

Description: The Roster tool allows you to download and print your roster. Within the Roster tool you are able to view a site participant's name, username, picture, and profile, if they have created one.

Key concepts:

Add the Roster Tool

View the Roster

Export the Roster

Print the Roster

Add the Roster Tool:

Step 1: Click [\[Site Info\]](#) in the site you would like to add the Roster tool to.

Step 2: Click [\[Edit Tools\]](#).

Step 3: Place a check box next to the Roster tool.

Step 4: Scroll down to the bottom of the screen and click [\[Continue\]](#) and then [\[Finish\]](#).

View the Roster:

NOTE: Only participants with the appropriate site permissions can view the Roster tool.

Step 1: In the site menu bar, click [\[Roster\]](#). By default the roster will be listed alphabetically.

Step 2: Click a participant's name to view their profile if they have created one.

Step 3: Click [\[Back\]](#) to return to the main roster page.

Export the Roster:

Step 1: In the site menu bar, click [\[Roster\]](#).

Step 2: Click [\[Export\]](#) to export the roster as a file.

Step 3: Save the file and open with Excel.

Print the Roster:

Step 1: In the site menu bar, click [\[Roster\]](#).

Step 2: Click [\[Print\]](#) to print the roster.

Step 3: Follow your printer settings to print the roster.

For questions, contact ETC Support at 245.5566. You can also email us at tracs@txstate.edu.

For the TRACS website home page, go to: <http://tracs.txstate.edu/portal/login>

If your login fails and you need help with your Net ID or password, contact ITAC at 245.4822