

How to Access/Print Your Class Roster

You have a choice of ways of seeing and/or printing the list registrants for your class.

(You already have an Instructor profile in our registration system. However, if you have not yet signed in as an Instructor in this system, you will need to create a password before accessing your roster. For instructions on how to do this see: How to Log into the Lumens Instructor Portal for the First Time)

To access your roster before your first class:

- Sign in as an Instructor which opens the Instructor Portal.
- From the GRAY menu on the left select **FUTURE ROSTERS**

Your upcoming class should be listed like this:

The screenshot shows a web interface for 'Upcoming Classes'. At the top, there is a green bar with the word 'VIEWED'. Below it, the title 'Upcoming Classes' is displayed. There is a 'Show 10 entries' dropdown menu and a search bar. A table with a green header contains one row of data. The table has three columns: 'Select', 'Class Name (Class ID)', and 'Start Date'. The 'Select' column contains a green button with the text 'Action' and a downward arrow. The 'Class Name (Class ID)' column contains the text 'Women and Risk: Three Plays (90)'. The 'Start Date' column contains the text '11/04/2021'. At the bottom left, it says 'Showing 1 to 1 of 1 entries'. At the bottom right, there are navigation buttons: 'Previous', '1', and 'Next'.

Select	Class Name (Class ID)	Start Date
Action ▾	Women and Risk: Three Plays (90)	11/04/2021

- Click on the arrow on green **Action** button to see your choices:

E-mail student(s)
 Print Roster
 Sign In Sheet
 View Roster

- For instructions on How to Email students see separate instructions: [How to Email Your Class Members for Your Upcoming Class](#)

Print Roster will bring up a list of registrants and followed by class schedule information like this:

Contact Address:
 University of South Florida - Osher Lifelong Learning Institute
 4202 E. Fowler Ave.
 NEC116
 Tampa, FL 33620
 813-974-5848
 OLLI-inquiries@usf.edu

Class Information:
 Course/Class Number: 1200006/90
 Class Title: Women and Risk: Three Plays

Date of Class: 11/04/2021
 CEUs:
 Staff Phone: 813-974-8036
 Contact Hours: 4.50

Members Enrolled: 23 Non-members Enrolled: 0 Total Students: 23

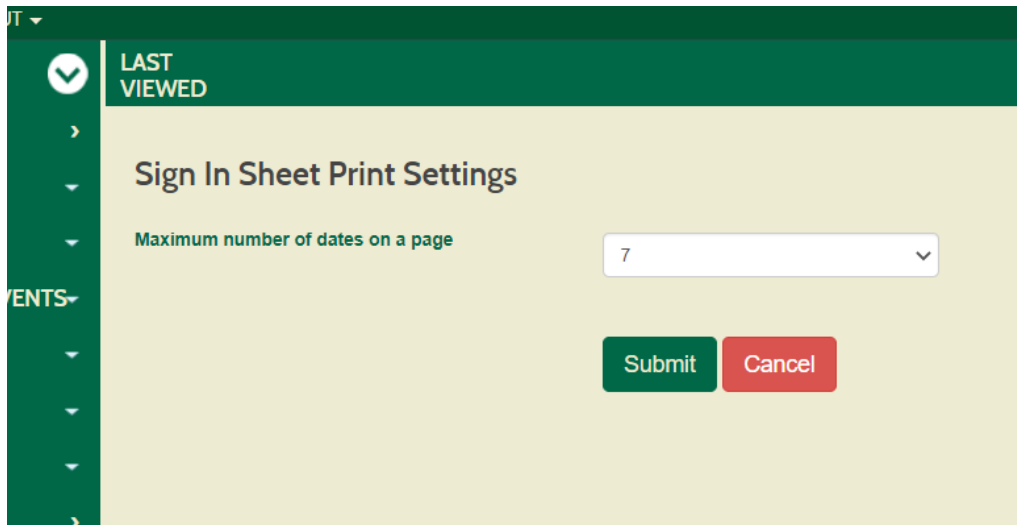
Class Schedule Information:
 Schedule Information:

Instructional Method	Dates	Class Days	Times	Location	Instructor(s)
Virtual	11/4/2021-11/19/2021	Weekly - Thu	10:30 AM - 12:00 PM		Catherine M Mason , Joyce Carpenter

Classroom Location Information:

Instructor Information:
 Mason, Catherine
 Carpenter, Joyce

- **Sign In Sheet** will take you to a sheet you could print and use in a face-to-face class.



- **Click on submit** for a sign in sheet with class schedule information at the top

Sign In Sheet for 1200006/90 Women and Risk: Three Plays

Schedule Information:

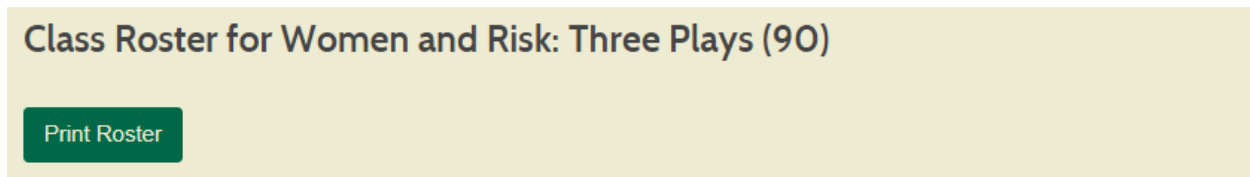
Instructional Method	Dates	Class Days	Times	Location	Instructor(s)
Virtual	11/4/2021-11/18/2021	Weekly - Thu	10:30 AM - 12:00 PM		Catherine M Mason ; Joyce Carpenter

Instructor: Carpenter, Joyce **Location:** [Zoom link](#) **Classroom:** Not Assigned

No.	Student Name	Final Grade	Attendance Total	11/04	11/11	11/18
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The class registrants will be listed and there will be a column for each date of your class.

- **View Roster** option enables you to print a list of names of class members



Students will be listed in the first column on the left of these three columns:

Mbr?	Has Email	Mat'l Paid
Yes	Yes	\$0.00
Yes	Yes	\$0.00
Yes	Yes	\$0.00
Yes	Yes	\$0.00
Yes	Yes	\$0.00
Yes	Yes	\$0.00
Yes	Yes	\$0.00
Yes	Yes	\$0.00
Yes	Yes	\$0.00

Class information appears at the foot of the page

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Virtual	11/4/2021-11/18/2021	Weekly - Thu	10:30 AM - 12:00 PM		Catherine M. Mason - Joyce Carpenter

Classroom Location Information:

TBD
 Classroom: TBD

Contact Person:

Instructor Information:

Mason, Catherine
 Carpenter, Joyce