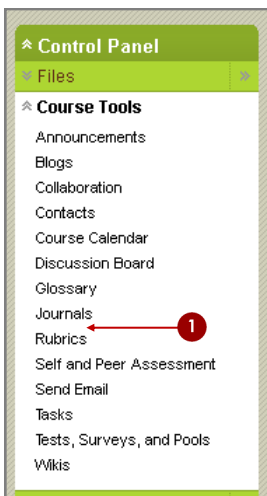


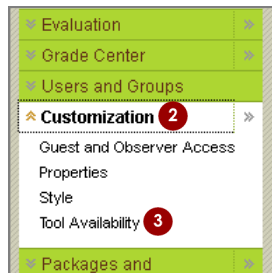
Turning On the Photo Roster

The Photo Roster tool gives instructors the ability to see pictures of the students enrolled in their class. This tool has recently been updated and in the process this tool may have disappeared from you menu. This tip sheet will help you turn the Photo Roster back on.



1 The Photo Roster is normally listed underneath the Course Tools heading the Control Panel.

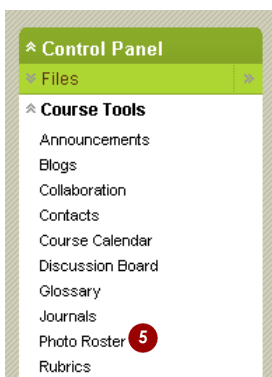
If it is missing, you can make it available by 2 clicking on the Customization heading and 3 clicking on the Tool Availability link.



Performance Dashboard	<input checked="" type="checkbox"/>	4
Photo Roster	<input checked="" type="checkbox"/>	
Review Status	<input checked="" type="checkbox"/>	

The Tool Availability page is a list of all the tools that can be used in your course. Scroll down in the list to the Photo Roster and 4 click on the first checkbox to select the tool.

Click Submit to save the changes. (Not Pictured)



When you refresh the page and return to the Course Tool area, you should now see 5 the Photo Roster link.

Remember, when you click on the link, a pop-menu will appear and you will need to login to access the photos. This is to confirm that you are a faculty member.