

The Virginia Learning Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES



How to Access a Roster in the COVLC

This process details how to view the roster for a class.

- Manage
- Training
- Click Instructor Tools from the Quick Links on the right
- Select Manage Students tab
- Click All Instructors
- In the Search Text type the course number
- In Pending Action select All from the dropdown menu
- Enter Start and End Dates
- Click Filter
- Click on the Section Title for the desired date
- Click Export to Excel (blue button)