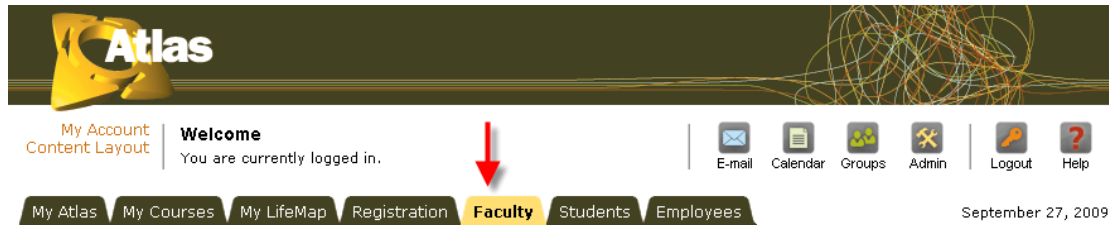


# Printing Your Class Rolls

1. Access Atlas at <http://atlas.valenciacc.edu/>
2. Enter your **User Name** and **Password**
3. Click on the **Faculty** tab



4. Under **Faculty Tools**, click on the **Class Rolls** link



5. A class roster application will appear in a new browser window. Follow the instructions.

**Welcome to Valencia Class Rosters Online**

[We are interested in your feedback -- click here to email comments.](#)

1. Select Course:

Select Section (current sections are marked with an asterisk):

OR

Enter CRN for Roster:

AND

Select Term for Roster (current terms are marked with an asterisk):

2. Select Output Type:

View as a Web Page:  Displays Class Rosters as a web page that can be printed.

Create a CSV File:  Provides for downloading Class Rosters in a CSV file format which can be imported into applications such as Microsoft Access, Excel, etc....

Create an Excel File:  Provides for downloading Class Rosters in a Microsoft Excel Spreadsheet file that is formatted for printing/pasting into the [Valencia Course Records](#) booklet.

3. Click Get Roster Button: