

Downloading Class Rosters

1. On the **Class Roster** tab, click the **Download** icon in the Enrolled Students section. .



The screenshot shows a web interface for 'Enrolled Students'. At the top, there are navigation options: 'Customize | Find |' followed by a grid icon, and 'First 1-10 of 10 Last'. Below this are three tabs: 'Student Details' (selected), 'Program/Plan Details', and 'Contact Details'. The main content is a table with 10 rows of student information. Each row includes a 'Notify' checkbox, a 'Photo' icon, a 'FERPA' icon, an 'ID' field, a 'Primary Name' field with a blue link, a 'Preferred Name' field, and a 'Level' field.

	Notify	Photo	FERPA	ID	Primary Name	Preferred Name	Level
1	<input type="checkbox"/>			999999999	Baronett, Benjamin T		Junior
2	<input type="checkbox"/>			999999999	Branjord, Brian William		Junior
3	<input type="checkbox"/>			999999999	Brown, Isabelle Frances		Senior
4	<input type="checkbox"/>			999999999	Burluson, Britney Anne		Junior
5	<input type="checkbox"/>			999999999	Dunkel, David Daniel		Senior
6	<input type="checkbox"/>			999999999	Ellis, Eric Edward		Senior
7	<input type="checkbox"/>			999999999	Orten, Courtney Lyons		Senior
8	<input type="checkbox"/>			999999999	Salnaitis, Nicole Anne		Senior
9	<input type="checkbox"/>			999999999	Todd, Lindsey Marie		Senior
10	<input type="checkbox"/>			999999999	Weizen, Gretchen Helen		Junior

Figure 1 - Enrolled Students Section

Note: Clicking the **Download** icon will open a pop-up window. If your browser currently has pop-ups blocked, you will need to hold down the **Ctrl** key while clicking the **Download** icon.

2. On the **File Download** window, you can choose to either open the roster or save the roster to your computer. Click either the **Open** or **Save** button, depending on what you would like to do with the roster.

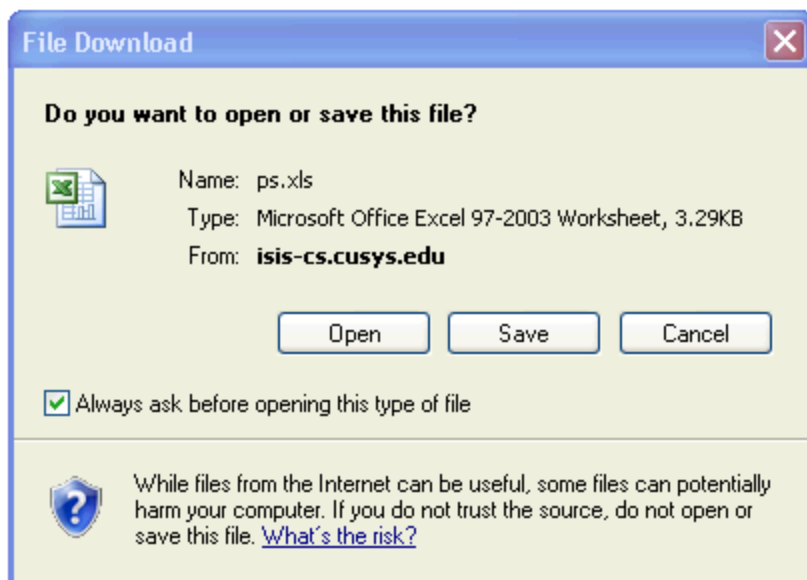


Figure 2 - File Download window

Note: If your browser has pop-ups blocked, you will need to hold the **Ctrl** key while clicking the **Save** button.

- If you receive a warning message asking you to verify that the file is not corrupted and is from a trusted source before opening the file, click **Yes**.

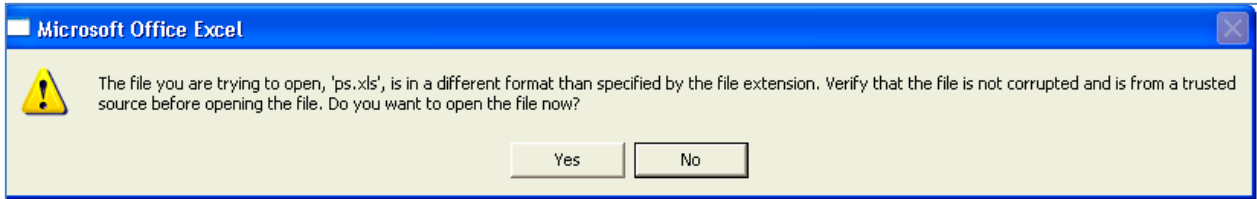


Figure 3 - Warning message

- If you clicked the **Open** button on the **File Download** window, your class roster will open in Microsoft Excel.

	A	B	C	D	E	F	G
1	Notify	Photo	FERPA	ID	Primary Name	Preferred Name	Level
2		Photo	PRIVATE	999999999	Baronett, Benjamin T		Junior
3		Photo	PRIVATE	999999999	Branjord, Brian William		Junior
4		Photo	PRIVATE	999999999	Brown, Isabelle Frances		Senior
5		Photo	PRIVATE	999999999	Burleson, Britney Anne		Junior
6		Photo	PRIVATE	999999999	Dunkel, David Daniel		Senior
7		Photo	PRIVATE	999999999	Ellis, Eric Edward		Senior
8		Photo	PRIVATE	999999999	Orten, Courtney Lyons		Senior
9		Photo	PRIVATE	999999999	Salnaitis, Nicole Anne		Senior
10		Photo	PRIVATE	999999999	Todd, Lindsey Marie		Senior
11		Photo	PRIVATE	999999999	Weizen, Gretchen Helen		Junior

Figure 4 - Class roster

- If you clicked the **Save** button on the **File Download** window, a **Save As** window will be displayed.

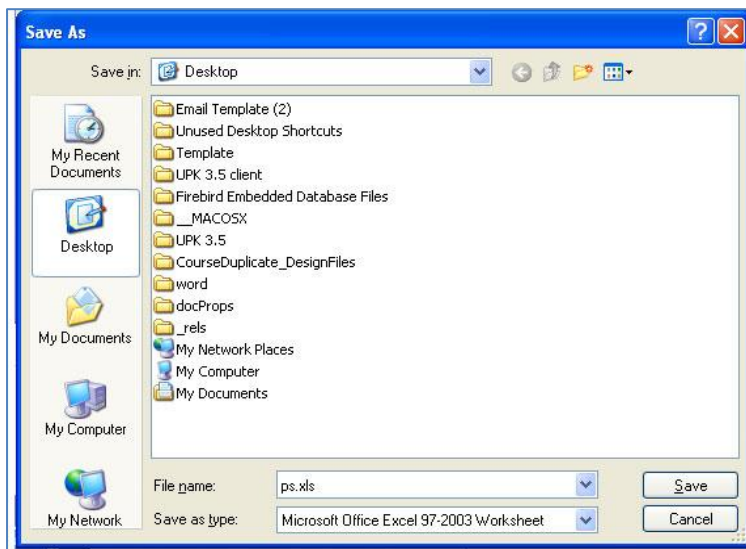


Figure 5 - Save As window