

Nursing Concepts Online – Rosters and Teams

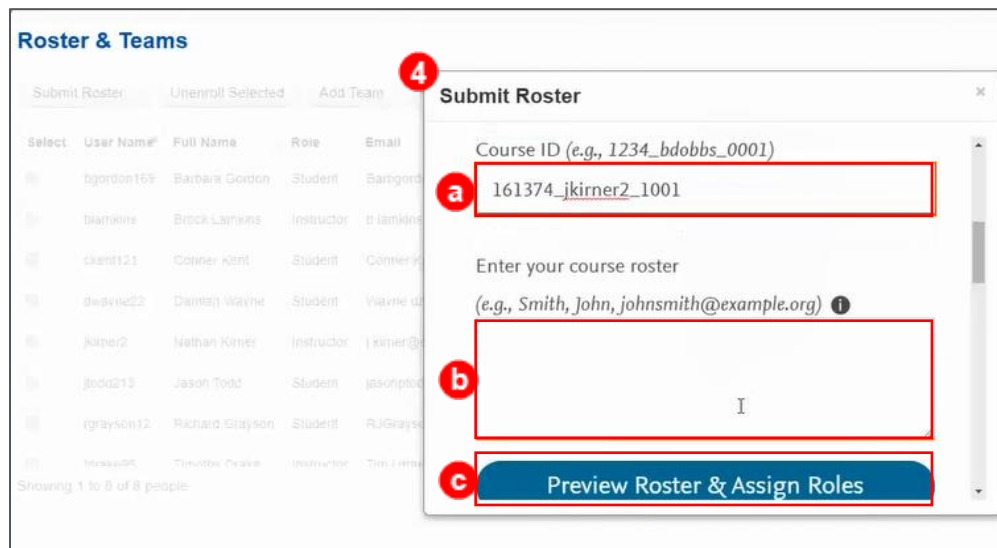
This guide will explain the basic functionality for Nursing Concepts Online (NCO) Rosters and Teams.

1. Rosters & Teams is a faculty Course Tool where you can both add and remove instructors and students. You can also create and organize teams.
2. Click **Rosters & Teams** to see the page that shows a table of all students and faculty with their *Username*, *Full Name*, *Role* and *Email Address*.
3. To add new users, you can click **Submit Roster**.

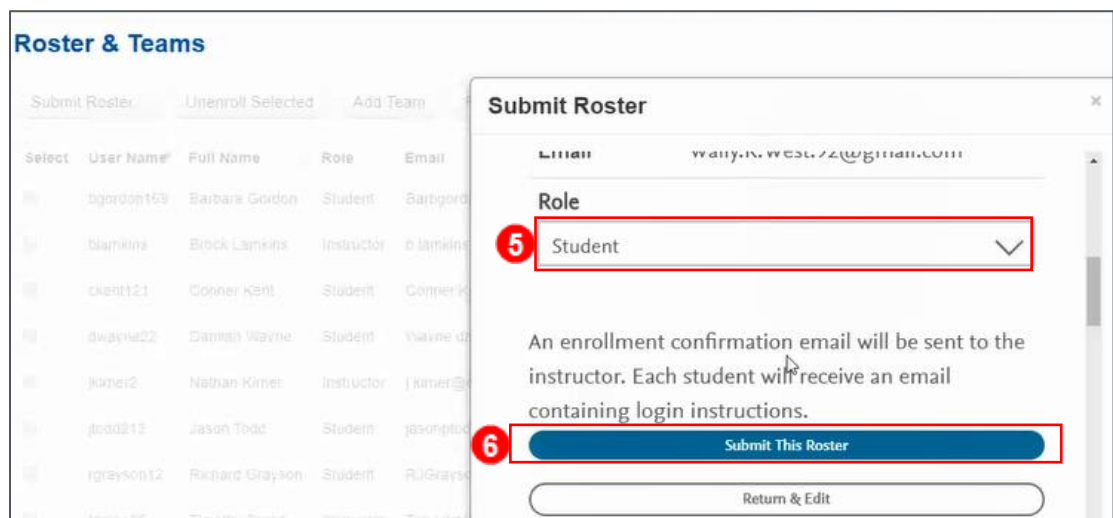
The screenshot displays the 'Roster & Teams' page for the course 'Nursing Concepts Online Training Videos' (Course ID: 161374_jkirner2_1001). The page features a sidebar on the left with navigation options under 'COURSE TOOLS' and 'COURSE CONTENT'. The 'Roster & Teams' link is highlighted with a red box and a '2'. The main content area shows a table of users with columns for 'Select', 'User Name', 'Full Name', 'Role', 'Email', and 'Has Access'. A red box highlights the 'Submit Roster...' button (3) and the table header. Below the table, it indicates 'Showing 1 to 8 of 8 people'.

| Select | User Name | Full Name | Role | Email | Has Access |
|--------------------------|------------|-----------------|------------|---------------------------|-------------------------------------|
| <input type="checkbox"/> | bgordon169 | Barbara Gordon | Student | Barbgordon94@gmail.com | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | blamkins | Brock Lamkins | Instructor | b.lamkins@elsevier.com | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | ckent121 | Conner Kent | Student | Conner.KentSB18@gmail.com | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | dwayne22 | Damian Wayne | Student | Wayne.damian04@gmail.com | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | jkirner2 | Nathan Kirner | Instructor | j.kirner@elsevier.com | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | jtodd213 | Jason Todd | Student | jasonptodd24@gmail.com | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | rgrayson12 | Richard Grayson | Student | RJGrayson94@gmail.com | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | tdrake95 | Timothy Drake | Instructor | Tim i drake 97@gmail.com | <input checked="" type="checkbox"/> |

4. A box will appear with two textboxes.
 - a. In the first text box, you will enter your Course ID.
 - b. In the second box you will enter the last name, comma, first name, comma, and email address of those you wish to add to the course (*Smith, John, johnsmith@example.org*). If you want to add more than one individual, separate each individual with a new line.
 - c. Once you have your roster created, click **Preview Roster & Assign Roles**.



5. By default, all new individuals are assigned as Students. However, you can change them to Instructors by using the dropdown under their name.
6. Once the Roster is adjusted to your liking, click **Submit This Roster**.



7. To unenroll students or faculty, select the checkbox to the left of their username and click **Unenroll Selected**.

a. A pop-up will appear to confirm you wish to unenroll these individuals, click **OK**.

The screenshot shows the 'Roster & Teams' interface. At the top, there are buttons for 'Submit Roster...', 'Unenroll Selected', 'Add Team', and 'Refresh Table'. The 'Unenroll Selected' button is highlighted with a red box and a red circle containing the number 7. Below the buttons is a table with columns: 'Select', 'User Name', 'Full Name', 'Role', 'Email', and 'Has Access'. The table contains several rows of user information. The row for 'Wallace West' (User Name: wwest64, Role: Student) has its 'Select' checkbox checked and is highlighted with a red box. A red circle containing the letter 'a' is positioned near the bottom right of the table. A modal dialog box titled 'Un-enroll selected' is open, asking 'Are you sure that you want to un-enroll these users?' with 'OK' and 'Cancel' buttons.

8. The next button is **Add Team**. This will allow you to divide students into multiple sections. To Create a new team click **Add Team**.

- a. A pop-up will appear where you will enter a **Team Name** as desired and select a color to associate with the team.
- b. Then, click **Save**.

The screenshot shows the 'Roster & Teams' interface. At the top, there are buttons for 'Submit Roster...', 'Unenroll Selected', 'Add Team', and 'Refresh Table'. The 'Add Team' button is highlighted with a red box and a red circle containing the number 8. Below the buttons is a table with columns: 'Select', 'User Name', 'Full Name', 'Role', and 'Email'. The table contains several rows of user information. A modal dialog box titled 'Add a team' is open, showing a 'Team Name' input field (highlighted with a red box and a red circle containing the letter 'a') and a 'Team Color' selection area (highlighted with a red box and a red circle containing the letter 'b'). The 'Team Color' area shows a blue color swatch with the hex code '#036cb6' and a 'Choose' button. The dialog box also has 'Cancel' and 'Save' buttons.

- Once a team has been selected, you may add students to the team by selecting the checkbox in the Teams column and corresponding individual's row.

NOTE: Students can be part of multiple teams.

Roster & Teams

Submit Roster... Unenroll Selected Add Team Refresh Table

| Select | User Name | Full Name | Role | Email | Has Access | Teams |
|--------------------------|------------|-----------------|------------|---------------------------|-------------------------------------|--|
| <input type="checkbox"/> | bgordon169 | Barbara Gordon | Student | Barbgordon94@gmail.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> Superheroes x |
| <input type="checkbox"/> | blamkins | Brock Lamkins | Instructor | b.lamkins@elsevier.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | ckent121 | Conner Kent | Student | Conner.KentSB18@gmail.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | dwayne22 | Damian Wayne | Student | Wayne.damian04@gmail.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | jkirner2 | Nathan Kirner | Instructor | j.kirner@elsevier.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | jtodd213 | Jason Todd | Student | jasonptodd24@gmail.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | rgrayson12 | Richard Grayson | Student | RJGrayson94@gmail.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | tldrake95 | Timothy Drake | Instructor | Tim i drake 97@gmail.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Showing 1 to 8 of 8 people

- The last button, **Refresh Table**, will update the table for any new students or faculty enrolled since initially going to this page.

Roster & Teams

Submit Roster... Unenroll Selected Add Team Refresh Table

| Select | User Name | Full Name | Role | Email | Has Access | Teams |
|--------------------------|------------|----------------|------------|---------------------------|-------------------------------------|---|
| <input type="checkbox"/> | bgordon169 | Barbara Gordon | Student | Barbgordon94@gmail.com | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> Superheroes x |
| <input type="checkbox"/> | blamkins | Brock Lamkins | Instructor | b.lamkins@elsevier.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | ckent121 | Conner Kent | Student | Conner.KentSB18@gmail.com | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | dwayne22 | Damian Wayne | Student | Wayne.damian04@gmail.com | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

END OF GUIDE

