

The Virginia Learning Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES



How to Send Email to Roster:

Click on Manage > Training

Click on Instructor Tools

Click on Manage Students

Click on All Instructors

Type in the course in the Search bar

Change Pending Action to All

Enter the Start Date and End Date

Click on the course

Under the Gradebook and Attendance Tab > Export to Excel

Copy the email addresses

Paste into an Email