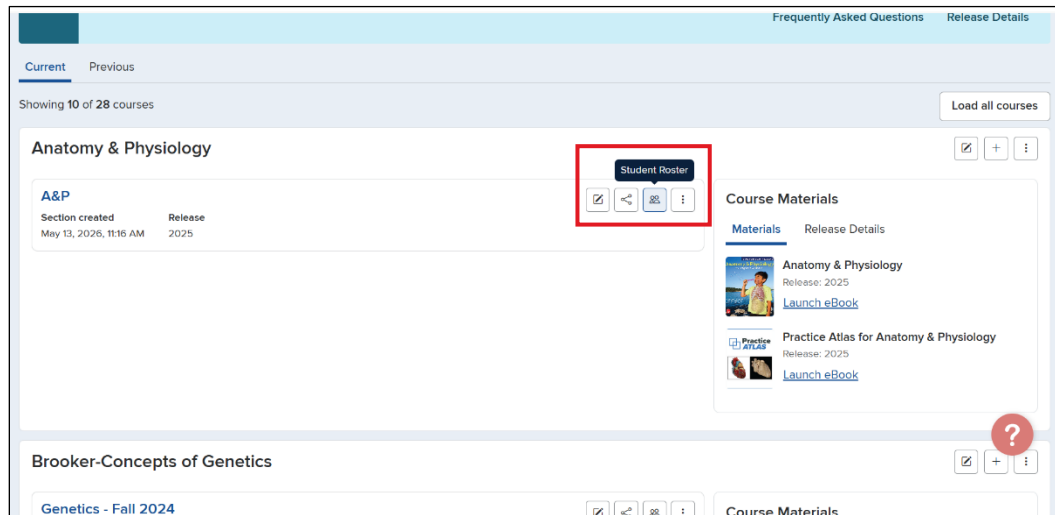


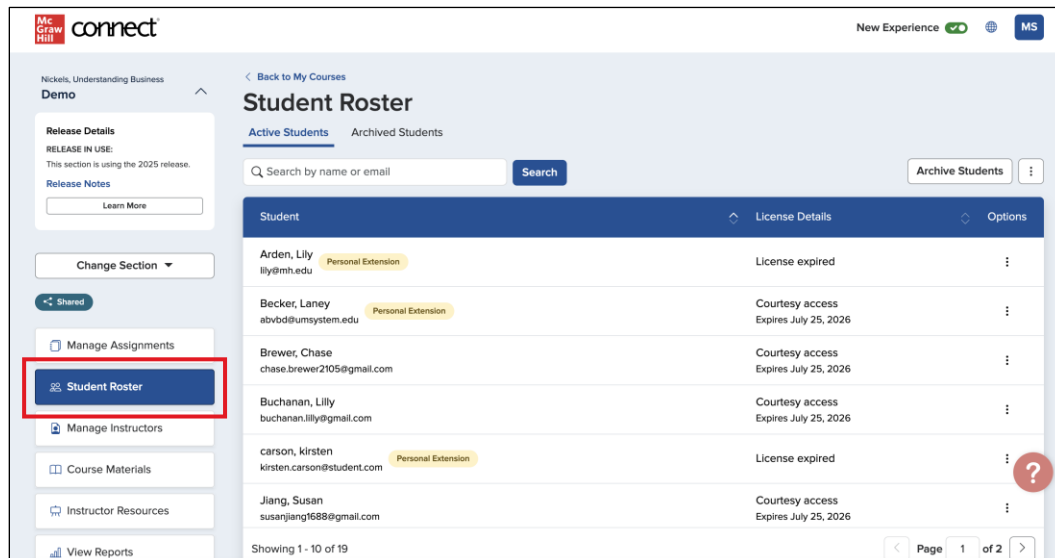
Managing Your Roster

Step 1: Open the Student Roster

From the My Courses page, locate your course section and click the **Student Roster** icon.



You can also access the roster from the Manage Assignments page by clicking on **Student Roster** from the left-hand navigation menu.



Step 2: Review roster information

The Student Roster displays each student's name, email address, account status, extension information, and LMS Single Sign-On status (if your course is paired with an LMS). Review the **License Details** column to confirm that each student has an active Connect license. Students using courtesy access will remain licensed until the listed expiration date, after which their status will change to **License Expired** until they purchase Connect access. Use this information to monitor student access and identify any registration or pairing issues.

Student	License Details	Other	Options
Flowers, Ramona ramona.flowers@mnh.com Personal Extension	Licensed		⋮
Kim, Aiden aidenkim_student@mheqa.com	Licensed		⋮
Morales, Lena lenamorales_student@mheqa.com	Licensed		⋮
Powell, Loki loki.powell@mheqa.com	Licensed		⋮
Rossi, Isabella isabellarossi_student@mheqa.com Personal Extension	Licensed		⋮

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Step 3: Manage student information

Click on the **3-dot menu** next to the “Archive Students” button in the top right of the screen to **import a roster**, **export your roster**, or **add custom columns to your roster**.

Introduction to Biology (For Demos - Don't Delete)

Section A - Intro to Bio (For Demos Don't Delete)

Release Details
RELEASE IN USE
This section is using the 2025 release.
Release Notes
[Learn More](#)

Change Section ▾

Shared

Manage Assignments

Student Roster

Manage Instructors

Course Materials

Instructor Resources

View Reports

Launch Test Builder

AI Feature Settings

Back to My Courses

Student Roster

Active Students

Search by name or email Search

Archive Students ⋮

Student	License Details	Other	Options
Flowers, Ramona ramona.flowers@mnh.com Personal Extension	Licensed		⋮
Kim, Aiden aidenkim_student@mheqa.com	Licensed		⋮
Morales, Lena lenamorales_student@mheqa.com	Licensed		⋮
Powell, Loki loki.powell@mheqa.com	Licensed		⋮
Rossi, Isabella isabellarossi_student@mheqa.com Personal Extension	Licensed		⋮

Showing 1 - 5 of 5

Customize Columns

Import Student Roster

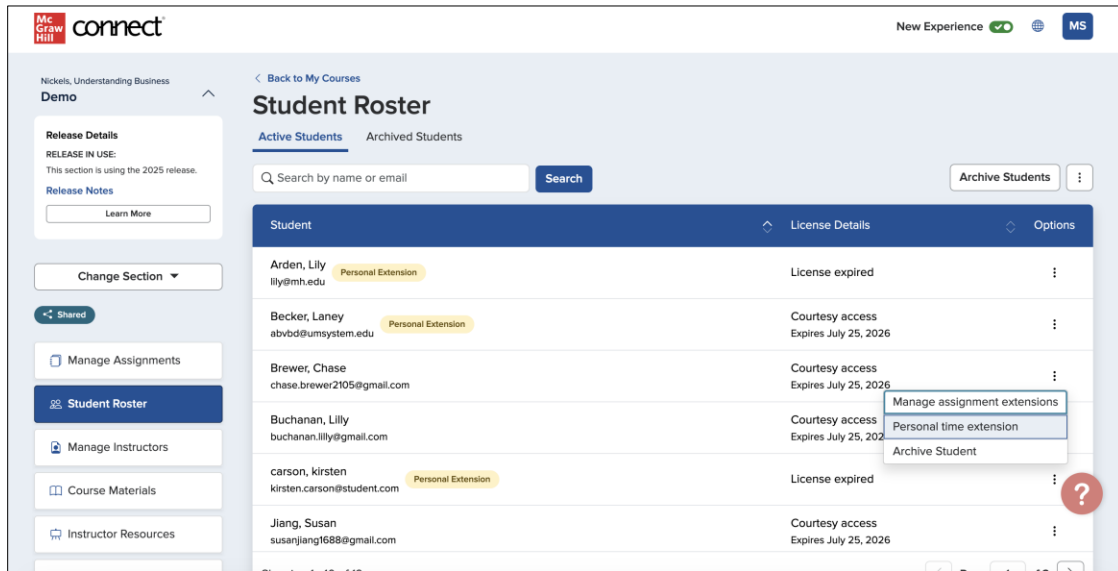
Export Student Roster

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Step 4: Manage student information

Click on the **3-dot menu** next to student's name to manage assignment extensions, add a personal time extension, remove a personal time extension, archive a student or view LMS pairing status.

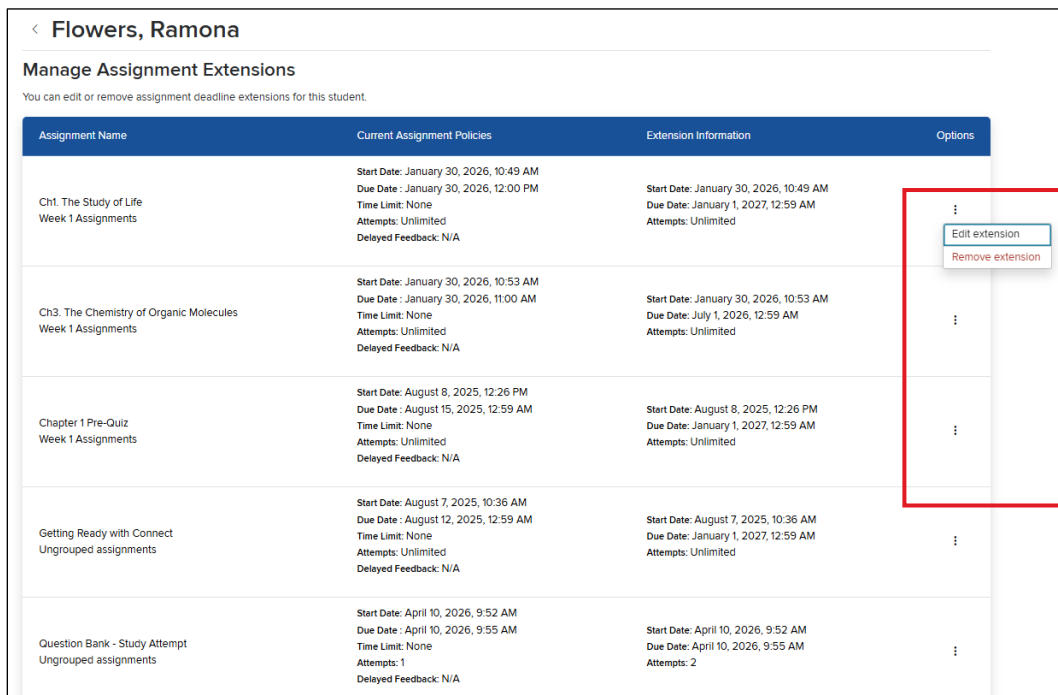


The screenshot shows the 'Student Roster' page in McGraw Hill Connect. The left sidebar contains navigation links: 'Release Details', 'Change Section', 'Manage Assignments', 'Student Roster' (selected), 'Manage Instructors', 'Course Materials', and 'Instructor Resources'. The main content area displays a table of students. The 'Options' column for 'carson, kirsten' is expanded, showing three actions: 'Manage assignment extensions', 'Personal time extension', and 'Archive Student'.

Student	License Details	Options
Arden, Lily lily@mh.edu	License expired	⋮
Becker, Laney abvbd@umsystem.edu	Courtesy access Expires July 25, 2026	⋮
Brewer, Chase chase.brewer2105@gmail.com	Courtesy access Expires July 25, 2026	⋮
Buchanan, Lilly lilly@mh.edu	Courtesy access Expires July 25, 2026	⋮
carson, kirsten kirsten.carson@student.com	License expired	⋮ Manage assignment extensions Personal time extension Archive Student
Jiang, Susan susanjiang1688@gmail.com	Courtesy access Expires July 25, 2026	⋮

Step 5: Manage assignment extensions

Click on **Manage assignment extensions** to see all assignment extensions currently granted to the student. Note, this is the best way to see this information for a particular student. The **3-dot menu** next to each extension allows the instructor to **edit extensions** or **remove extensions**.



The screenshot shows the 'Manage Assignment Extensions' page for student 'Flowers, Ramona'. The page includes a table with columns: 'Assignment Name', 'Current Assignment Policies', 'Extension Information', and 'Options'. A 3-dot menu is open for the first row, showing 'Edit extension' and 'Remove extension' options.

Assignment Name	Current Assignment Policies	Extension Information	Options
Ch1. The Study of Life Week 1 Assignments	Start Date: January 30, 2026, 10:49 AM Due Date: January 30, 2026, 12:00 PM Time Limit: None Attempts: Unlimited Delayed Feedback: N/A	Start Date: January 30, 2026, 10:49 AM Due Date: January 1, 2027, 12:59 AM Attempts: Unlimited	⋮ Edit extension Remove extension
Ch3. The Chemistry of Organic Molecules Week 1 Assignments	Start Date: January 30, 2026, 10:53 AM Due Date: January 30, 2026, 11:00 AM Time Limit: None Attempts: Unlimited Delayed Feedback: N/A	Start Date: January 30, 2026, 10:53 AM Due Date: July 1, 2026, 12:59 AM Attempts: Unlimited	⋮
Chapter 1 Pre-Quiz Week 1 Assignments	Start Date: August 8, 2025, 12:26 PM Due Date: August 15, 2025, 12:59 AM Time Limit: None Attempts: Unlimited Delayed Feedback: N/A	Start Date: August 8, 2025, 12:26 PM Due Date: January 1, 2027, 12:59 AM Attempts: Unlimited	⋮
Getting Ready with Connect Ungrouped assignments	Start Date: August 7, 2025, 10:36 AM Due Date: August 12, 2025, 12:59 AM Time Limit: None Attempts: Unlimited Delayed Feedback: N/A	Start Date: August 7, 2025, 10:36 AM Due Date: January 1, 2027, 12:59 AM Attempts: Unlimited	⋮
Question Bank - Study Attempt Ungrouped assignments	Start Date: April 10, 2026, 9:52 AM Due Date: April 10, 2026, 9:55 AM Time Limit: None Attempts: 1 Delayed Feedback: N/A	Start Date: April 10, 2026, 9:52 AM Due Date: April 10, 2026, 9:55 AM Attempts: 2	⋮

Step 6: Grant a personal time extension

Click on **Personal time extension** to grant a student a personal extension across all assignments. Personal time extensions can be granted for a certain number of minutes or a percentage of time. To remove a personal time extension, you can select **Remove personal time extension** from the **3-dot menu** next to the student's name in the roster view.

Manage Personal Extension

Give this student extra time to finish all timed assignments. This extra time will apply to both current and future Question Bank assignments with time limits.

You can choose to add extra time as a percentage or as a set number of minutes.

All input fields are required unless marked as optional.

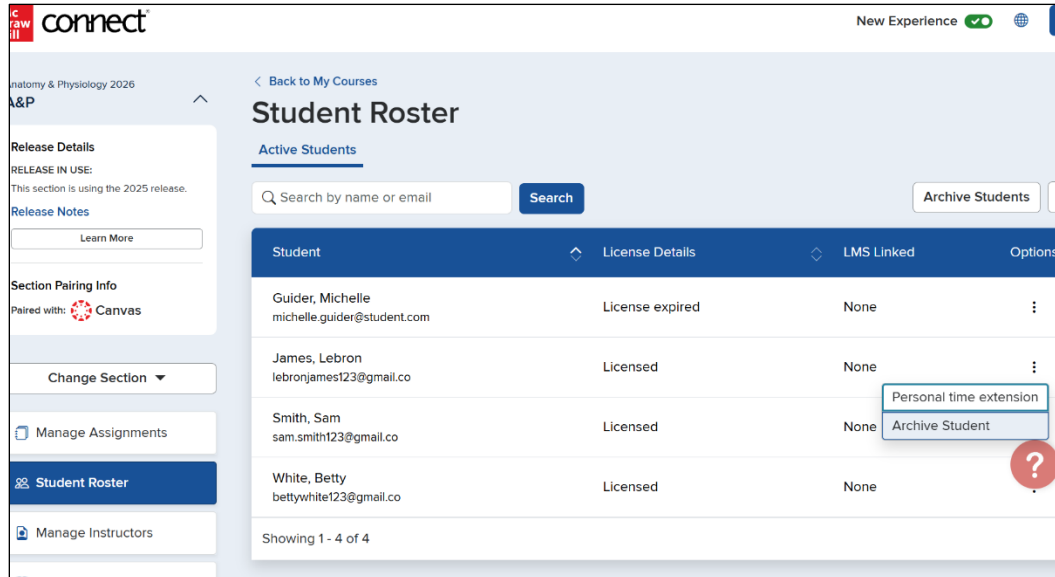
Note: The percentage must be between 1% and 100%, and the number of minutes must be between 1 and 999.

Extension Type	Additional Time
Number of minutes	30

Cancel
Continue

Step 7: Archive student

Click on Archive student to remove a student from the active roster while retaining their records for future reference. You can also archive students in bulk using the Archive Student button from the top of the student roster. Archived students can be easily restored through the Archived Students tab.



The screenshot displays the 'Student Roster' page in the McGraw Hill Connect interface. The page is titled 'Student Roster' and includes a search bar and an 'Archive Students' button. The roster table lists four students: Michelle Guider (License expired), James Lebron (Licensed), Sam Smith (Licensed), and Betty White (Licensed). The 'Options' column for Sam Smith is expanded, showing 'Personal time extension' and 'Archive Student' options. A red question mark icon is present next to the 'Archive Student' option.

Student	License Details	LMS Linked	Options
Guider, Michelle michelle.guider@student.com	License expired	None	
James, Lebron lebronjames123@gmail.co	Licensed	None	
Smith, Sam sam.smith123@gmail.co	Licensed	None	- Personal time extension - Archive Student
White, Betty bettywhite123@gmail.co	Licensed	None	

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Step 8: Single Sign-On

Review the **Extensions** column to identify students with approved accommodations and check the **Single Sign-On** column to confirm students are properly paired with your LMS. If a student is not paired, have them launch Connect through the LMS and submit an assignment to complete the pairing and sync their grades.