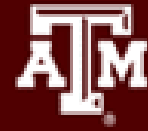

Web**Assign**.[®] at

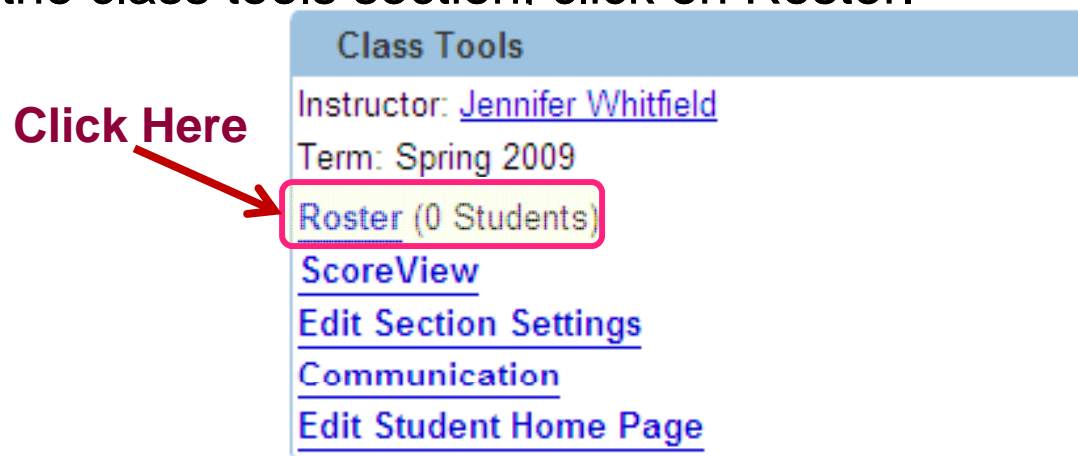


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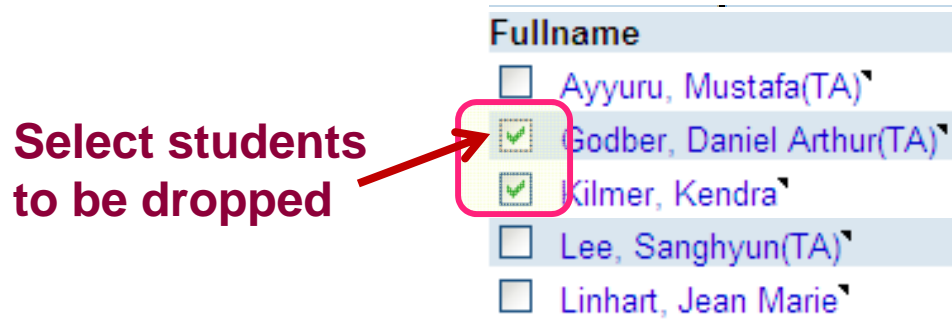
Updating Class Rosters

Dropping Students from the Roster

- From the class tools section, click on Roster.



- Select the student(s) you want dropped from the roster.

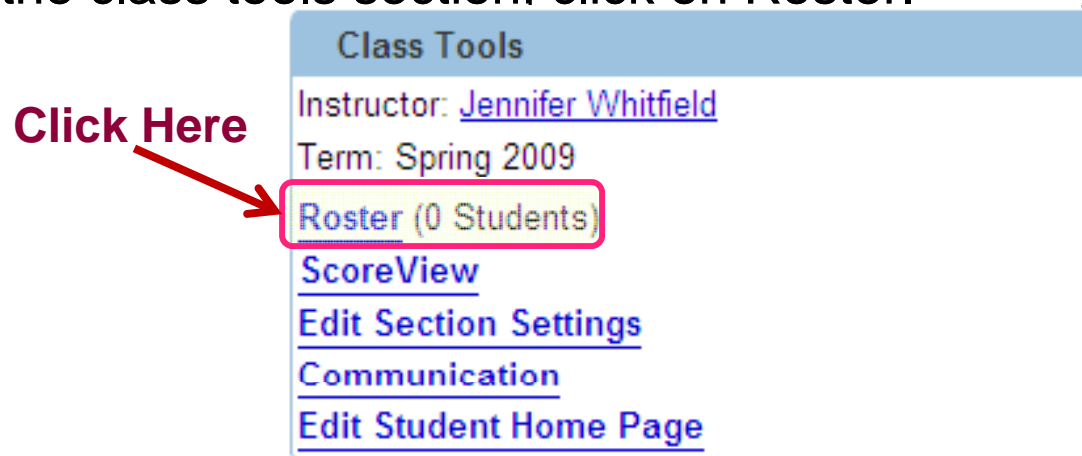


- and click on Drop Selected Students

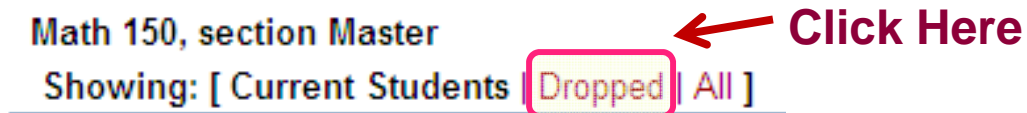


Adding a Previously Dropped Student

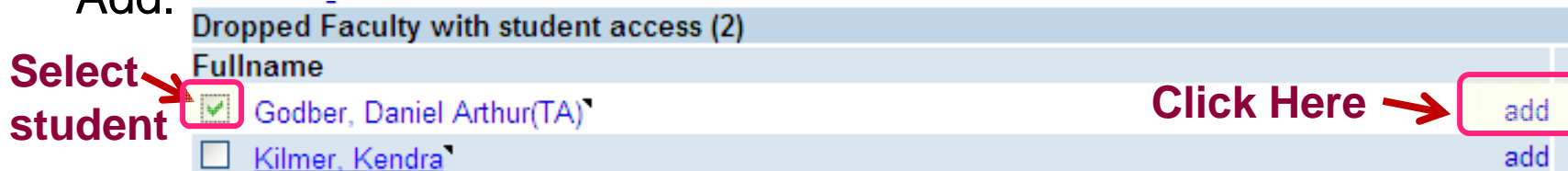
- From the class tools section, click on Roster.



- Click on Dropped to see the list of dropped students.



- Select the student(s) that you want to add back to the roster and click on Add.



Adding Individual Students

- From the class tools section, click on Roster.



- On the right side of the screen click on Add Student.

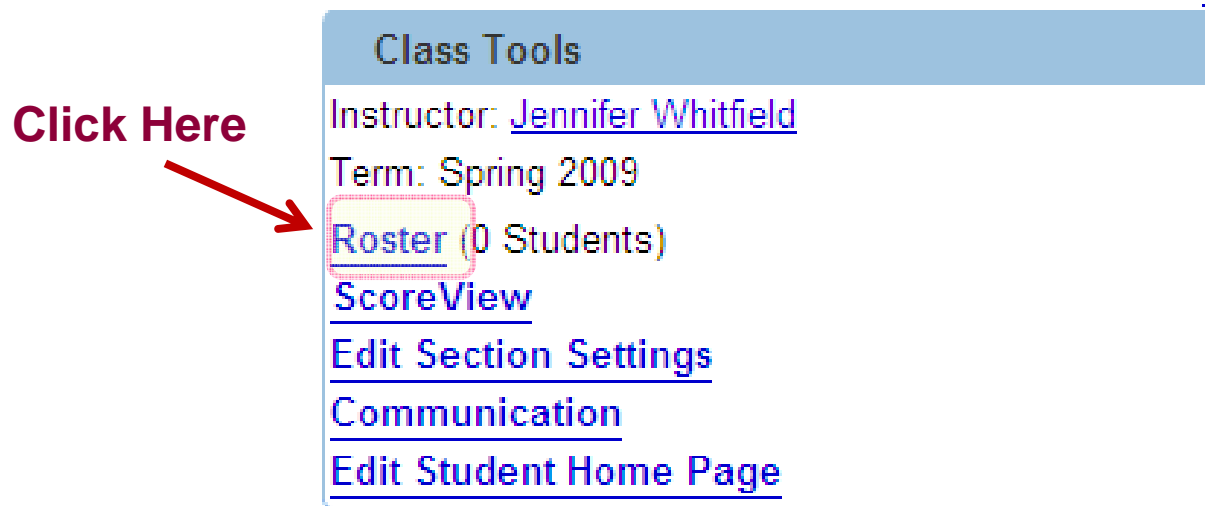


- A window will popup where you can fill in the student's information. Click on save.

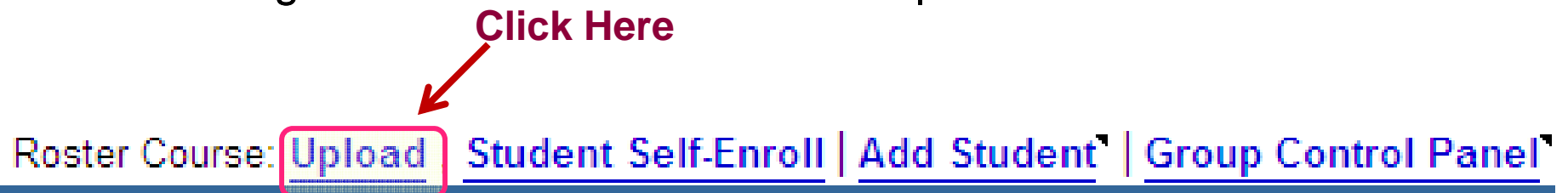


Adding Multiple Students

- From the class tools section, click on Roster.



- On the right side of the screen click on Upload.



Adding Multiple Students

- From this window, you can upload a file containing student information. This file can be an Excel file (2003 or older), a tab-delimited text file, or a CSV file. Click on “What should my file contain?” and read the information before proceeding.

NEW!

You only need full names of your students to roster your course.

If you do not have usernames and passwords for all of your students, WebAssign has a fast and easy process to help you create them.

Though not required, we strongly encourage you to include students' email addresses in your file. This will help them to set up system notifications, receive their login information, and obtain any technical support, if needed.

Click Here

Need Help

[What should my file contain?](#)

Adding Multiple Students

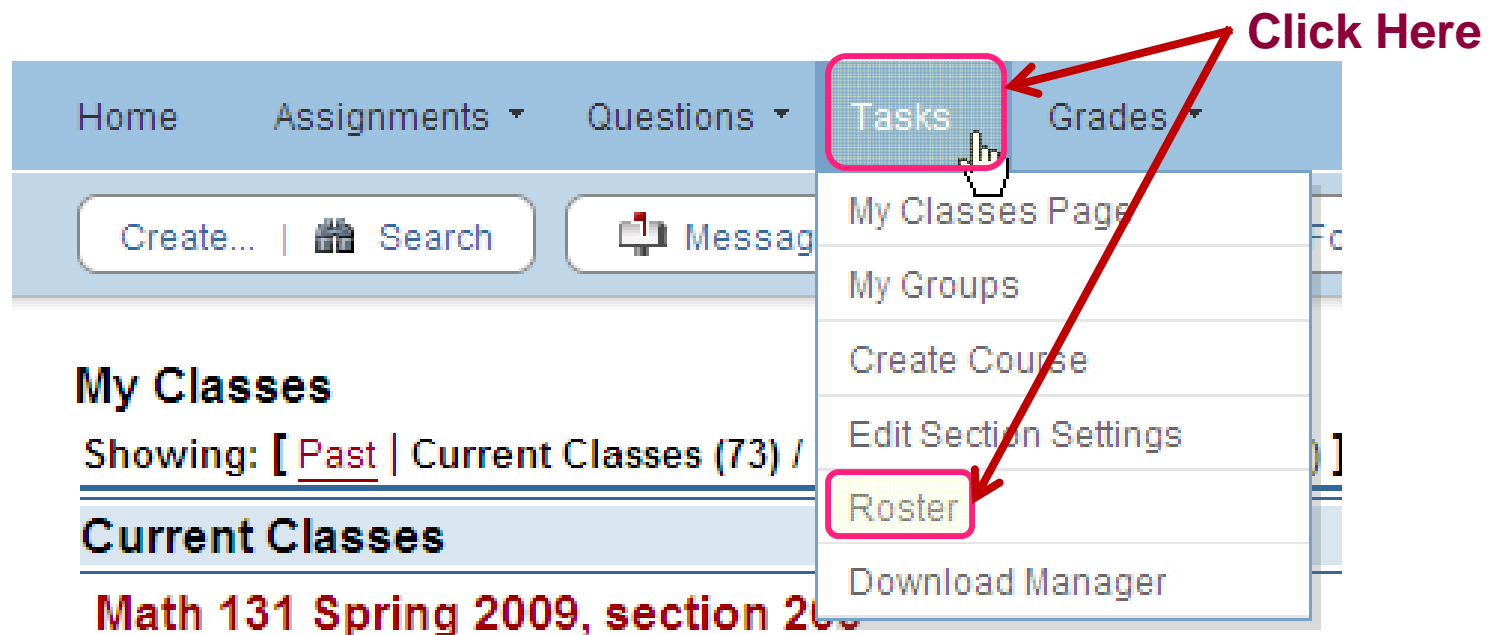
- Click Browse , select the file that contains your roster information and click Open, then click Upload file.



- The Roster Upload – File Review page opens, where you can confirm the information before adding it to your roster. If the roster is correct, click Next. If the roster is not correct, click Back to restart the process, or click Cancel to exit the roster upload process.

Transferring a Student between Sections

- You can transfer a student, and all their work, from one section to another within the same course, if you have access to both sections. If you need to transfer a student to a section you don't have access to, contact the online homework coordinator.
- To transfer a student from one section to another, on the menu bar, select Tasks, and then select Roster.



Transferring a Student between Sections

- Click on the student's name on the roster. Select the Transfer Student tab and select the section you want to transfer the student to.



Click Here

Whitfield, Jennifer is currently enrolled in **Math 151 Spring 2009, section 804-806**. To transfer this student and all of their assignments, select a new section below.

- Math 151 Spring 2009, 501-503
- Math 151 Spring 2009, 504-506
- Math 151 Spring 2009, 507-509
- Math 151 Spring 2009, 510-512

- Click Complete Transfer at the bottom of this window. You will be notified if some work cannot be transferred.