



## 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.

The screenshot displays the AYSO U Online Learning Resources website. At the top, there is a navigation bar with links for Home, My Courses, Free Content, Live Courses, Resources, Transcripts, eCommerce, LMS Admin, and Store Admin. Below this is a 'Catalog' section with a search bar and a dropdown menu for 'Active Team' set to 'All Members'. The 'Learning Catalog' section is expanded, showing a tree view of folders. An orange arrow points to the 'Instructor Led Courses' folder, which is expanded to show sub-folders: 'Coach Instructor Led Courses', 'Referee Instructor Led Courses', 'Management Instructor Led Courses', 'Safe Haven Instructor Led Courses', and 'Instructor Courses'.



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

The screenshot displays the AYSO U Online Learning Resources interface. At the top, there is a navigation bar with the following links: Home, My Courses, Free Content, Live Courses, Resources, Transcripts, eCommerce, LMS Admin, and Store Admin. Below the navigation bar is a 'Catalog' section with a search bar and a dropdown menu for 'Active Team: All Members'. The main content area is titled 'Learning Catalog' and displays a tree view of 'My Catalog'. Under 'Instructor Led Courses', there is a sub-category 'Safe Haven Instructor Led Courses'. A course titled 'Webinar- AYSO's Safe Haven' is highlighted with a red circle and the number '1'. A context menu is open over this course, listing options: 'LE Details', 'LE Conditions & Limits', 'LE Completion Events', 'LE Notifications', and 'LE Sessions'. The 'LE Sessions' option is highlighted with a red circle and the number '2'.



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

The screenshot shows the AYSO U Online Learning Resources interface. At the top, there is a navigation bar with links: Home, My Courses, Free Content, Live Courses, Resources, Transcripts, eCommerce, LMS Admin, and Store Admin. Below the navigation bar, the page title is "Webinar- AYSO's Safe Haven". There are two "Refresh" buttons and a "Page Size: 20" dropdown. A table lists course sessions with columns: Name, Start Date, Location, Instructor, Min, Max, Registered, and Waitlisted. The table contains one row: "Safe Haven Webinar TEST" with a start date of "25 Aug 2017", location of "Corporate Headquarters", and 0 registered attendees. An orange arrow points to the attendee icon in the first row of the table. Below the table, there is an "Add New Session" button and a "Return" button.

Name	Start Date	Location	Instructor	Min	Max	Registered	Waitlisted
Safe Haven Webinar TEST	25 Aug 2017	Corporate Headquarters		1	unlimited	0	0



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.

The screenshot shows the AYSO U ONLINE LEARNING RESOURCES interface. At the top, there is a navigation bar with links for Home, My Courses, Free Content, Live Courses, Resources, Transcripts, eCommerce, and LMS Admin. Below this is a red 'Store Admin' button. The main content area displays a webinar titled 'Safe Haven Webinar TEST - Corporate Headquarters - 25 Aug 2017, 04:00 PM - 05:00 PM'. It shows 3 registered attendees and an unlimited max class size. There are buttons for 'Refresh', 'Bulk Update', and 'Save Data', along with checkboxes for 'Include Available Candidates' and 'Include Clipboard Candidates'. A table lists the attendees with columns for Username, First Name, Last Name, Authorised, Status, Peer, Absent, Score, Pass/Fail, and Status Date. Three rows are highlighted in yellow, and their checkboxes are checked. At the bottom right of the table, there are three icons labeled 1, 2, and 3, which correspond to the export options listed in the text above. A 'Return' button is located at the bottom left of the interface.

	Username	First Name	Last Name	Authorised	Status	Peer	Absent	Score	Pass/Fail	Status Date
<input checked="" type="checkbox"/>		Jessica		<input checked="" type="checkbox"/>	Registered	<input type="checkbox"/>	<input type="checkbox"/>			08/29/2017
<input checked="" type="checkbox"/>		Michael		<input checked="" type="checkbox"/>	Registered	<input type="checkbox"/>	<input type="checkbox"/>			08/29/2017
<input checked="" type="checkbox"/>		Thomas		<input checked="" type="checkbox"/>	Registered	<input type="checkbox"/>	<input type="checkbox"/>			08/29/2017

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