

## eFundi Tutorial: Roster



The roster tool displays the number of site participants along with their names, photos and profiles. Other information is also displayed at a glance: total visits to the site, last time the person visited the site and the groups that he/she belongs to.

***Note:** The Roster tool does not allow instructors or site owners to add or remove participants from a site. (To do this, instructors or site owners must use the Site Info tool).*

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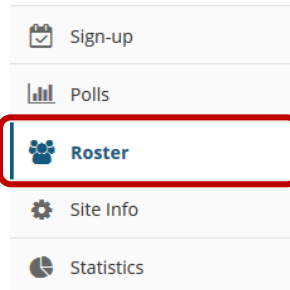
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## To access the Roster tool

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1. To activate the tool, go to Site info > Edit tools > Select Roster
2. To access this tool, select Roster from the Tool Menu in your site

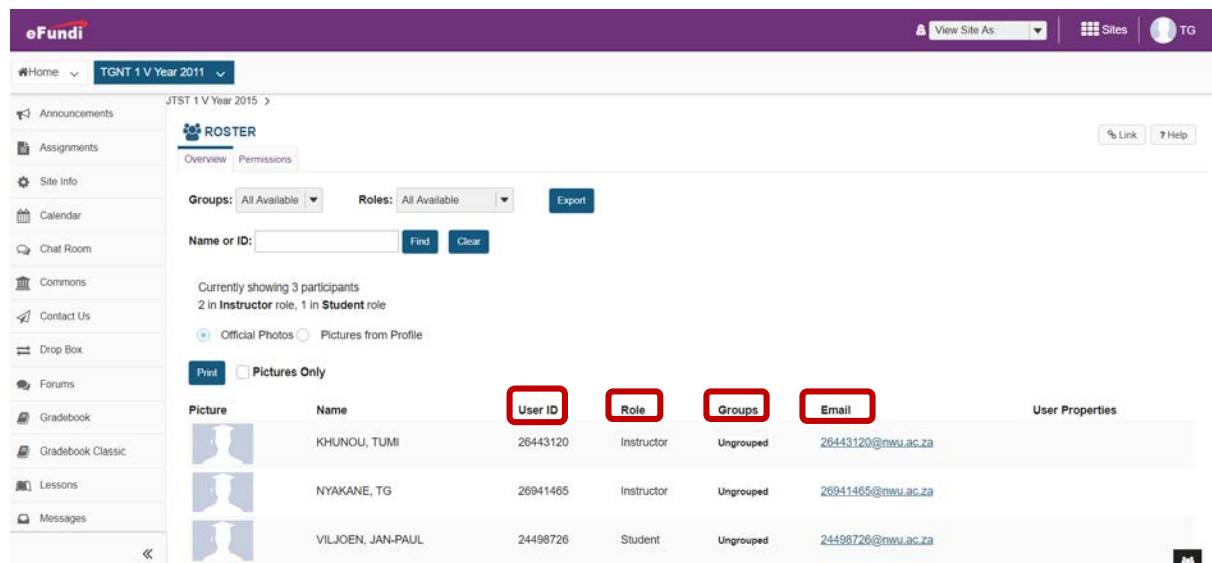


What if you cannot see the Calendar tool? [Click here](#) for the steps to add a tool to your site.

## How do I view my Roster/ Search the roster?

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1. Select the **Roster** tool from the Tool menu of your site

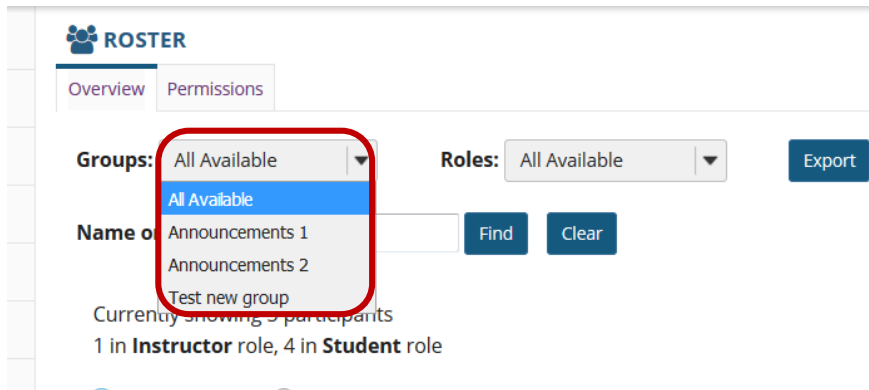
A screenshot of the eFundi Roster tool interface. The top navigation bar is purple with the eFundi logo and user information. The main content area shows the 'ROSTER' tool with tabs for 'Overview' and 'Permissions'. There are filters for 'Groups' and 'Roles', both set to 'All Available', and an 'Export' button. A search bar for 'Name or ID' is present. Below the search bar, it says 'Currently showing 3 participants' and '2 in Instructor role, 1 in Student role'. There are radio buttons for 'Official Photos' (selected) and 'Pictures from Profile'. A 'Print' button and a 'Pictures Only' checkbox are also visible. A table lists three participants with columns for Picture, Name, User ID, Role, Groups, Email, and User Properties. The 'User ID', 'Role', 'Groups', and 'Email' columns are highlighted with red boxes.

Picture	Name	User ID	Role	Groups	Email	User Properties
	KHUNOU, TUMI	26443120	Instructor	Ungrouped	26443120@mwu.ac.za	
	NYAKANE, TG	26941465	Instructor	Ungrouped	26941465@mwu.ac.za	
	VILJOEN, JAN-PAUL	24498726	Student	Ungrouped	24498726@mwu.ac.za	

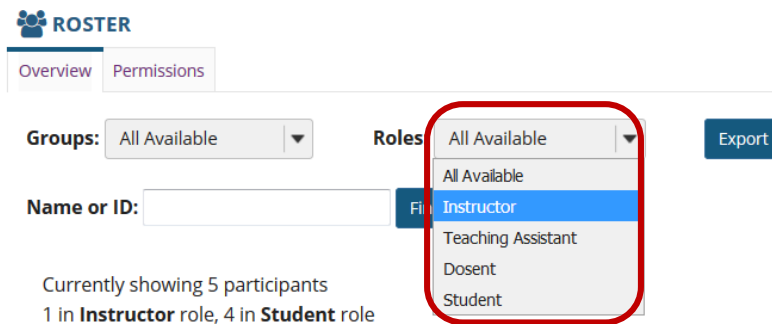
Enrolled users in the site will be listed here. You may view the following information about each user in the site:

1. Picture
2. Name
3. User ID
4. Role
5. Groups

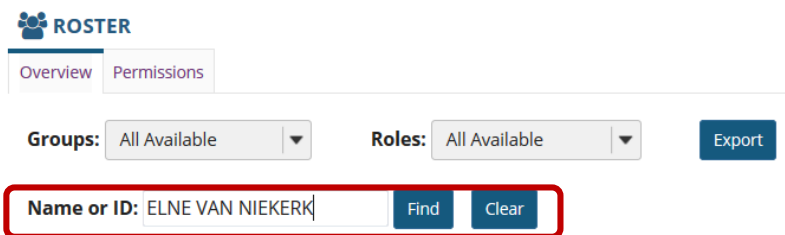
If you have groups in your site, you may filter by group using the **Groups** drop-down menu at the top.



You may also use the **Roles** drop-down menu to filter the view by user role.



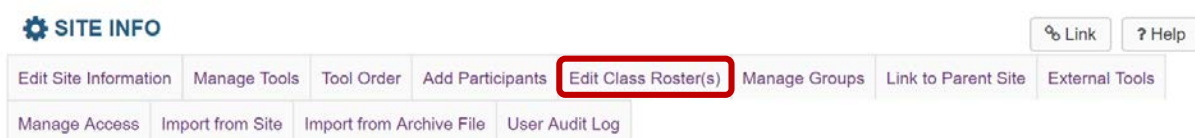
To search the roster for a particular person, type their name or id in the search text box and then click **Find**.



## How do I add a class roster?

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1. From your site, select the **Site Info Tool Menu**.
2. Click **Edit Class rosters**



3. Click **Add Roster**

The screenshot shows the eFundi interface. At the top, there's a purple header with the eFundi logo, a 'View Site As:' dropdown, and 'Sites' and 'TG' icons. Below the header, there's a navigation bar with 'Home' and 'TGNT 1 V Year 2011'. A sidebar on the left contains various tools like Announcements, Assignments, Site Info, Calendar, Chat Room, Commons, and Contact Us. The main content area is titled 'SITE INFO' and 'Edit Roster Access for TGNT 1 V Year 2011'. A table lists the roster 'TGNT\_1\_V\_Year 2011 (requested)' with a 'Remove' button. At the bottom, there are 'Remove Selected' and 'Cancel' buttons.

4. Click **Continue** to add the roster

*Tip: If you have more rosters to add, click on the **Save and add another section** link to add additional sections.*

*Note: If you do not see the roster needed in the list, you have to first link the roster to your name in eFundi Course Link. [Click here to navigate to the eFundi Course Link site.](#)*

## How do I view roster photos and/or profiles?

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Go to the **Roster** tool on your course site.

Select the radio button for **Official Photos** or **Pictures from Profile** depending on whether you would like to view the official institutional ID photo (typically provided automatically during user account creation) or personal photos that users have uploaded themselves via the Profile tool.

Currently showing 5 participants  
1 in **Instructor** role, 4 in **Student** role

Official Photos  Pictures from Profile

**Print**  **Pictures Only**

To view more information about a user, click on their picture. Additional information will display, including links to the user's Profile, Email, Facebook, and Twitter, as well as the option to Connect.

## Need help?

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You can make use of the Sakai based Help resources available on all eFundi sites, or contact your site of delivery eFundi Support Desk.

OR: Please attend eFundi training or stop by during office hours for additional help.

### **eFundi Support Desk:**

**Call centre:** 018 285 5930

### **Campus support:**

<b>Mafeking:</b> Tel.: 018 389 2447 Office: ADC Building, Block D Room G80	<b>Potchefstroom:</b> Tel.: 018 285 2295 Office: Building E8, Room 107A	<b>Vanderbijlpark:</b> Tel.: 016 910 3035/8 Office: Building 13, Room SL313
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**OR**

**Log a ticket:** [support.nwu.ac.za](http://support.nwu.ac.za)