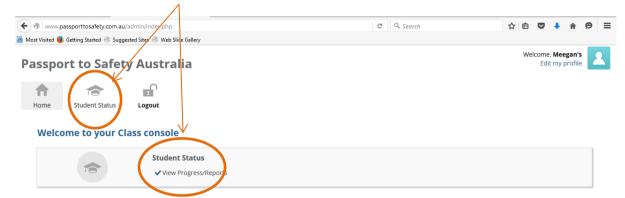


## How to download your class list into an excel file

- 1. Log in to your account (EMP .....)
- 2. Click on "Student Status" either button works



To download the whole class leave the "Course" dropdown left on "All". You can also run reports by course or status (not started, in progress, completed).

## Click on "generate" Www.passporttosafety.com.au/admin/Repos/StudentStatus.php Most Visited Getting Started Status Passport to Safety Australia Welcome. Meegan's Edit my profile Student Status Logout Name Course Any By Completed Date Range To Commail: yyyy-mm-dd Cenerate

All of the names in the class will appear at the bottom of the screen. Click on **"Excel Version"** and you will get the option to open or save the document as an excel file.

