Class Rosters

OLLI members continue to enroll in classes – and sometime drop classes – throughout the semester. To make sure that you always have the most up-to-date lists available for communicating with your classes, we created the ability for you to pull your own rosters from within the OLLI online system.

Here's how it works:

1. Log into the OLLI system with your last name and member ID number.

2. At the bottom of the "My Account" screen you'll see a "My Peer Leader Classes" section

3. When you click on the class title, you'll see the details of your class as they appear in the class schedule

4. When you click "View/Print," a new web window will open, containing your roster.

5. You can print the page using the link in the top right corner of the window.

6. If you want to email your class, highlight and copy the list of names and contact info and then paste it into an Excel document, Word document, etc.

7. When your email to the class is ready to send, address the email to yourself, and then copy just the column of email addresses and paste them into the BCC space. This keeps everyone's email addresses hidden for confidentiality.