



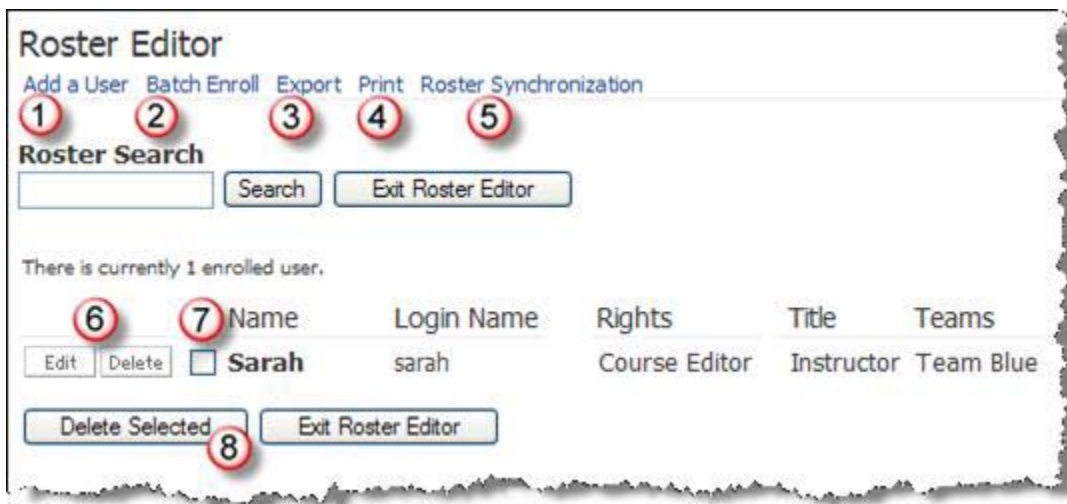
Using the Roster Editor

The Roster section allows course editors to manage enrollments and rights.

To access the Roster Editor, log into your ANGEL course, click the **Manage** tab, and click the **Roster** hyperlink.



The Roster Editor appears.



The elements of the Roster Editor include the following:

1. The **Add a User** hyperlink allows the course editor to search for an existing user to add to the roster or add a new user account.
2. The **Batch Enroll** link provides the course editor with an easy-to use wizard interface to batch-create new user accounts and to batch enroll new and existing users into existing courses and groups.
3. The **Export** link allows you to export your entire roster in a .tsv (tab-separated) format.
4. The **Print** link opens a new window with a "printer-friendly" roster.

5. The **Roster Synchronization** link combines the rosters of multiple courses into one course.
6. The **Edit** button allows you to edit the user in Enrollment Settings. The **Delete** button allows you to remove the user from the course roster.



Reference: For more information on enrolling users, see "[Enrolling a User](#)."

7. Use the checkbox next to the name to edit, delete, batch-enroll, or export your selection.



Note: You can send e-mail notifications to users to tell them they have been unenrolled by selecting the checkbox next to **Send Email Notification** on the **Unenroll** screen.

8. The **Delete Selected** button allows you to delete multiple names checked above.