Viewing Individual Section Rosters within Consolidated Courses

At times you may wish to access individual section rosters rather than the combined consolidated list. Perhaps you need to send an email to a certain section, or you want to enter grades for one class at a time. To do this, you use the “View by” option.

- Go to Classlist. (This procedure is the same for Grades.)
- The “View by” default option is “Users,” which includes all participants in all sections of the course.
- To access an individual section roster, click the down-arrow to the right of “Users.”
- Choose “Groups.”
- Click Apply. A “Groups” field will appear to the right.

- Click the down-arrow on the right and select the desired section.

**NOTE:** The default roster in “Groups” is the *consolidated* course. It is represented by the official course code at the top of the list.

To access the roster for the original section ONLY (in this case, SEC06), you must choose the course code at the bottom of the list.

- When you have highlighted the desired section, click Apply. You are now ready to email or enter grades as you normally would.
- To return to the combined roster, use the drop-down menu to change “View by” to “Users.”
- Click Apply.

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