Downloading Class Rosters

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

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.
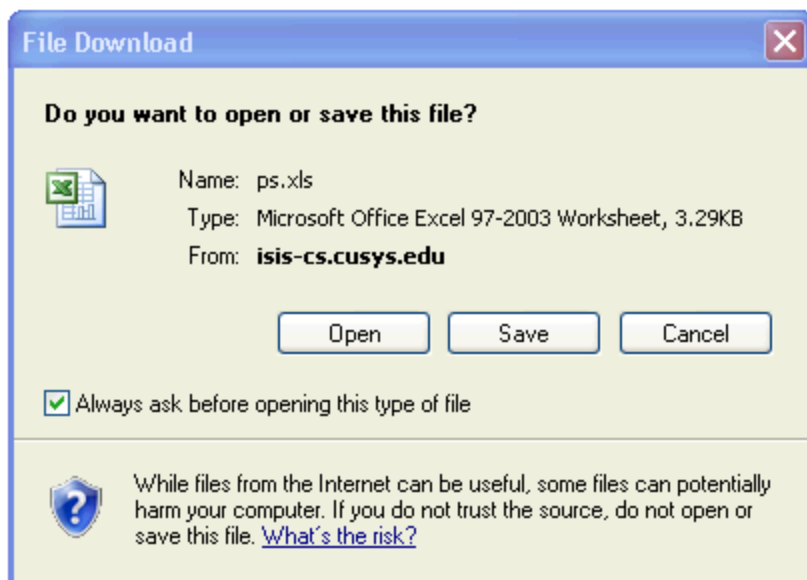

Figure 2 - File Download window

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

3. 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**.
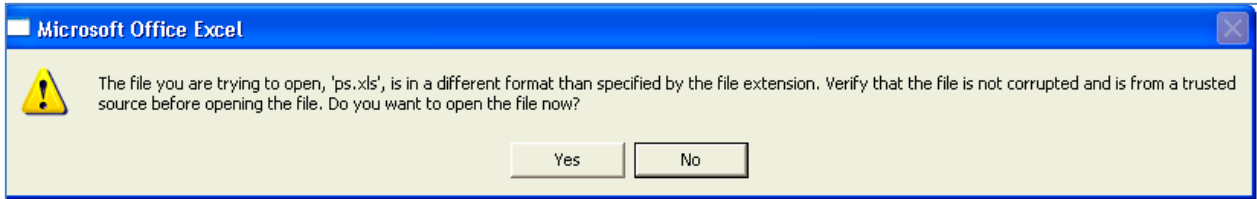

Figure 3 - Warning message

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

Figure 4 - Class roster

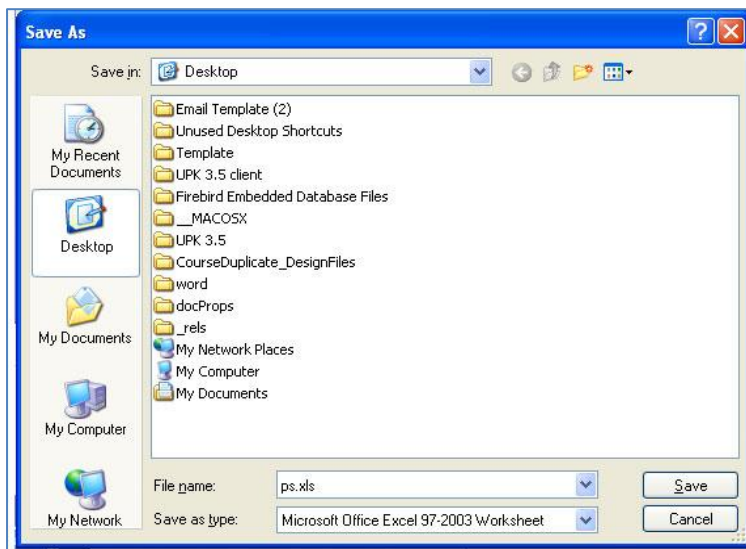5. If you clicked the **Save** button on the **File Download** window, a **Save As** window will be displayed.

Figure 5 - Save As window