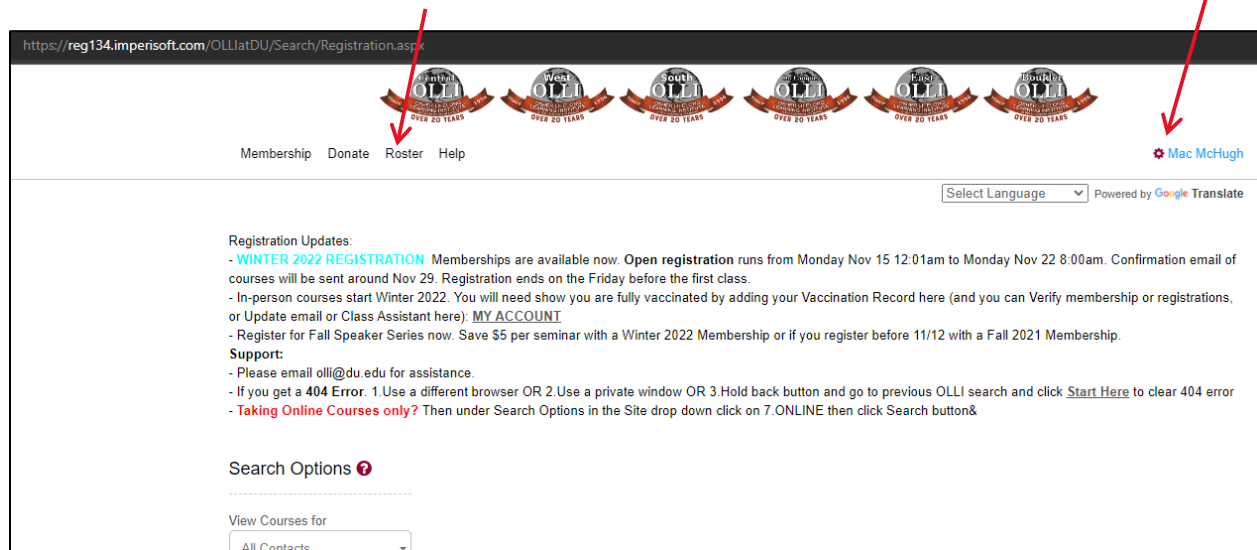


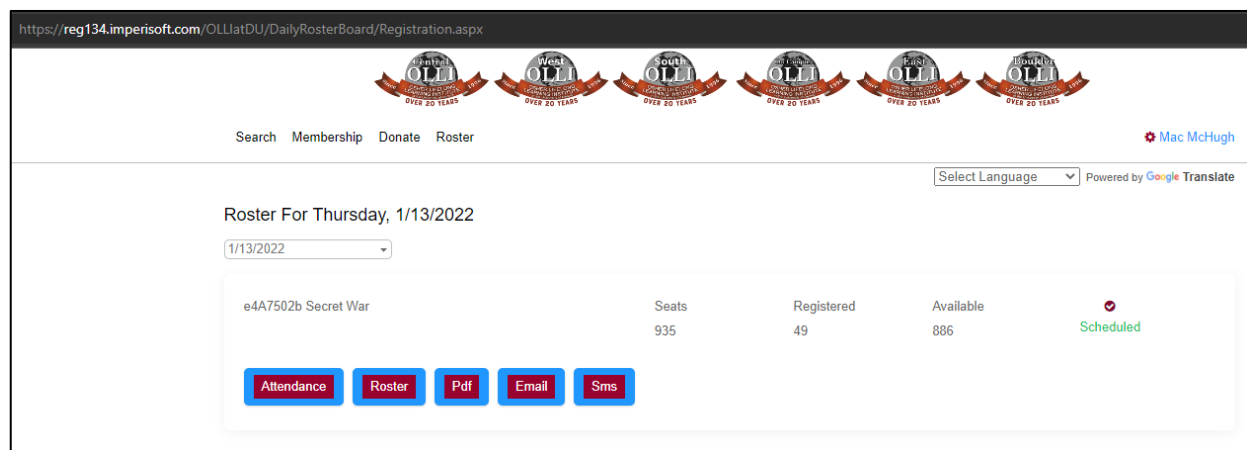
Obtaining Course Rosters from OLLI at DU Registration System –

If you are a facilitator for OLLI at DU, have set up your own account in the ProClass Registration System, and let one of the staff know you have done so, we can make it possible for you to easily obtain your course roster as well as send emails to your class registrants. What follows is a step-by-step process to do so.

1. Go to ProClass (<https://reg134.imperisoft.com/OLLIatDU/Search/Registration.aspx>) and sign into your account. If we have linked your account to your course, you will see the following. Notice the word ‘Roster’ in the upper left just underneath the OLLI logos.



2. Click on the word ‘Roster’ and this screen will appear.



- Search for the day your course begins by clicking on the box underneath the word Roster and selecting the day your course begins and this screen will appear.

https://reg134.imperisoft.com/OLLlatDU/DailyRosterBoard/Registration.aspx

Search Membership Donate Roster Mac McHugh

Select Language Powered by Google Translate

Roster For Thursday, 1/13/2022

1/13/2022

e4A7502b Secret War	Seats 935	Registered 49	Available 886	Scheduled
---------------------	--------------	------------------	------------------	--

Attendance Roster Pdf Email Sms

- If you click on 'Attendance' a full listing of the members who have registered for your course will appear.

https://reg134.imperisoft.com/OLLlatDU/AttendanceEdit/Registration.aspx

Search Membership Donate Roster Mac McHugh

Select Language Powered by Google Translate

Attendance For Thursday, 1/13/2022

1/13/2022

e4A7502b Thursday: The Secret War - Facilitator: Mac McHugh
History & Economics

Location 75 ONLINE East	Room East Online Zoom Room	Date 1/13/2022-3/3/2022
Time 9:30 AM-11:30 AM MST on Th	Level Fee included in membership	Status Not Completed

Student	Description	Status
Battock, Dennis <input type="radio"/> Present <input type="radio"/> Absent (Excused) <input type="radio"/> Absent (Unexcused)	Registered	
Bliss, Tim <input type="radio"/> Present <input type="radio"/> Absent (Excused) <input type="radio"/> Absent (Unexcused)	Registered	
Brody, Beth <input type="radio"/> Present <input type="radio"/> Absent (Excused) <input type="radio"/> Absent (Unexcused)	Registered	
Brody, Peggy <input type="radio"/> Present <input type="radio"/> Absent (Excused) <input type="radio"/> Absent (Unexcused)	Registered	
Brust, Richard <input type="radio"/> Present <input type="radio"/> Absent (Excused) <input type="radio"/> Absent (Unexcused)	Registered	
Canny, Susan		

- The calendar also highlights all of the other days your course will be occurring should there be members who drop the course, and you want to email to the most updated roster.

Search Membership Donate Attendance Barbe Ratcliffe

Select Language Powered by Google Translate

Attendance For Tuesday, 9/15/2020

9/15/2020

September, 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
37	6	7	8	9	10	11
38	13	14	15	16	17	18
39	20	21	22	23	24	25
40	27	28	29	30	1	2
41	4	5	6	7	8	9

Today

ay: Morning Oasis: Meditation for You Diamond Facilitator:

Room: Zoom Room Date: 9/15/2020-11/3/2020
 Level: Status: Not Completed
 Fee: Paid with Membership

- If you click on the 'Roster' button this screen will appear.

https://reg134.imperisoft.com/OLLatDU/DailyRosterBoard/Registration.aspx

Search Membership Donate Roster Mac McHugh

Select Language Powered by Google Translate

Roster For Thursday, 1/13/2022

1/13/2022

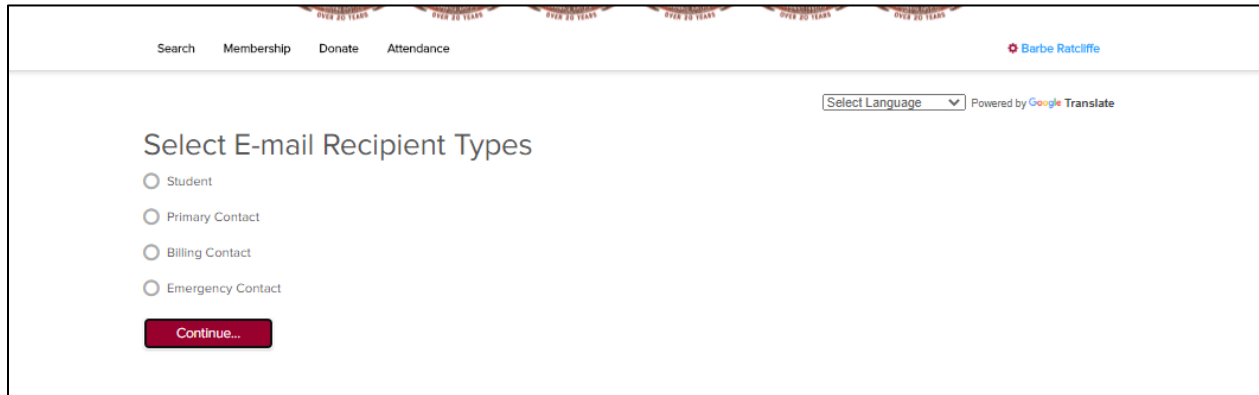
e4A7502b Secret War Seats: 935 Registered: 49 Available: 886 Scheduled

Attendance Roster Pdf Email Sms

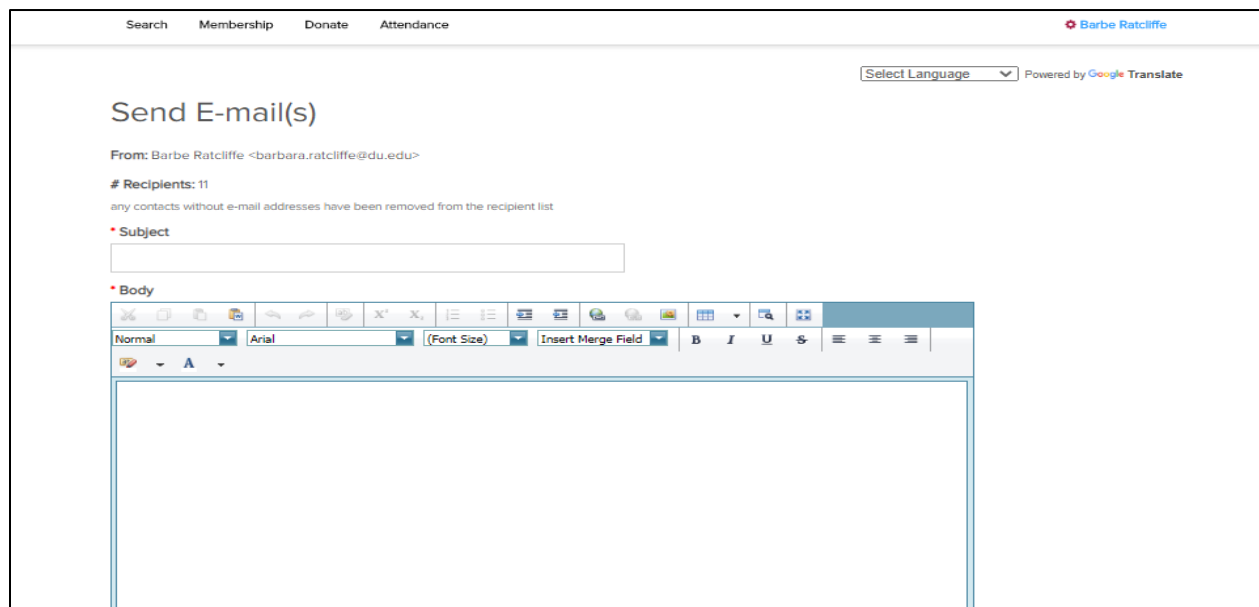
e4A7502b Secret War Roster

Student	Age	Account	Phone	Email	Primary Contact	Description	Attendance Status	Balance	
Battock, Dennis		Battock, Dennis	[REDACTED]	[REDACTED]	Dennis Battock	Registered		\$0.00	More Details
Bliss, Tim		Bliss, Tim	[REDACTED]	[REDACTED]	Tim Bliss	Registered		\$0.00	More Details

7. If you click on 'Email' this screen will appear.



8. Primary Contact is frequently the best selection of this listing. When you click on that option, this screen appears, and you are able to send an email to your course members. The emails are sent via BCC (blind carbon copy), maintaining the privacy of our members. Currently, there is not a way to attach a document but there are a number of options to insert information.



9. If you only want to send an email to one of the members, this is the email button to use.

