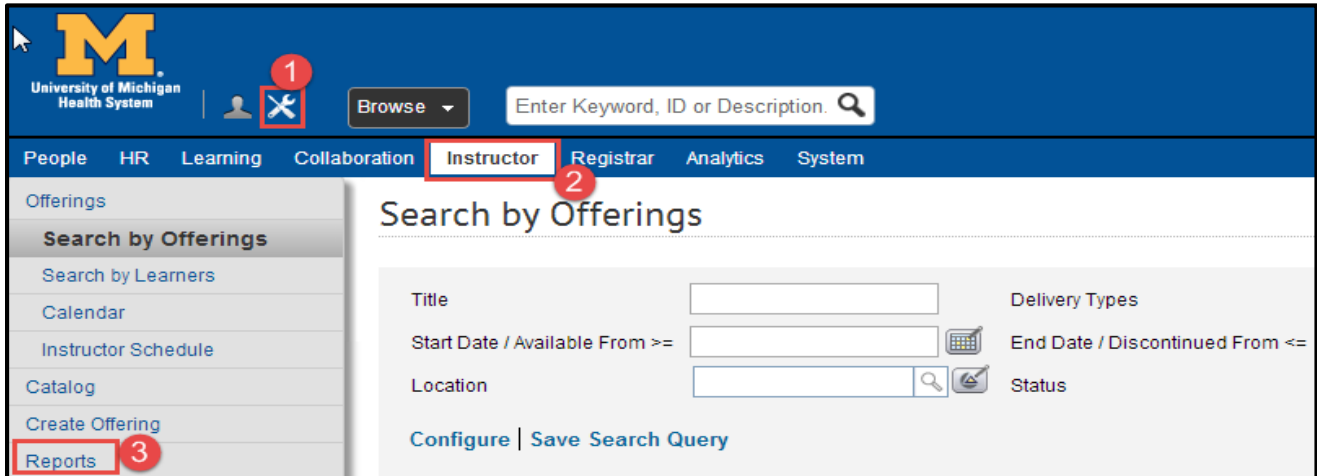


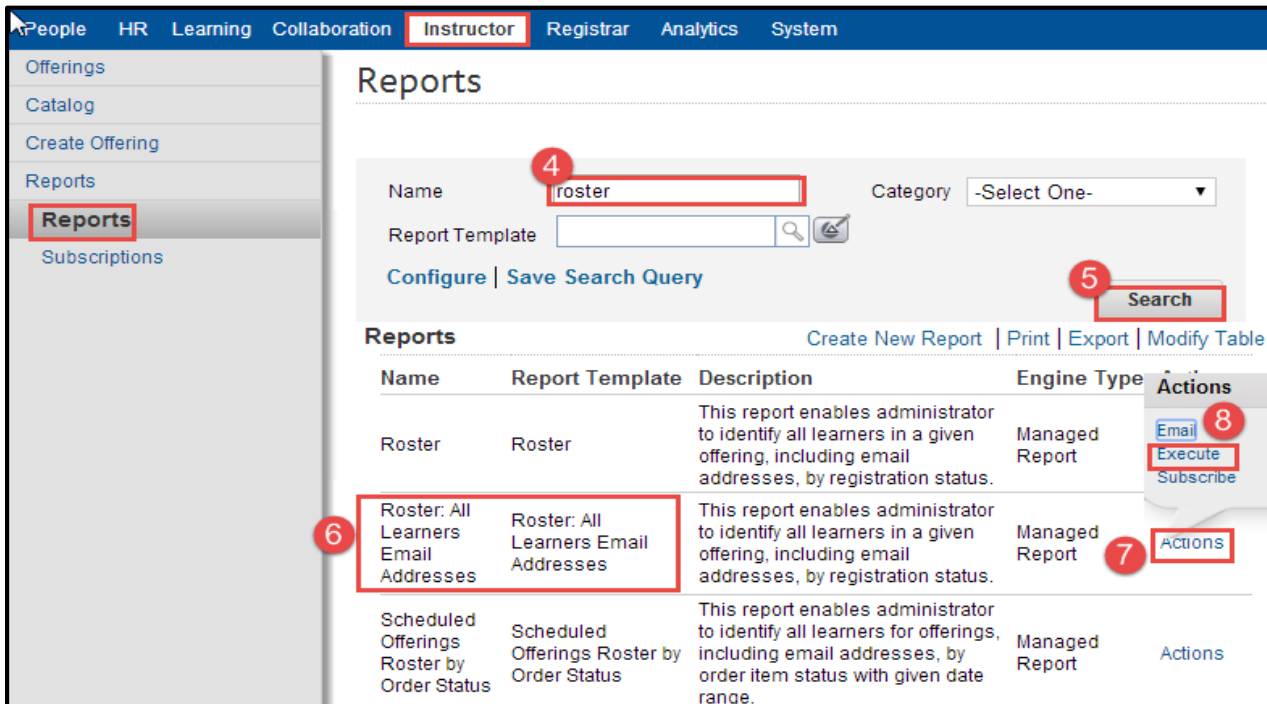
Instructor: Printing an Offering Roster

Note: The Offering ID is needed to complete this process. Find the offering number in the instructor schedule and/or the on-line roster.

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



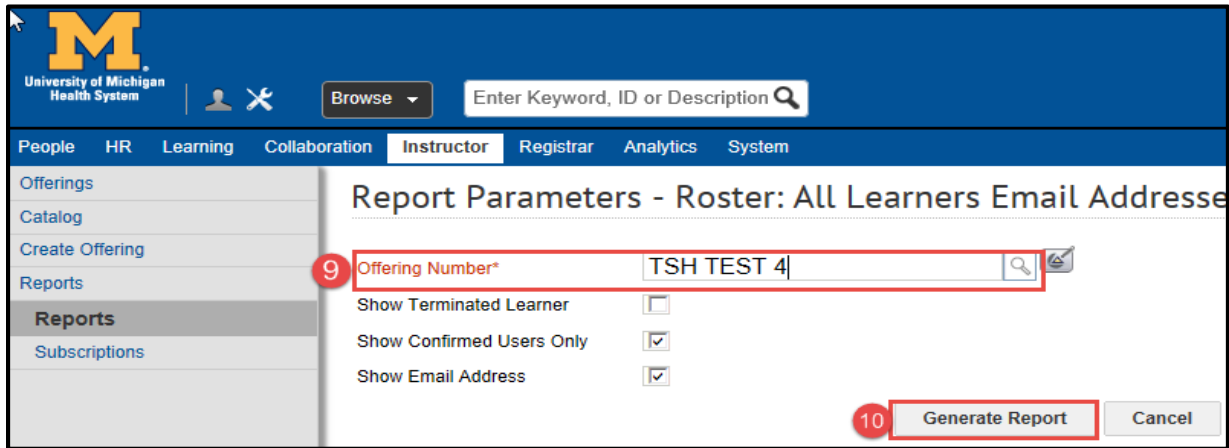
4. Insert "Roster" in the **Name Field** or leave the search empty.
5. Click the **Search** button.
6. Find **Roster: All Learner Email Addresses**.
7. Hover over **Actions**.
8. Click **Execute**.



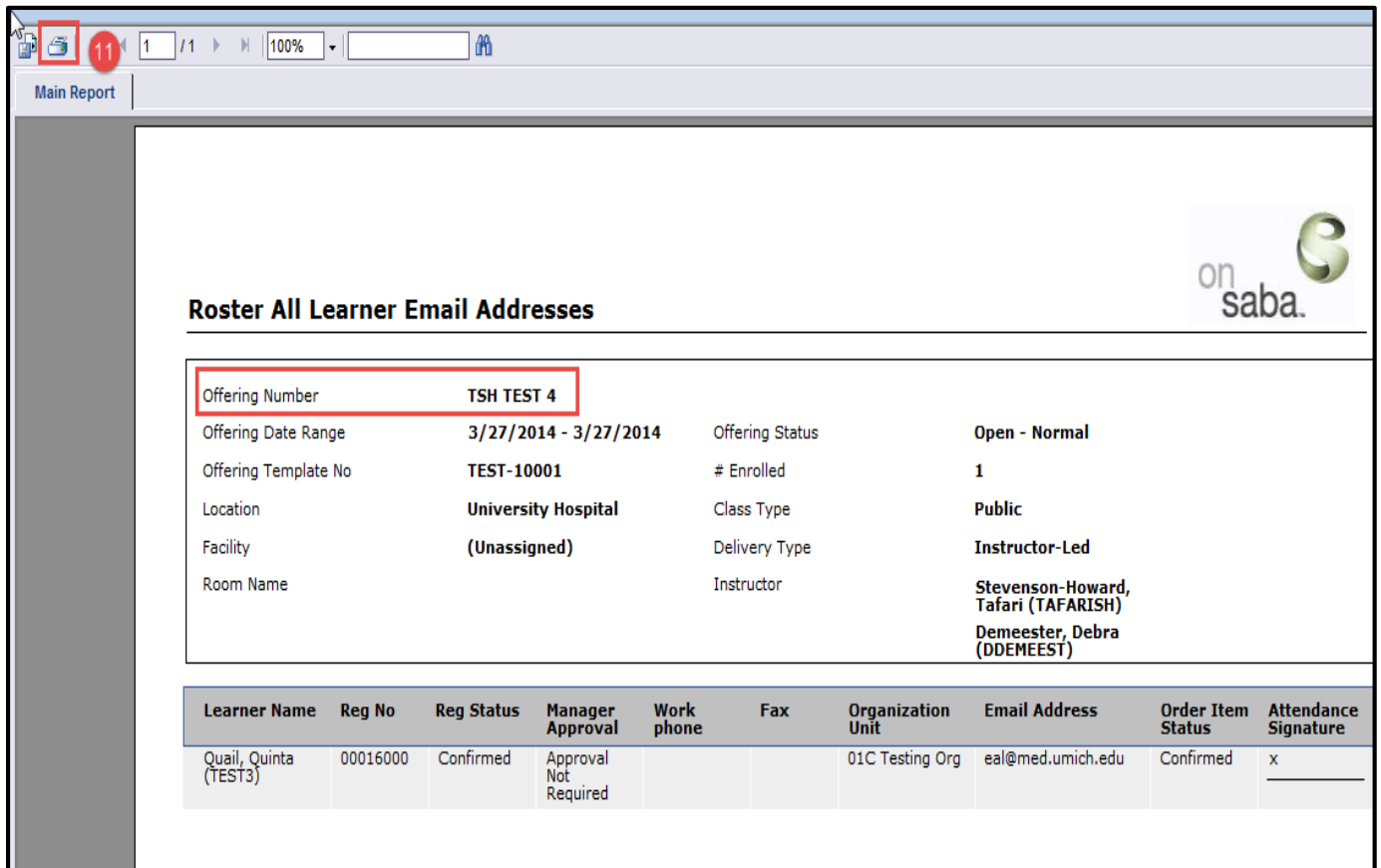
Instructor: Printing an Offering Roster

9. Enter the offering number in the **Offering Number** field.
10. Click **Generate Report** button.

Note: The report may take a few seconds to populate.



11. Click the **Printer** icon on the top left of the page to print report.



Learner Name	Reg No	Reg Status	Manager Approval	Work phone	Fax	Organization Unit	Email Address	Order Item Status	Attendance Signature
Quail, Quinta (TEST3)	00016000	Confirmed	Approval Not Required			01C Testing Org	eal@med.umich.edu	Confirmed	x