

## Course enrolment list: Print or email

### Which access levels can do this?

Level 1. (Admin plus set up Courses), level 2 (Admin), level 3 (Reception).

Level 4 (Tutor) and level 7 (Advanced Tutor) can usually do this just for their own courses.

1. Click the Reports link in the left side menu.
2. On the reports screen, choose the Enrolments tab. The report you need is second from the top.
3. Configure the report:
  - Find the required course in the **Choose a Course dropdown**.
  - To include class participants that are currently on the wait list, **tick Include Wait Listed**.
  - To include class participants' addresses, **tick Show Address**.
  - To include emergency contact details, **tick Show Emergency contact**.
  - To email the list to the course leader, **tick Email the Leader**.
  - Choose a sort order for the list.
4. Click the **List Enrolments** button to generate (and email, if ticked) the list.
5. If required, click the **Print** button to print the list.