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 **Usernames, Full Name, Role** and **Email Address**.

3. To add new users, you can click **Submit Roster**.
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**.

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**.
9. 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.

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