	(GMT-05:00) Eastern Time (US & Canada)	English (United States)

A list of students, TAs, and Instructors in the course will display.

Do any of the following:

- To sort the roster, click the column titles. It is possible to sort by **Name**, **Email Address**, **Status**, **Enrollment Date**, **Time Zone**, and **Language**.
- To view the profile for a student, click the student's name.
- The student profile can include the student's first and last name, contact information, time zone, and school in which the student is enrolled.

## View Dropped Class Members

-  Click **Course Admin** on the **Tools Menu**.
-  The **Course Admin** window will display.
-  Click the **Course Enrollment** button in this window.
-  To view a list of the students who have dropped the course, click the **Dropped** tab.
-  To return to the **Class Roster**, click the **Back** button (see illustration below).
-  Click anywhere else in the course to close this window.