

The Virginia Learning Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Illustration of how to:

Email to the Roster

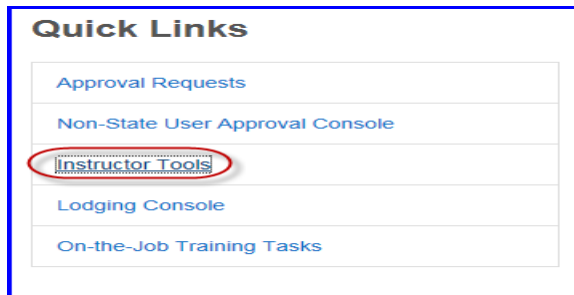
Step 1: Click on My Responsibilities and the area to the right where the red circle illustrates



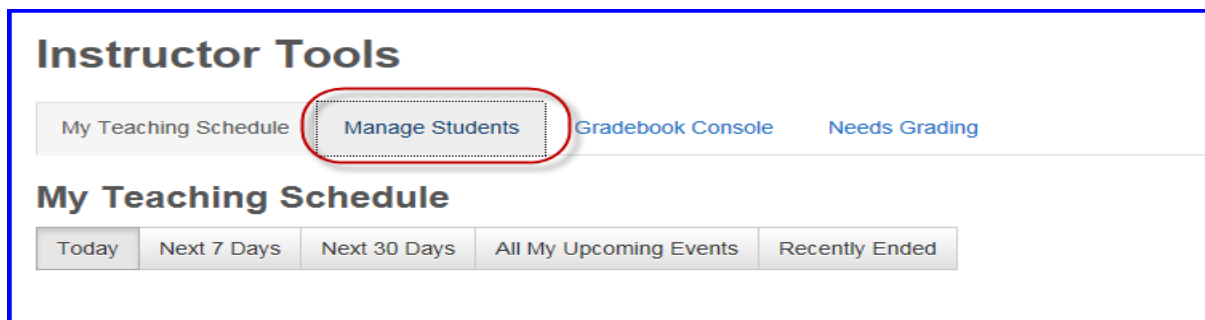
Step 2: Click on Training



Step 3: Click on Instructor Tools



Step 4: Click on Manage Students



The Virginia Learning Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Illustration of how to:

Email to the Roster

Step 5: Click on all instructors or me, populate search field, populate start end dates, then click filter

Instructor Tools

My Teaching Schedule | Manage Students | Gradebook Console | Needs Grading

Manage Students

Me | All Instructors

Search: cws1021

Pending Action: Pending Action

Start Date: 10/10/2016

End Date: 10/31/2016

Filter

Step 6: Click on the event title for the roster you desire

VDSS - CWS1021: The Effects of Abuse and Neglect on Child and Adolescent Development

Date	Section	User	Pending Action
10/25/2016 - 10/26/2016	CWS1021: The Effects of Abuse and Neglect on Child and Adolescent Development (Virginia Beach)	24	6 Waitlisted Students
10/11/2016 - 10/12/2016	VDSS - CWS1021: The Effects of Abuse and Neglect on Child and Adolescent Development (Roanoke)	24	9 Waitlisted Students

Step 7: Click email all

The Virginia Learning Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Illustration of how to:

CWS1021: The Effects of Abuse and Neglect on Child and Adolescent Development (Virginia Beach)

For Classroom Course: **VDSS - CWS1021: The Effects of Abuse and Neglect on Child and Adolescent Development**

Format: **In-Person**

Date Range: **10/25/2016 - 10/26/2016**

Section Code: **Eastern**

Section Number: **117**

Students

Enrolled (24)

Waitlisted (6)

Email All

Record Attendance, Status, and Scores

Create Gradebook

Export to Excel

Export To PDF