

## Checking Class Roster in Digication

(NB. Please check roster against CUNY FIRST – Digication does not get updated after the initial uploading from CUNY First. If students are not showing in Digication, you need to add them manually).

1. After logging in, scroll to My Courses; click course code.

My Courses

**BTA112.5024**  
BTA112.5024: 01/01/12 - 12/31/13  
0 posts.

**ELN 120**  
14475: 03/04/13 - 06/13/13  
FOUNDATIONS AMER ED  
0 posts.

2. Click on Setting:

ELN 120 > COURSE NOTIFICATIONS

Notifications Assessment Standards Discussions e-Portfolios People **Settings**

I would like to receive email notifications from this course.

Competencies  
List

Discussions  
List All  
Search Discussions

Quick Links

Course Checklist [Hide](#)

- ✓ Adding Students [add more](#)
- ✓ Add Standards [add more](#)
- ✓ Create Competencies [add more](#)

Start Discussions [Click here to start a Discussion.](#)

3. **Click on User Access** to check which students are enrolled. If a student is in CUNY First, but not in the Digication roster, you can add the student's name by simply filling in the First and Last name boxes shown below; you can also use the student's LAGCC email account. Once done, click on Add and then click the SAVE button at the bottom of the page

### MANAGE USER ACCESS

Notifications Assessment Standards Discussions e-Portfolios **People** Settings

**Administration**  
Status  
General Info  
Import  
Delete  
Assessment  
Add Competency  
Add Standards  
Users  
User Access  
Attendance  
User Log  
Group Email

**Search for Users** System Groups

First: \_\_\_\_\_  
Last: \_\_\_\_\_  
Email: \_\_\_\_\_  
Username: \_\_\_\_\_ **search**

Name	Add

**Users and Groups you have added to your course:**

Reg	Name	Faculty	Delete
<input type="checkbox"/>	BRUNA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BINLIN	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SELMA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mercedes Del Rosario (mdelrosario)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SABRINA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SILKY	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	HUA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	GLORIA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	NAYIBEL	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	DEBORAH	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	JANETH	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	JOSEPH	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	AGNIESZKA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	MELISSA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	KALLIOPI	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	JAIME	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	ADRIANA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CRYSTAL	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	HEMATARA	<input type="checkbox"/>	<input type="checkbox"/>

Can't find a user in the search? **Create New User**

**Save**