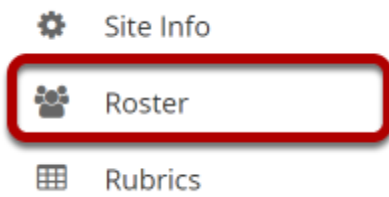


# How do I export the roster?

*Note: Depending on your role and permissions, and the individual privacy settings on user profiles, some of the features below may not be available.*

## Go to Roster.



Select the **Roster** tool from the Tool Menu of your site.

## Click Export.

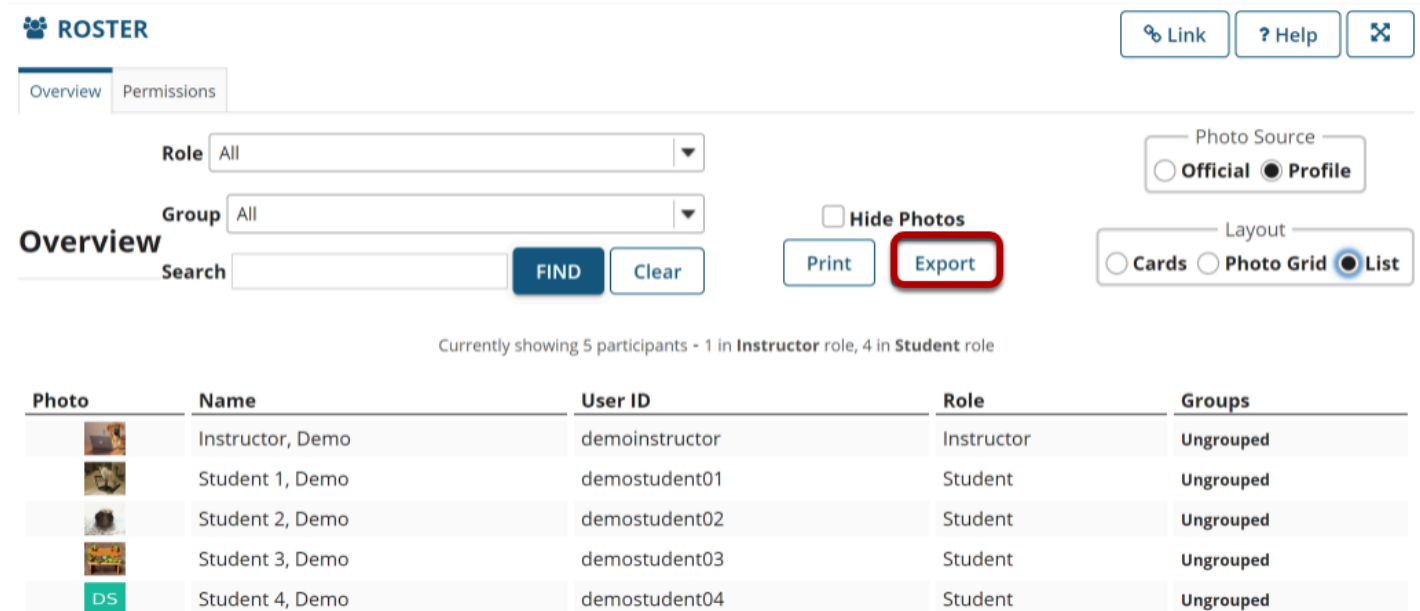
A screenshot of the 'ROSTER' tool interface. At the top left is the 'ROSTER' title with a group icon. To the right are 'Link', 'Help', and a close icon. Below are tabs for 'Overview' and 'Permissions'. There are filters for 'Role' (set to 'All') and 'Group' (set to 'All'). A search bar is present with 'FIND' and 'Clear' buttons. On the right, there are options for 'Photo Source' (Official and Profile) and 'Layout' (Cards, Photo Grid, and List). A 'Hide Photos' checkbox is also visible. The 'Export' button is highlighted with a red border. Below the filters, it says 'Currently showing 5 participants - 1 in Instructor role, 4 in Student role'. A table lists the participants with columns for Photo, Name, User ID, Role, and Groups.

Photo	Name	User ID	Role	Groups
	Instructor, Demo	demoinstructor	Instructor	Ungrouped
	Student 1, Demo	demostudent01	Student	Ungrouped
	Student 2, Demo	demostudent02	Student	Ungrouped
	Student 3, Demo	demostudent03	Student	Ungrouped
	Student 4, Demo	demostudent04	Student	Ungrouped

The list of users enrolled in the site will be downloaded in Excel format.