**View/Print Classes 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 an educator.
2. Go to **My Courses > [Your course].**
3. Click on **Participants.**
4. Click on the box next to a user to select them. To bulk select click on the box 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.