



HOW TO VIEW AND PRINT YOUR ROSTERS

Step	Action
1.	After Logging into the new SIS system, Click the “My Schedule” GREEN tab at the Top Right Side of the Page
2.	<p>Under the heading:</p> <p style="background-color: #4a7ebb; color: white; padding: 2px;">My Teaching Schedule > 2017 Fall > LA Community College District</p> <p>You will find all of your Fall 2017 classes listed.</p> <p>Click on the small people icon  to the left of each class listed to view the Roster. You will see an “Enrollment Status” drop-down menu above the students’ names, and you can choose to view “All,” “Dropped,” “Enrolled,” or “Waiting.”</p>
3.	<p>To Print your Roster, you must export the class roster to an Excel document, by clicking on the Excel Download graphic to the right of the Enrolled Students header. </p> <p>(Please make sure that Pop ups are allowed on the browser that you are using or this step will not complete.)</p>
4.	When the Excel Document opens up, you can copy/paste and create a new document, or you can PRINT the Excel Document as is.

Approximately one week prior to the start of class, the classes Permission Numbers for adding students into your class will be issued and viewable on the bottom of the class roster page.