

How to Export Students' List

	A	B	C	D	E
	First name	Surname	ID number	Email address	Last downloaded from this course
	Example	Student 2		student2@noemail.invalid	1656487584
	Example	Student 4		student4@noemail.invalid	1656487584
	Example	Student 5		student5@noemail.invalid	1656487584
	Example	Student 6		student6@noemail.invalid	1656487584
	Example	Student3		student3@noemail.invalid	1656487584

An example of exported students list

Overview:

This guide will show you how to download the students' list from the course module.

What to know:

Downloading the students' list is part of the exporting grades function. If the teacher only needs the students' names, ID numbers and email addresses, this guide will show you the steps on how to download without the grades information.

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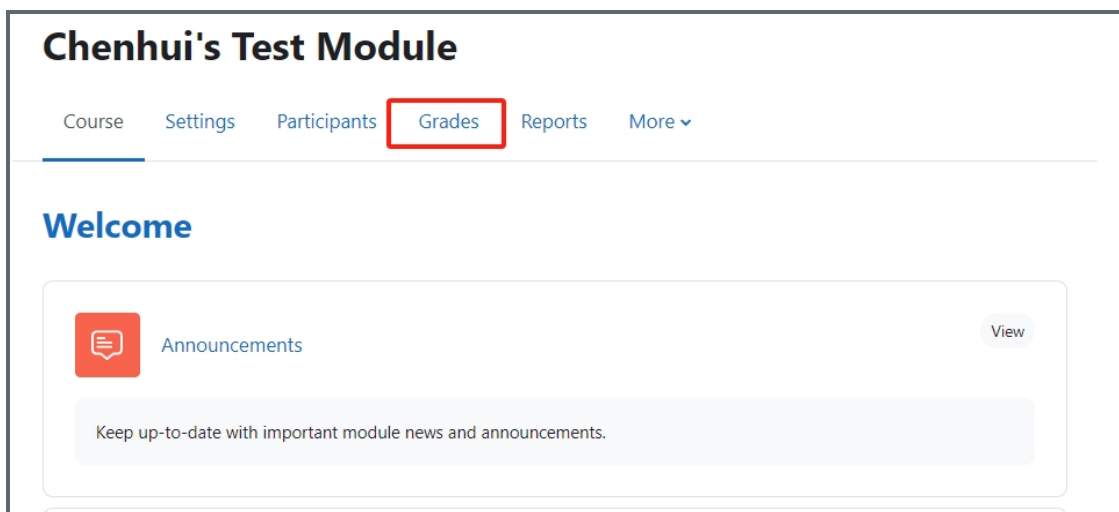
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Step 1: Open the Grade view

In your module area, click the "Grades" button on the course-level menu.



Step 2: Export an Excel spreadsheet

Open the dropdown list on the left side, and choose "Export"

Choose the "Excel spreadsheet".

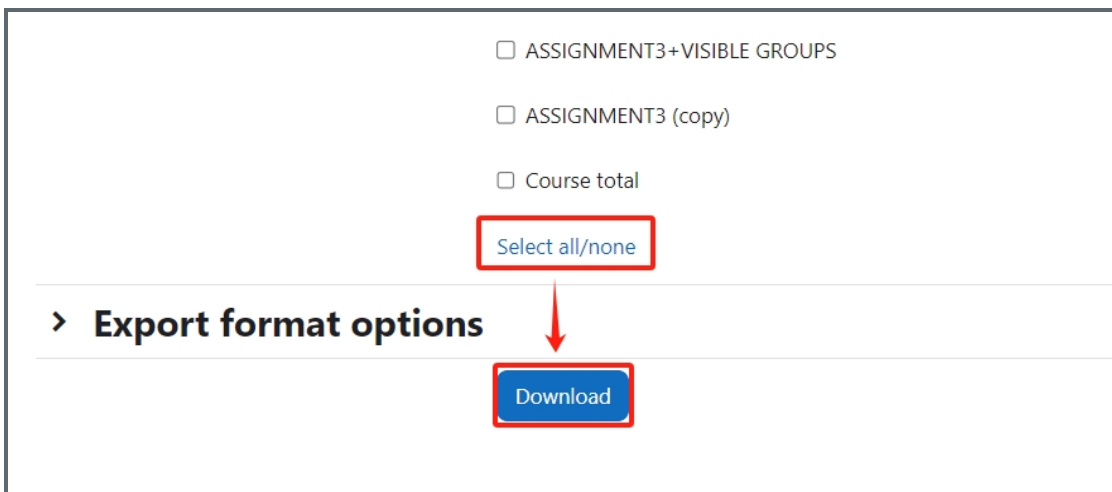
The screenshot shows a web interface with a navigation bar containing "Course", "Settings", "Participants", and "Grades". The "Grades" tab is active. A dropdown menu titled "Grader report" is open, listing various options. A red box highlights the "Grader report" dropdown header, and a red arrow points from it to the "Export" option at the bottom of the menu, which is also highlighted with a red box. The background shows a grid with columns labeled D, E, F, G, H, I, J, K, L, M, N, O, P and a table with headers "ID number", "Email address", and "Depart".

ID number	Email address	Depart
	student5@nonmail.com	
	student4@nonmail.com	
	student1@nonmail.com	
	student6@nomail.com	
	student1@invalid.noemail	

The screenshot shows a dialog box titled "Export to Excel". At the top, there is a dropdown menu labeled "Export" and a field labeled "Export as" with a dropdown menu showing "Excel spreadsheet". Below this, there is a list of options: "e-Bridge", "Checklist", "OpenDocument spreadsheet", "Plain text file", "Excel spreadsheet", and "XML file". The "Excel spreadsheet" option is highlighted with a red box. The text "Grade items to" is partially visible at the bottom left.

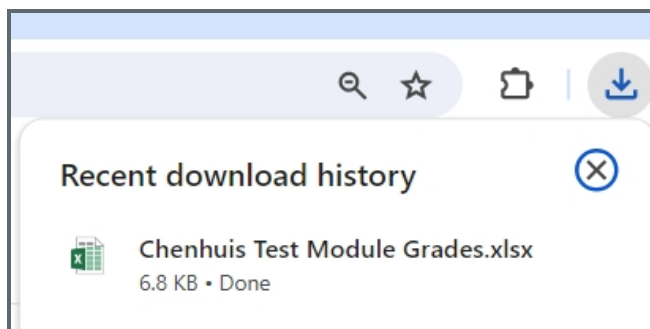
Step 3: Disable all selections

Scroll down to the bottom of the page and disable all the activities listed above. Then click the "Download" button.



Step 4: Exported Students' list

Now you can see that the file is being downloaded. Later you could open it in the downloaded folder in your computer.



Later after downloading, you could find the students' information e.g, the first names, ID numbers and Email address are all included in the file.

A	B	C	D	E
First name	Surname	ID number	Email address	Last downloaded from this course
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Example	Student 5		student5@noemail.invalid	1656487584
Example	Student 6		student6@noemail.invalid	1656487584
Example	Student3		student3@noemail.invalid	1656487584

Tips:
Please remember to disable all the activities listed in the exporting pages, otherwise the assignments or quiz details will be listed in the students list file.

Next steps:
Now that you have finished downloading the students' information list, you may be interested in the following related articles:

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/how-to-export-students-039%3b-list-340.html>