



Roster and User Directory

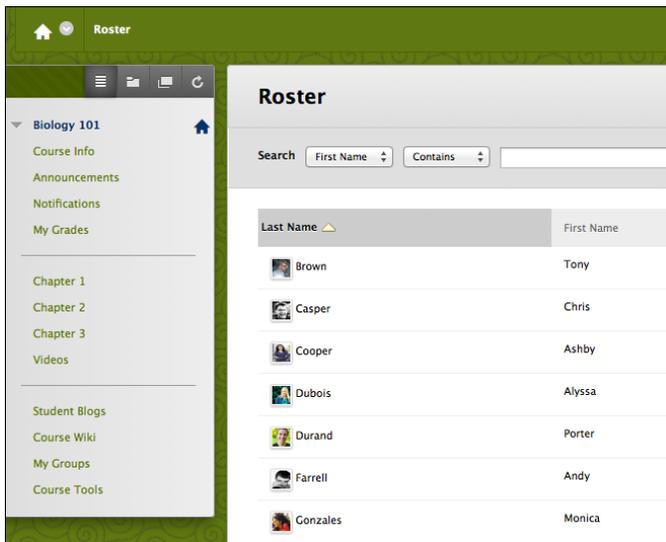
To search for other students in your course, use the roster tool. The name of each student is included in the roster automatically. You cannot remove your name from the roster, but you can control whether to make your email address available.

In the User Directory, you can search for other students and instructors in the system. You can choose whether to be included and what information to share by setting your privacy options. To learn more, see [How to Set Privacy Options](#).

For your personal information to appear in the roster or User Directory, it must appear on the **Edit Personal Information** page. To learn more, see [How to Edit Personal Information](#).

How to Search for Other Students in Your Course Using the Roster

1. On the course menu, click **Tools**.
2. On the **Tools** page, select **Roster**.
3. On the **Roster** page, click **Go** to list all students in your course. You can search for students by typing a keyword in the text box and using the following filters:
 - First Name
 - Last Name
 - Contains
 - Equal to
 - Starts with
 - Not blank



How to Search for People in the User Directory

Only users who have updated their personal information and selected **List my information in the User Directory** in their privacy settings will appear in the search results.

1. Navigate to the **My Institution** tab.
2. On the **Tools** panel, select **User Directory**.



3. On the **Users** page, click **Go** to list all users who have shared information. You can search for a specific user by typing a keyword in the text box and using the following filters:
 - Username
 - First Name
 - Last Name
 - Email
 - Contains
 - Equal to

- Starts with

