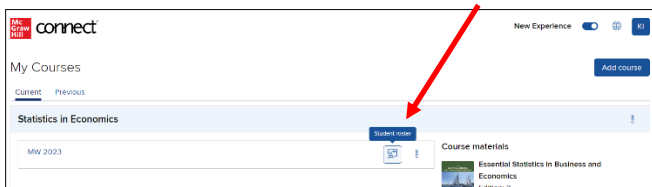


Managing Your Roster

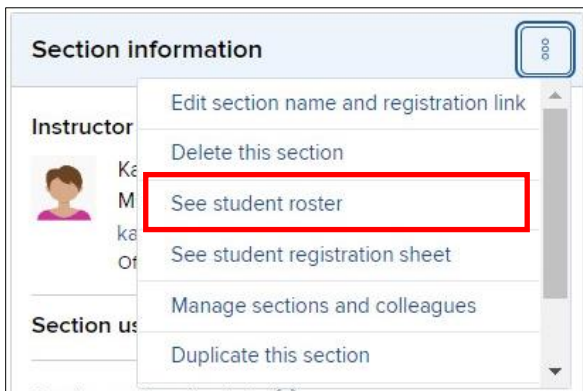
Video: [CLICK TO VIEW](#)

Locating Your Roster

Your Connect student roster provides information about your students' account status, extensions, and if applicable, Learning Management System readiness. You can **locate** your student roster from the **My Courses Page**, under your **desired section**, by clicking on the **student roster icon**.

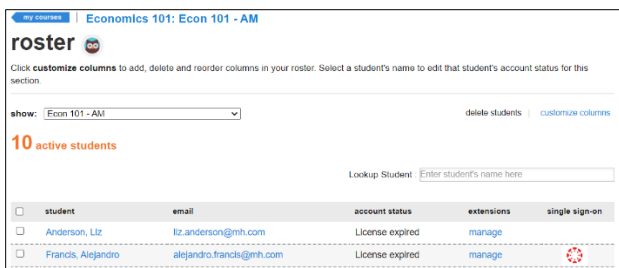


From the **section dashboard**, access your roster from the **Section Information widget**. Click on the options menu to **See Student Roster**.



Roster Information

The roster displays Student name, email address, account status, extensions, and, if applicable, LMS single sign-on.



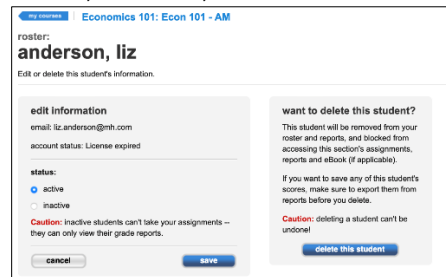
Account Status

The account status indicates whether a student is "Licensed," meaning their account is *active* and they can log in to Connect. A student may be licensed only through "courtesy access" until the

listed expiration date. After that date, the student will show as "license expired" until they purchase Connect access and become "licensed" again. They can always purchase access later, but they will not be able to log in until they do so.

Student Status

Clicking a student's name will take you to a page where you can manually change their status to active, inactive, or delete them altogether.



Extensions

The roster shows if a student has an extension, including an ADA multiplier, for your course. A student with an extension will have a yellow icon in the extensions column. 🌟

Single Sign-On

If you are pairing your course to an LMS, you will see a "Single Sign-on" column here showing your students' readiness. If a student is properly linked, you will see a corresponding LMS icon in this column. If that icon is *missing*, your student likely logged in to Connect directly and not through the LMS. Remind the student to access Connect through the LMS. Then the next assignment that is submitted properly by the student will complete the act of pairing and grades will retroactively fill into the LMS gradebook.

It is best practice to check your roster within the first few days of your course to ensure there are no missing or duplicate students and to confirm your settings. If you have a student account concern, please contact tech support at (800) 331-5094 or go to MHHE.COM/SUPPORT.