Accessing Your Class List and E-mailing Your Students using the OLLI Registration System

Three weeks before the start of each term's classes, instructors can access their class list and send e-mails to their students using the OLLI Registration System.

1. Go to learnmore.duke.edu
2. Click "Instructor Login"

3. Enter your Instructor User Name and Password and click the "Continue" button. *(Note: Your Instructor User Name and Password is different than your Member User Name and Password).*

Note: After 3 unsuccessful tries, you will be locked out of your account and will have to contact the OLLI office to unlock it. If you are not sure of your password, click "Forgot Password."
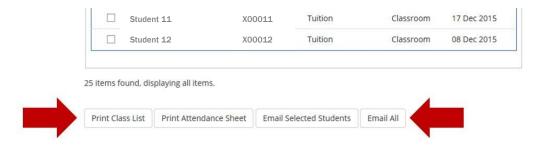
4. Click "Courses"

5. Click the course number you wish to access.

Courses

Mike Bahnaman

T001677

Instructor Home

My Profile

Courses

Current Schedule

Forms and Policie...

Announcements

Courses Open for Enrollment/In Progress

Course - Section No.	Section Title	Start Date - End Date
0500 - 010	TedTalks: Ideas Worth Spreading	Jan 12, 2016 - Mar 22, 2016

6. Your Class List will be shown:

Class List

Mike Bahnaman

Instructor Home

My Profile

Courses

Class List

Grading Sheet

Review Coursework

Course Profile

Current Schedule

0500 - 010 - TedTalks: Ideas Worth Spreading

T001677

Student contact information shown below is **PRIVATE AND CONFIDENTIAL**. It may only be used for course-related communications.

Class List (as of Jan 5, 2016 12:22:56 PM)

	Name	Student No.	Tuition	Units	Method	Date Added
☐	Student 1	X00001	Tuition		Classroom	08 Dec 2015
☐	Student 2	X00002	Tuition		Classroom	08 Dec 2015
☐	Student 3	X00003	Tuition		Classroom	08 Dec 2015

7. If you wish to print your class list or send e-mails to your class, press the appropriate button at the <u>bottom</u> of your class list.

	Student 11	X00011	Tuition	Classroom	17 Dec 2015
☐	Student 12	X00012	Tuition	Classroom	08 Dec 2015

25 items found, displaying all items.

Print Class List | Print Attendance Sheet | Email Selected Students | Email All

Note that it is now possible to send attachments to your class using this system.

If you have any difficulties using this system, please contact the OLLI office.