



# Roster Tool Fact Sheet

The Roster tool allows you to view the profiles for course members. It also allows students to see which groups they belong to.

## Add the Roster Tool

In order for you to Add a tool to your course, you can be on either the Build or the Teach tab.

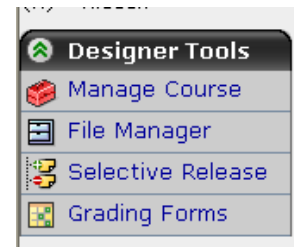


1. Click on the **Manage Course** utility on the Designer/Instructor menu.
2. Click on the **Tools** menu.
3. A list of all the tools available in the clickUP system displays. There are checkboxes next to each of the options.

### Organizational Tools

- Calendar**  
Enter important events and deadlines, and allow Students to enter their own events.
- Search**  
Search for content in the course.
- Syllabus**  
Provide course requirements, objectives, and policies.

4. Select the **Roster tool**.
5. Click on **Save**.



## The Roster Tool Options

View Profiles for: **Instructors** Students Groups

- Click on either **Instructors** or **Students** to display their profiles.
- Click on Groups to display the members that belong to a group.

**REMEMBER**

The Roster Tool is the **ONLY** tool where students will be able to see to which Group they belong, unless you use the Sign-up sheets.



## Change your profile

If you want to change your profile **ONLY** for this course, then scroll down to your name and select the Edit Profile option. Remember to **Save**.

Each student is able to edit only their own profile.

To change your profile globally for ALL modules you have access to, refer to the My Settings Fact Sheet.