

Printing Class Rosters on MyECC

"Temporary Attendance Records" will not be printed in advance for classes. Instructors must access their class rosters online and print their rosters prior to their first class meeting.

Instruction for Printing Class Rosters Online

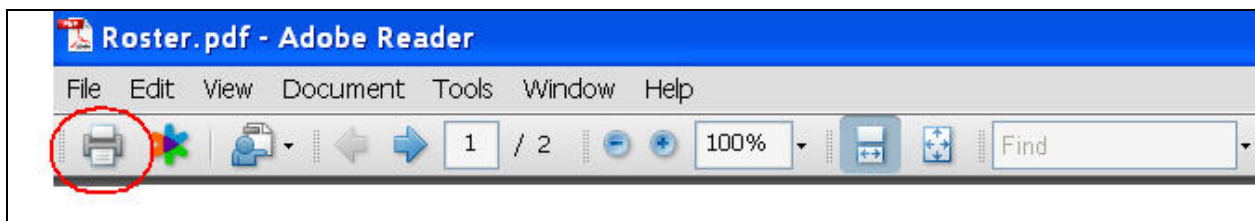
1. Log on to the [MyECC Portal](#).
2. In the WebServices tab, click the **Class Roster** link.
3. Select the appropriate term
4. Select the roster or rosters you want to print (you may select more than one at a time)
5. Click the **Get Roster** button
6. Use the circle buttons at the top to select the view options you want
7. From the **Select a Format** drop menu select "Acrobat (PDF) file".



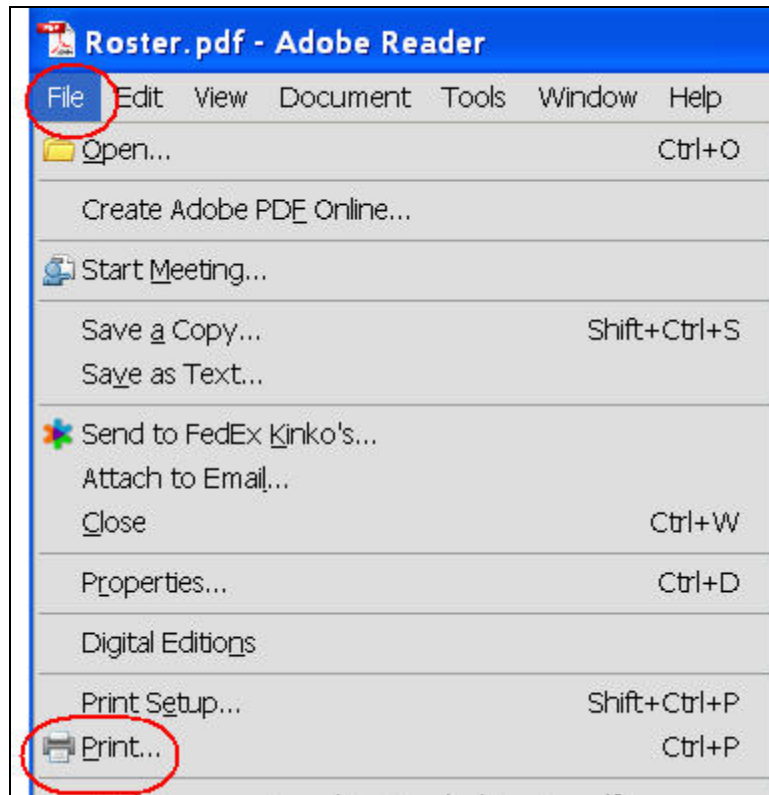
8. Click on the Export link



9. In the Adobe Acrobat download roster appears, click the Print button.



10. If the print button does not appear, click the File drop menu and click Print.



If you encounter any problems or need additional information on accessing the portal, please contact the El Camino College ITS Help Line. Please be advised that the Help Line IS NOT available on the weekend. Assistance will be provided Monday through Friday.

Be sure to try to access your rosters and attempt a test print prior to the first class. Call the number below for any technical problems.

(310) 660-6571

Or send an email to

networkservices@elcamino.edu