

Viewing the course enrollment list/Facebook

* IMPORTANT NOTE:

Enrollment data is protected under FERPA (Family Educational Rights and Privacy Act) and is not for distribution. Information concerning FERPA for students: <http://ed.gov/policy/gen/guid/fpco/ferpa/students.html>

The enrollment list/Facebook displays the name and Harvard ID photos for enrollees in the course. Only site administrators (instructors, TFs, TAs) with view enrollment privileges have access to the Facebook.

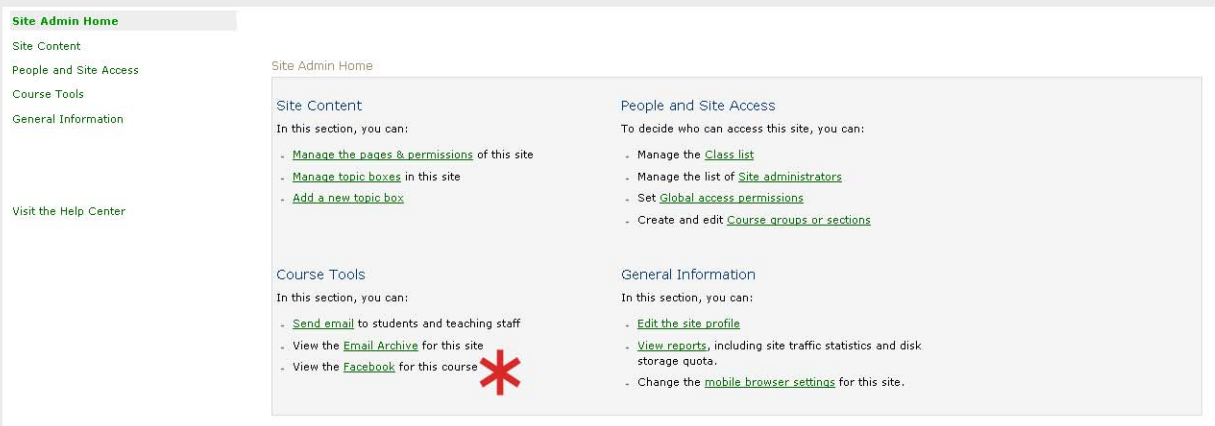
1. Log in with your HUID and PIN. Click on the *Course Site Admin* link. This link is only visible to the site administrators; at the start of a course only the course instructor will be able to access this area. You can authorize others (TFs, co-instructors, support staff, etc.) to modify the website in the *People and Site Access* section.



2. To access the Facebook:

[The *Site Admin Home* page is divided into four main areas:
Site Content, People and Site Access, Course Tools, General Information]

- Click "View the Facebook for this course" under **Course Tools**.
- The Facebook appears in the default "grid" photo view.



The Facebook can also be viewed as a list.
When viewed as a list, the name and email address of the course enrollees are displayed.

3. To view the Facebook as a list:

- Click "View List."
- Click "View Facebook" to return to the default "grid" photo view.