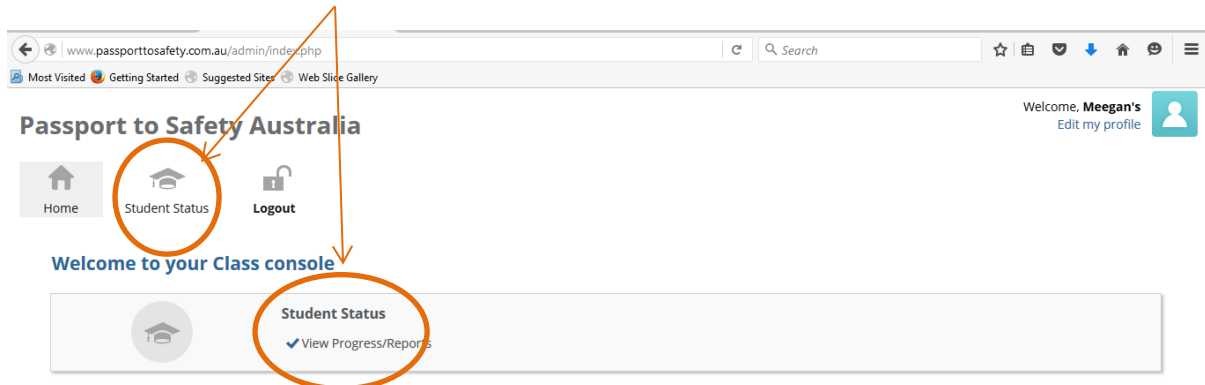


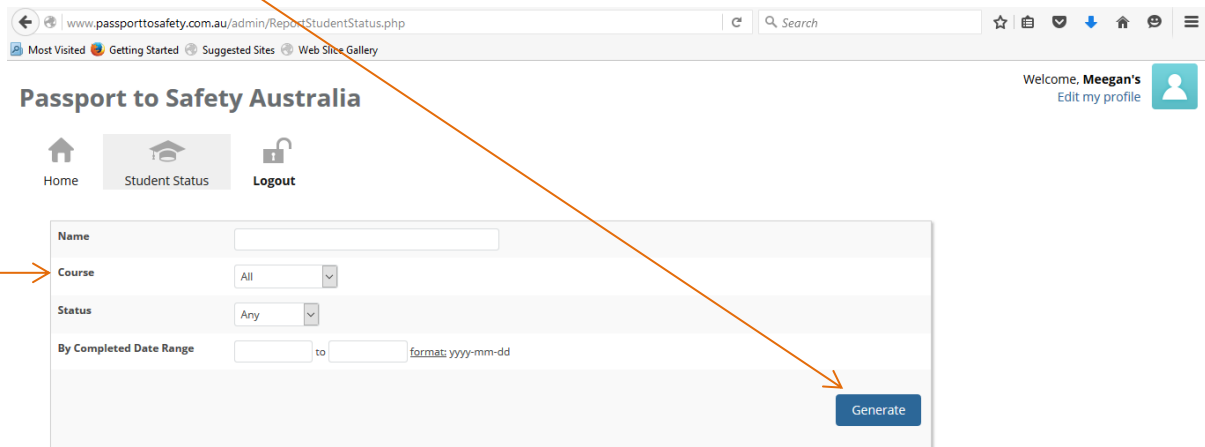
How to download your class list into an excel file

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”**



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.

