Pull a 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
Pull a 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 export to excel