**View/Print Class lists Module Documentation**

**Purpose**

To allow educators to view a list of the learners enrolled in their classes and export to any file they require.

**Usage**

1. Log in as a **head of department**.
2. Click on **Home** and select the course which class list you’d like to view**.**
3. Click on **Participants.** Here you will see all participants enrolled in a class. To download the list follow steps 4-6.
4. Click on the checkbox next to a user to select them. To bulk select click on the checkbox in the first row, first column of the table.
5. Once all users are selected scroll down to *“With selected users…”,* click on the dropdown menu and choose what type of file you’d like to print under **“Download table data as”.**
6. Download the file.