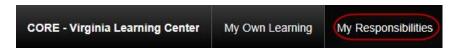
The Virginia Learning Center



Illustration of how to:

Pull a Roster

Step 1: Click on My Responsibilities and the area to the right where the red circle illustrates



Step 2: Click on Training



Step 3: Click on Instructor Tools



Step 4: Click on Manage Students



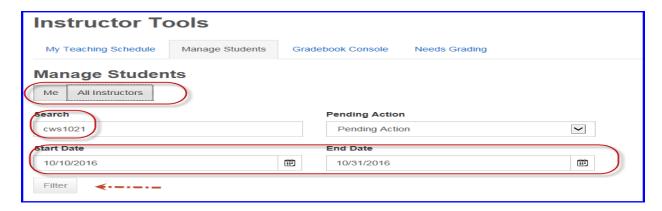
The Virginia Learning Center



Illustration of how to:

Pull a Roster

Step 5: Click on all instructors or me, populate search field, populate start end dates, then click filter



Step 6: Click on the event title for the roster you desire



Step 7: Click export to excel

