

To view and print student details for courses you are instructing:

1. Click the "Student Information Roster" link on the left side menu.

Student Information Roster page appears.

2. Type in a search term for the course

3. Click the "Search" button.

The "Student Information Roster" pop-up window appears.

4. Click the box next to Course Object ID you want to view.

A checkmark appears.

5. Click the "OK" button.

6. Click the "Get Participants" button.

The Student Information Roster appears.

7. Click the "Print Version" button to print the roster in its current static state.

Or

Click the "Export" button to export the information to Excel so that you can modify and reformat.

Please contact your agency training officer for assistance.