How to access the Course Roster in Canvas?

**Step 1:** Login to your Canvas account. Proceed to your intended module in Canvas, e.g. YCC1121: Comparative Social Inquiry.

**Step 2:** On the module navigation, click **Course Roster** (the feature is only accessible to ‘Teacher’ role).

**Step 3:** Give some time to load the page, especially if you have a large class size.

*Important:* The Login ID is **not** the student’s email address. If you need to email your student(s), use the **Inbox** feature in Canvas.

You will now be able to identify students using their official ID Photos. Click on the printer icon (appear at the top right corner) to directly print this Course Roster page.

*Note:* The Class Roster will only be able to generate officially matriculated students. Modules/classes with external students or exchange students e.g. CIPE Programmes, may see blank ID Photo(s).