Tools Menu > Course Information and Preferences >

Course Enrollment

Using the Toolbar in PLS
Across the top of every PLS course, is a gray bar called the Toolbar.

The toolbar contains many of the administrative functions of the course in relation to the course content located in Course Home and the Weekly Units.

Course Admin
The Course Admin page is where the initial administrative setup takes place for your online course. Use the Course Admin tool to set global, course-wide preferences. Just like a traditional course, your online course requires administrative setup. Set your course preferences to access or determine general course information, course enrollment, and group management.
Course Enrollment

From the Course Enrollment tab, you can view the current enrollment information for your course. This includes the number of students enrolled in the course, student enrollment status: pending, waitlisted, or dropped; the email address of enrolled students, the date on which a student enrolled, and the time zone and language setting for each student.

To view class roster:

1. Click the Course Enrollment tab. Locate the Class Roster section to view the current course enrollment.

2. Do any of the following:
   - Click on the column titles to sort column titles by Name, Email Address, Status, Enrollment Date, Time Zone, or Language.
   - Click on a student name to view the profile for that student. Student profiles can include the student’s first and last name, contact information, time zone, and school in which the student is currently enrolled.

To view dropped course members:

1. Click the Dropped Class Members tab in Course Enrollment.

2. Do any of the following:
   - Click on the column titles to sort column titles by Name, Email Address, Status, Drop Date, Time Zone, or Language.
   - Click on a student name to view the profile for that student. Student profiles can include the student’s first and last name, contact information, time zone, and school in which the student is currently enrolled.