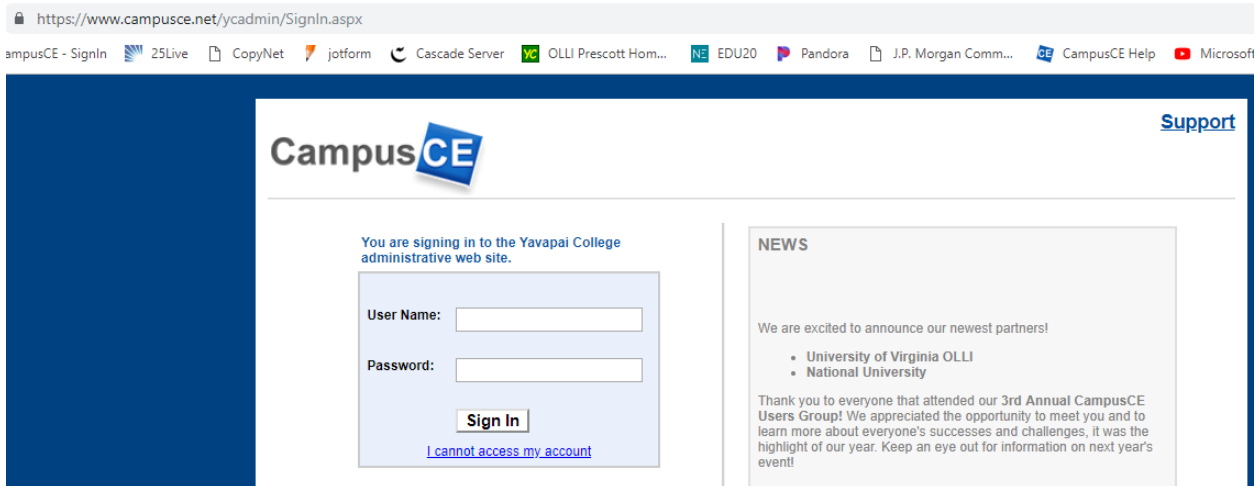
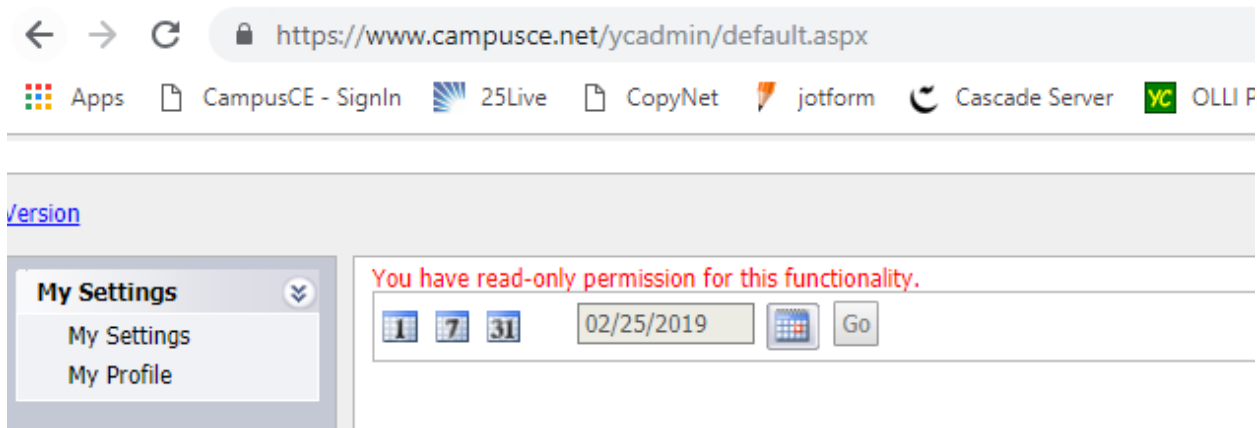


OLLI Facilitators – how to access your rosters, print and download (so you can email your class easily)

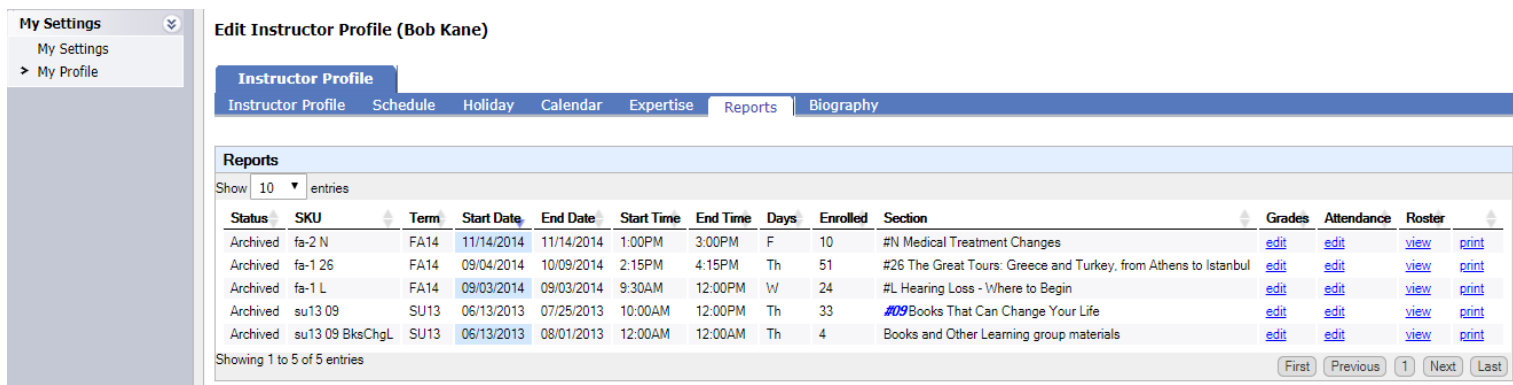
- 1) Go to <https://www.campusce.net/ycadmin>
 - a. You will need a SEPARATE log on for this system (DIFFERENT from the log on for the classroom), see OLLI staff.



- 2) You will see a red warning – this is OKAY!



- 3) Click on “My Profile, then “Reports.”



- 4) All the way to the right, click “print” under roster. In the upper right hand corner, you can print your roster, or download it into excel, which will allow you to copy and paste the list of emails from your class easily.

Assistant Class Roster - Google Chrome
 https://www.campusce.net/ycadmin/course/AssistantClassRoster.aspx?classid=6623

Instructor/Course Assistant Roster
fa-2 N
#N Medical Treatment Changes
11/14/2014 - 11/14/2014
Fri, 1:00PM To 3:00PM

Instructor : Susan Boehm,Bob Kane
Location : Building 1 200

StudentName	Status	Email	Fri,11/14
Brand	Registered	wa...@cableone.net	
Josep	Registered	sh...@msn.com	
Kane	Registered	ar...@hoo.com	
Krank	Registered	ke...@cableone.net	
Kuzm	Registered	ku...@mail.com	
McDo	Registered	pa...@com	
Redfe	Registered	re...@mail.com	
Stewa	Registered	ga...345@gmail.com	
Walla	Registered	lin...@gmail.com	
Wisn	Registered	sw...@mail.com	