Important: The Offering ID is needed to complete this process. Find the offering number in the instructor schedule and/or on the on-line roster.

1. Click the Admin icon.
2. Click the Instructor tab on the top page navigation.
3. Click Reports in the left hand navigation.
4. Enter "Roster" in the Name field or leave the search empty.
5. Click the Search button.
6. Find the Roster report.
7. Hover over Actions.
8. Click Execute.
9. Enter the offering number in the **Offering Number** field.

![Image of the Reporting Parameters - Roster: All Learners Email Addresses page]

10. Click **Generate Report** button. **Note**: The report may take a few seconds to populate.

11. Click the **Printer** icon on the top left of the page to print the report.

![Image of the Roster All Learners Email Addresses page]