Georgia Department of Early Care and Learning

How to Print/E-mail a PANDA Roster Report

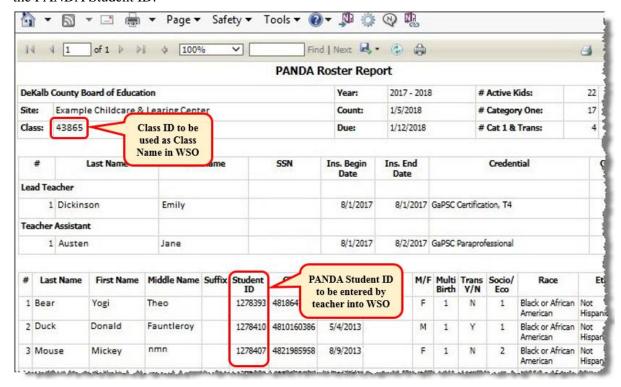1. Access PANDA and click the **View/Edit Roster** link.

2. At the top of the screen displayed, click the **Print w/o SSN** button.

Note: This report can be run at the program, site, or class level.

3. The PANDA Roster Report will display in a separate browser window. Note the location of (a) the Class ID to be used in WSO as the class name and (b) the Student ID which is to be used in WSO as the PANDA Student ID.

On the report window, you can select the **Print** icon (🖶), export to another file type (i.e., PDF, Excel, Word, etc.,), or you can save the **Without SSN** version to a file to e-mail to the teacher if she works at a different location from the Project Director.