



OLLI *where learning never retires...*

Osher Lifelong Learning Institute at CSU, Chico olli.csuchico.edu

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.

The screenshot shows the OLLI online system interface. At the top, it says "Osher Lifelong Learning Institute at CSU, Chico" with the tagline "Where Learning Never Retires". Below this, there are navigation links like "My Account", "Register for Classes", and "Spring 2014 Schedule". A banner for the "OLLI Chico Challenge" is visible. The main content area shows "Your Classes for Spring 2014" and "Your Waitlisted Classes for Spring 2014". A section titled "My Peer Leader Classes" contains a table with columns for "Class Name (Click For More Info)", "Roster", and "Capacity". A green arrow points to the "View/Print" link in the "Roster" column for the class "Africa: Exploring the Dark Continent".

Africa: Exploring the Dark Continent - Course Roster [Print](#)

Term: Spring 2014

Peer Leader: Melissa McGowan

Course Description: To many of us, this great and diverse continent is shrouded in mystery. We'll unravel some of its secrets through lectures, film and personal experiences.

Class Notes: This is a test course.

Last Name	First Name	Middle Name	Email	Phone Number
1) McGowan	Melissa		mamcgowan@csuchico.edu	