WD Learning: Print Roster in Excel

Print a Roster

1. Open the Workday Learning app. In global search, type Learning Offering Sign In Sheet.
2. On the left navigation, in the Enrolled Content filter, enter the offering title.
3. If multiple offering titles are in the results, scroll to find the correct one, then select.
4. At the bottom of the screen, select the View as Admin button.
5. In the middle of the next screen, select the Scheduling tab.
6. Select the correct Offering.
7. In the middle of the next screen, select the Enrollments tab.
8. The next screen contains the report. Do not apply filters at this point. Locate the Excel icon on the top right corner above the information box. Click the Excel icon to export the roster to a spreadsheet.
9. Open the Excel spreadsheet. Review column titles and determine which work best for your needs. (Always include the signature column where participants will sign in.)
10. To delete columns not needed for your roster, hover over the column letter at the top of the spreadsheet until you see a small down arrow. Right click on the mouse to highlight the entire column and the formatting box appears. Select Delete.
11. To preview the roster printout, select View / Page Break Review. Print in landscape format if needed.

To learn how to format your Excel spreadsheet, review the digital course Excel: Introduction to Formatting.

Creating a Saved Macro

A macro records each step taken in the spreadsheet and provides a shortcut to use that repeats the actions in the same order on any other spreadsheet. Macros cannot be shared and only work on the computer where they were created.
For information on creating a saved macro, review the digital course *Excel: Macros in Depth (Office 365/Excel 2019)*.