EXPORTING ROSTER (for Instructors only)

1. Under the Learning Catalog, locate your course discipline. Click on the **arrow** to see the dropdown list of available folders.

2. Left-click on the appropriate course name (**1**) and select the **LE Sessions** option (**2**).

3. Locate your course session and select the attendee icon (**1**).

4. Select the attendees you wish to send a message to from your roster (**1**). Then, select one of the icons (**1**), (**2**), or (**3**).

1. Exports a .**pdf**
2. Exports an **Excel** (.xl) sheet.
3. Exports a .**csv** file.

The file will be downloaded to your computer.

If you export the roster to a PDF file you will be able to print it out.