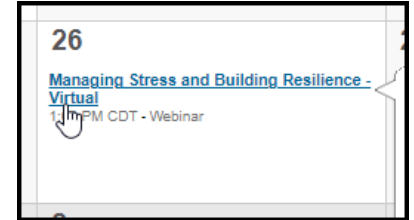




## Print the sign-in sheet for a training session.

When you've been added as the training instructor in Cornerstone for a specific training session, you can print a sign-in sheet, also called a roster, to use when taking attendance at the session.

1. From the menu, select **ILT Admin > View Your Sessions**.
2. Browse the calendar to find the date of your training session.
3. Select the title of your session.
4. Select the **View Roster** button at the bottom of the Session Details side panel.
5. Select the **Print Sign-In Sheet** link that is located under the Users heading and above the list of employee names.
6. The sign-in sheet will open in Excel.



You can resize the columns in Excel to allow more room for the signature.

If you don't see your session on the calendar, it's because you haven't been added as the instructor in Cornerstone. To get a copy of the sign-in sheet, search the catalog to find the session, and contact the person listed as the Training Contact on the Session Details panel.

### Session Details

51987

Tue, Mar 26, 2024, 1:00 PM - 3:00 PM CDT  
**Register by Sun, Mar 24, 2024, 1:00 PM CDT**

Webinar

2 hours

English (US)

Training

62 out of 100 seats available

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