How to download a classlist

1. Navigate to **Grades** > **Enter Grades**.
2. Click on **Export**.



1. Select the items to include in the exported spreadsheet. Notice there’s an option to select the order of sorting the list.

 

1. Scroll down and select any grade items to be included in the spreadsheet then click on either **Export to CSV** or **Export to Excel**. Both will output in spreadsheet format.

