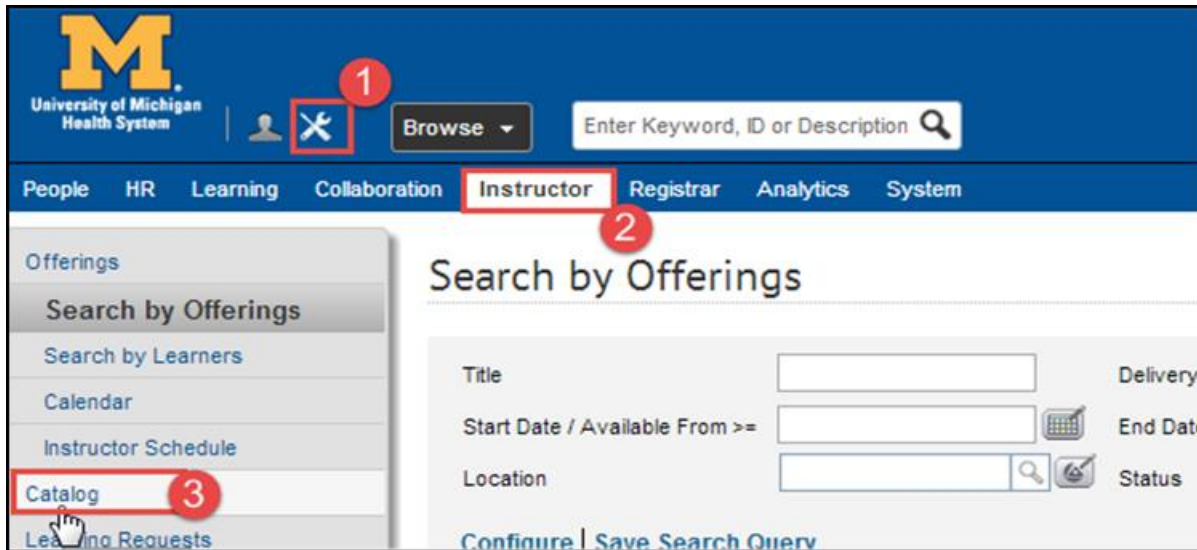
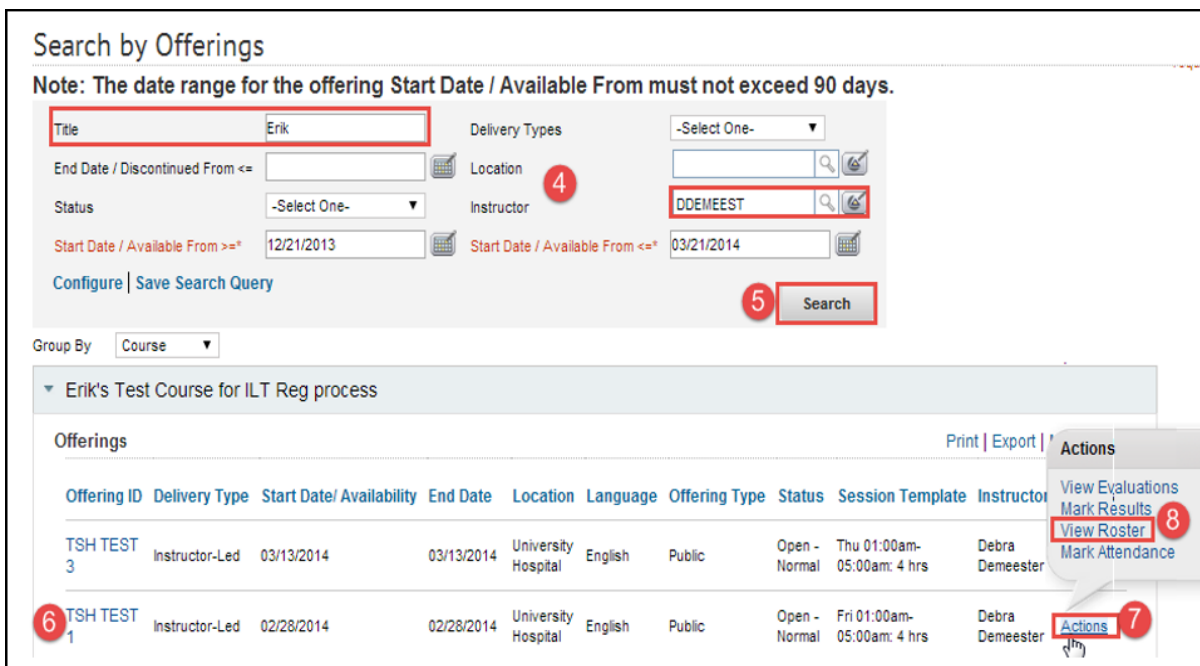


Instructor: Accessing Rosters of Other Instructor Classes (via the Catalog)

1. Click the **Admin** icon.
2. Click the **Instructor** tab on the top page navigation.
3. Click **Catalog** in the left hand navigation.

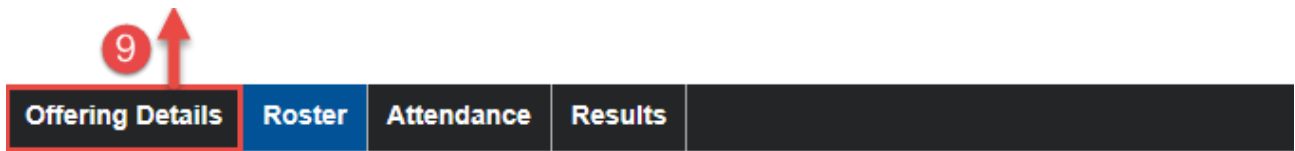


4. Search for the Offering by Title and/or Instructor.
Note: other filter options on the page are optional.
5. Click the **Search** button.
6. Review Results list to locate the desired offering (Columns are sortable).
7. Hover over the **Actions** hyperlink.
8. Click **View Roster**.



Instructor: Accessing Rosters of Other Instructor Classes (via the Catalog)

9. Confirm access of the correct offering by viewing the **Offering Details** resulting above the **Offering Details** tab.



10. From here all Roster activities available to Instructors via the Instructor Tab are the same.

See Job Aids:

- **Adding a Learner to the Instructor Roster**
- **Dropping a Learner from an Instructor Roster**
- **Marking a No Show Learner**
- **Marking Results**