Your instructor account is on the Acadis Readiness Suite administration site. https://azdema-admin.acadisonline.com
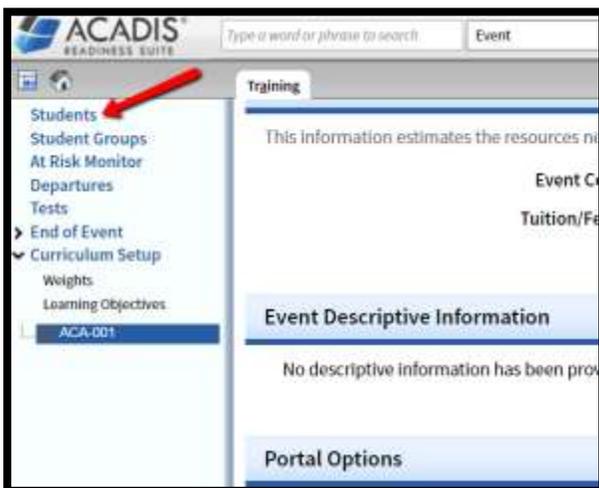Your username will be first name.last name, **NOT** your email address.

1. On the Training Tab, in the Management Monitors section, click on "**Training – Events"**

2. You will see a list of events that you are scheduled to teach. You will only see events that are assigned to you. Click on the class that you wish to view. Click on the class that you wish to view.

Event	Event Dates ▲	Started	Enrolled	At Risk	Incomplete/ Departed	Attrition	Graduated	Status
IT-ACA1 - ACA-001	10/03/2018 - 10/11/2018	4	4	0	0	0.00%	0	● Active
ICS-G775 - G775-001	10/09/2018 - 10/10/2018	6	6	0	0	0.00%	0	● Active
PIO-G290 - G290-002	10/23/2018 - 10/24/2018	28	28	0	0	0.00%	0	● Active
3 Events	Totals	38	38	0	0	0.00%	0	

3. Click on "**Students".**

4. Click on **"Reports"**, then **"Event Roster Report"**.

There are multiple fields to include in the printed roster. From the Student Status section, check **"Enrolled"** and **"Student Name".**

Scoll down and check **"Sending Organization"** and click **"Continue"**

This will produce a roster that you can use as a sign-in sheet. Please print up and have students sign one for each day of the class.

Summary:

Training Tab > Training-Events > (Choose Class) > Students > Reports > Event Roster Report > Choose "Enrolled", "Student Name", and Sending Organization > Continue. You can then print the completed roster.

For more information, please contact the DEMA Training Branch at 602-464-6306 or training@azdema.gov.