

# Accessing alternatives to the Members list in a course room in Learn

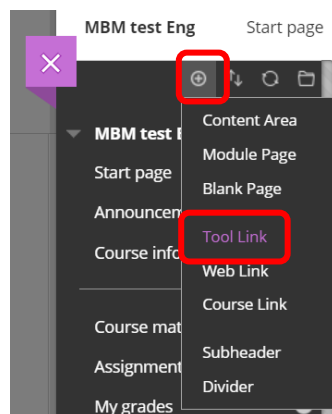
2020-08-28, NGLC

In every course room there is a link to Blackboards own members list which is accessible to teachers in the lower half of the black course menu, but which is hidden to students. It is possible to create a link to this so your students can also access it.

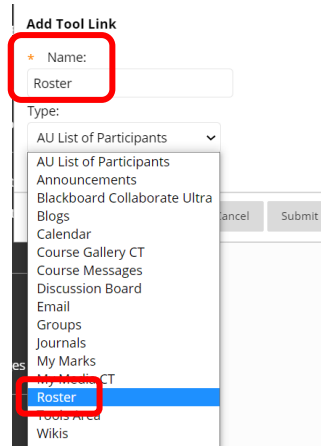
As a teacher you see both students and teachers in the list, your students however will only see other students. Its therefore important that you publish the name and email addresses to the teachers who are involved in the course somewhere else in the course room.

## Inserting a link in the course menu

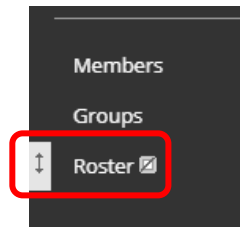
Students only see the upper half of the course menu so that's where you need to create your link to the new members list.



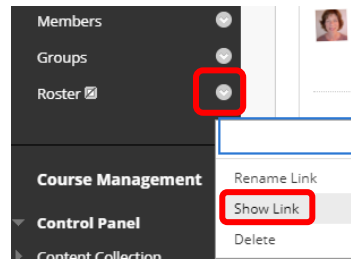
Click on the little plus sign at the top of the course menu and choose “Tool Link” in the drop-down menu.



Fill in a name for the link which will be easy for the students to identify in the menu. In the “Type” drop-down menu choose “Roster”. Finish by clicking on the “Submit” button.



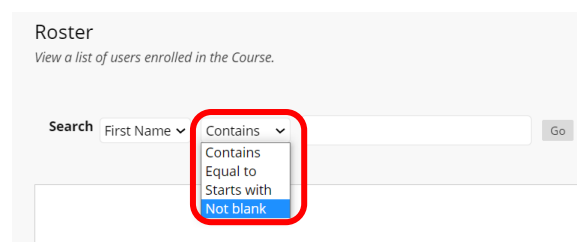
The link will end up at the bottom of the course menu. If you wish to move it just place your mouse cursor over it and drag it to the position you want it to be in the menu. The little grey box after the name indicates that the link is currently hidden to students.



To make the link visible, click on the grey arrow to the right of the link and then click “Show Link”.

To hide the old “Members” link just do the same as above but choose “Hide Link” instead.

## Viewing a list of members



You can choose to search for members first or last name. If you want to see all members simply choose “Not blank” in the search drop-down menu and click “Go”.