**Accessing/Printing Course Rosters:**

1. Access the ***Admin Tools*** section of the system from the Home drop down list.
2. From Learning, click on ***Learning Administration***.
3. Click on ***Learning*** option.
4. Click on ***Scheduled Offering*** option in left navigation menu.
5. Click the ***Search*** button.
6. Find your course offering and click on the ***Scheduled Offering ID***.
7. Under Actions on the right side of screen click on ***View Roster***.
8. When the report has completed generating, click on ***Open***.
9. This is a PDF document, click on your ***printer*** icon.
10. The ***close*** document.
11. Click ***Search Results*** link above course title.
12. Click on ***another course session*** or ***logout*** of system.