The Virginia Learning Center

VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Illustration of how to:
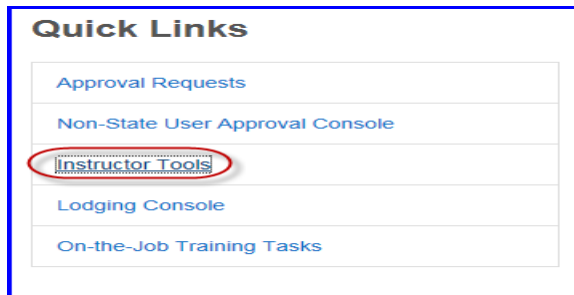
Email to the Roster

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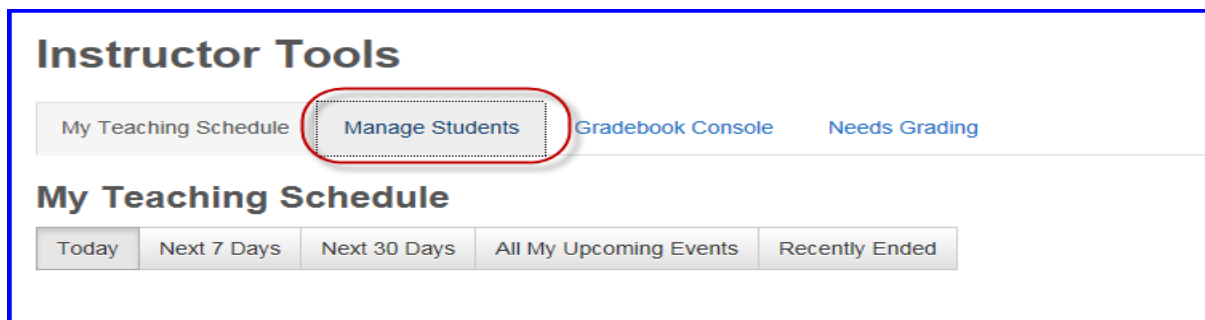

Step 2: Click on Training

Step 3: Click on Instructor Tools

Step 4: Click on Manage Students

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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

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

Step 7: Click email all

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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