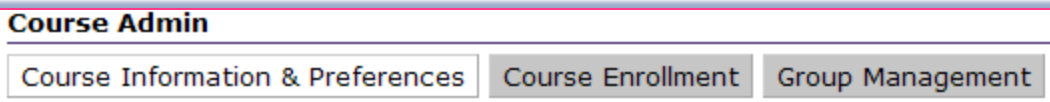


## Course Enrollment

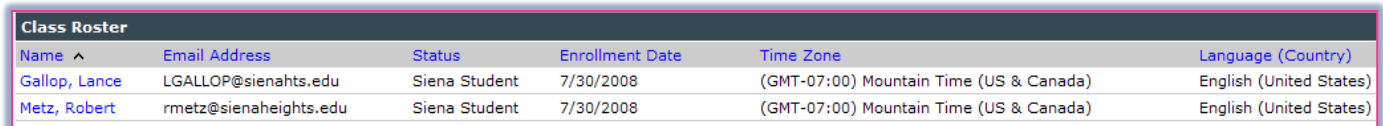
From the Course Enrollment page, instructors have the capability of viewing a list of the students in their classes. This list includes the number of students enrolled in the course, student enrollment status, the students who have been dropped from the course, the email address of enrolled students,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

### View Class Roster

- ❖ Click the **Author** tab.
- ❖ Click **Course Admin** on the **Tools Menu**.
- ❖ The **Course Admin** window will display.
- ❖ Click the **Course Enrollment** tab in this window (see illustration below).



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



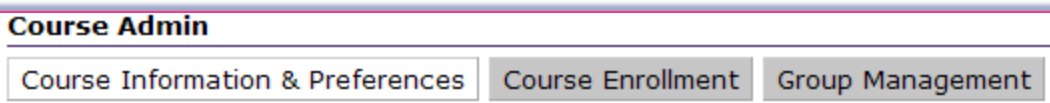
The screenshot shows the 'Class Roster' window with a table of student information. The table has columns for Name, Email Address, Status, Enrollment Date, Time Zone, and Language (Country). Two students are listed: Gallop, Lance and Metz, Robert.

Name ^	Email Address	Status	Enrollment Date	Time Zone	Language (Country)
Gallop, Lance	LGALLOP@sienahts.edu	Siena Student	7/30/2008	(GMT-07:00) Mountain Time (US & Canada)	English (United States)
Metz, Robert	rmetz@sienaheights.edu	Siena Student	7/30/2008	(GMT-07:00) Mountain Time (US & Canada)	English (United States)

- ❖ A list of students 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 the **Author** tab.
- ❖ Click **Course Admin** on the **Tools Menu**.
- ❖ The **Course Admin** window will display.
- ❖ Click the **Course Enrollment** button in this window (see illustration below).



- ❖ To view a list of the students who have dropped the course, locate the **Dropped Class Members** section.
- ❖ Do any of the following:
  - To sort column titles, click on the column titles such as **Name**, **Email Address**, **Status**, **Drop Date**, **Time Zone**, or **Language**.
  - Click the **Student Name** to view a profile for the student.
  - Student profiles can include the student's first and last name, contact information, time zone, and school in which the student is enrolled.