

By exporting your Class Roster into an Excel file, it will allow you to:

- See how many students are enrolled
- Track new additions to the roster
- Copy and paste students' emails to send the class an email (for Instructor Class Handouts, to share announcements, or provide further resources to your students).

How-To Export Your Class Roster into an Excel File:

1. Click on your Class Roster Link (provided in an email sent from OLLI)
2. Click on the Export Button (circled in red) in the top left hand corner.

Example of Class Roster below. Emails have been covered for privacy.

Assistant Class Roster

https://www.campusce.net/sierraolliadmin/Course/assistantclassroster.aspx?classid=61

Click this Export Button to download your Class Roster in Excel format!

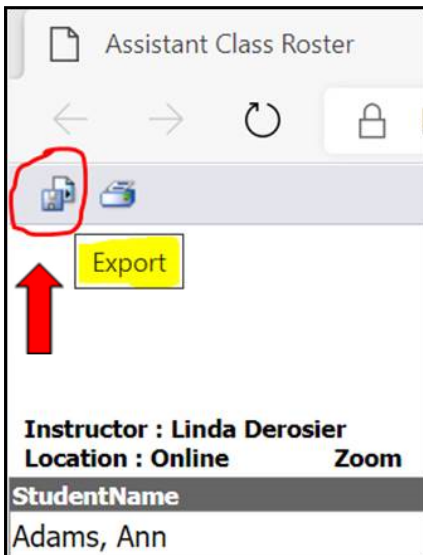
Instructor/Course Assistant Roster
SprCTRA1040
Let's Travel through Movies: Raiders of the Lost Ark
03/02/2021 - 03/02/2021
Tue, 3:30PM To 5:00PM

Instructor : Linda Derosier
Location : Online Zoom

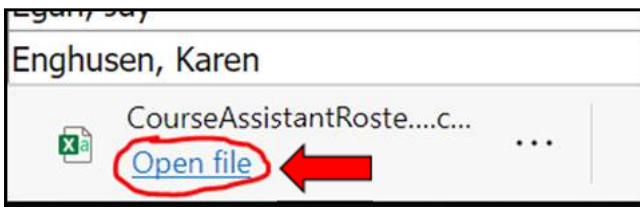
StudentName	Status	Email
Adams, Ann	Registered	[Redacted]
Ah Nee, Lucretia	Registered	[Redacted]
Atkinson, Thomas	Registered	[Redacted]
Benevides, Sharen	Registered	[Redacted]
Bennett, Terry	Registered	[Redacted]
Branch, Barbara	Registered	[Redacted]
Brewer, Laura	Registered	[Redacted]
Broad, Suzanne	Registered	[Redacted]
Callahan, Sally	Registered	[Redacted]
Chilton, Kathryn	Registered	[Redacted]
Connors, Kathy	Registered	[Redacted]
Cureton, Barbara	Registered	[Redacted]
Daddio, Judith	Registered	[Redacted]
Dawson, Patricia	Registered	[Redacted]
De Concini, Kathryn	Registered	[Redacted]
Delfino, Ann	Registered	[Redacted]
Dickson, David	Registered	[Redacted]
Dickson, Jan	Registered	[Redacted]
Drone, Sally	Registered	[Redacted]
Effa, Pam	Registered	[Redacted]
Egan, Jay	Registered	[Redacted]
Enghusen, Karen	Registered	[Redacted]
Garihaldi Linda	Registered	[Redacted]

More on next page →

Closeup View of Export Button



3. After it finishes downloading, click on [Open File](#).



4. To expand your columns in Excel, double click on the line between each column header.

- Example: Put your mouse on and double click the line between column A and column B, between column B and column C, between column C and column D, & between column D and column E.

Before					After			
Clipboard Font					Clipboard Font			
A1	StudentName				F4			
	A	B	C	D		A	B	
1	StudentName	Status	Email	Tue,03/02	1	StudentName	Status	Email
2	Adams, Ar	Registered	aka2791@gmail.com		2	Adams, Ann	Registered	aka2791@
3	Ah Nee, L	Registered	bobalu63@gmail.com		3	Ah Nee, Lucretia	Registered	bobalu63@
4	Atkinson, R	Registered	tjatin@gmail.com		4	Atkinson, Thomas	Registered	tjatin@gr
5	Benevides	Registered	rsbene7777@aol.com		5	Benevides, Sharen	Registered	rsbene777
6	Bennett, T	Registered	tbennett7356@sbcglobal.net		6	Bennett, Terry	Registered	tbennett73
7	Branch, B	Registered	drbabsie@gmail.com		7	Branch, Barbara	Registered	drbabsie@
8	Brewer, L	Registered	lauraquicktext@gmail.com		8	Brewer, Laura	Registered	lauraquick
9	Broad, Suz	Registered	slbroad@comcast.net		9	Broad, Suzanne	Registered	slbroad@c

5. You can see how many students are in your class by scrolling down until you reach the last name on the roster and subtracting 1 from the last row number (you subtract 1 because the first row is the column headers (Student Name, Status, Email, and Class Dates thereafter)).

Example: This class has 50 students enrolled so far

47	Soza, Kathy	Registered	kathy
48	Theodore, Linda	Registered	linmik
49	trueblood, julie	Registered	J_TRU
50	Willstatter, Karen	Registered	kwillis
51	Winters, Marilyn	Registered	marily
52			
53			

I recommend waiting to do this until you are ready to send your Instructor Class Handouts or any class announcements. You can always save the Roster you used to send emails to your students and then you will want to check your Roster on the day of class (before it starts) to see if anyone new has added. This should be fairly easy since your Class Rosters will always be in alphabetical order.

When you are ready to email your class you can copy the emails listed in the email column (column C) and paste it into the recipient field of your email. For privacy best practices, we recommend sending this to OLLI's email: olli@sierracollege.edu and then putting all your students in the BCC (blind copy) field prior to sending. By doing this, students won't be able to see each other's email addresses (that's how I sent this email).

That's all for now! As always, feel free to contact myself or Shari with any questions.

All the best,



Brooklyn Bridges

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