

To view and print rosters for courses you are instructing:

**1. Click the "Instructor Work Overview" link on the left side menu.**

Instructors Work Center Page appears.

**2. Click the "Next Four Weeks" link or "Next Three Months" link.**

A list of your courses appears.

**3. Click the box next to the course title you want to view.**

The course row is highlighted in orange.

The "Display", "Print Sign-In Roster" and "Export" buttons are active.

**4. Click the "Print Sign-Roster" button.**

The Student Sign-In roster appears in a separate window.

**5. Click the Print icon in the upper left corner.**

Please contact your agency training officer for assistance.