

## Email Class Roster Reports

In order to avoid excessive printing, you can email your class rosters.

1. On the Home screen, click **Reports**.
2. In the Report List, double-click **Rosters**, and select **Class Roster**.
3. Make your sorting and filter selections, and on the toolbar click Print to File. The Print to File dialog box displays.
4. Browse to the location where you want to save the file.
5. Click the **File Type** drop-down arrow, and select what kind of file you want to save the class roster as.
6. Click **Export**.
7. You can attach the file to an email.