

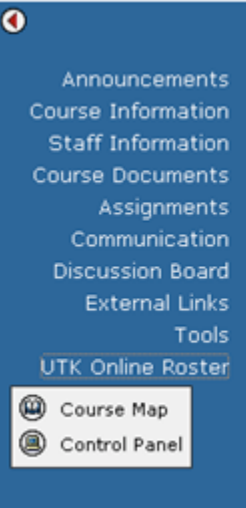
# ACCESSING YOUR ONLINE ROSTER **Online@UT**

Through the collaboration of the Innovative Technology Center and the Office of Admissions and Records, instructors may access online versions of course rosters. These online rosters are updated daily to reflect changes in enrollment throughout the semester.

If you have not been officially associated with the online sections of your course, please call (865) 974-9670 for assistance. If you have not completed CMS 110: Introduction to Online@UT, you will be added to your course sites as “grader,” which allows you access to the course roster and assessment tool.

## TO ACCESS YOUR COURSE ROSTER

1. Login to Online@UT, <http://online.utk.edu>, using your NetID and password.
2. Locate your courses in the My Courses module on the My Institution page.
3. Choose a course site by clicking on the corresponding link.
4. Click on the “UTK Online Roster” button located on the left side of the screen.
5. You will see a list of students enrolled in the course.

	NAME	STUDENT LEVEL	MAJOR	CREDIT HOURS	GRADE OPTION
 <ul style="list-style-type: none"> <li>Announcements</li> <li>Course Information</li> <li>Staff Information</li> <li>Course Documents</li> <li>Assignments</li> <li>Communication</li> <li>Discussion Board</li> <li>External Links</li> <li>Tools</li> <li>UTK Online Roster</li> <li>Course Map</li> <li>Control Panel</li> </ul>	Bella, Melany	Freshman	University Undecided	04000	A Through F (with B+,C+)
	Green, Elizabeth	Freshman	University Undecided	04000	A Through F (with B+,C+)
	Miller, George	Freshman	Anthropology Interest	04000	A Through F (with B+,C+)
	Paul, James	Freshman	Arts & Sciences Undecided	04000	A Through F (with B+,C+)
	Roberts, Helen	Freshman	Nursing	04000	A Through F (with B+,C+)
	Smith, John	Freshman	University Undecided	04000	A Through F (with B+,C+)

## TO PRINT YOUR COURSE ROSTER

1. Click inside the roster page in order to print the roster only.
2. On your browser toolbar, locate the printer icon and click to print.

Repeat the process for each course roster you wish to view and print.