


# Class Roster Extract

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***Grade Reporting > Utilities > Class Roster Extract***

This utility exports class roster information for the district or for a selected campus, and for one semester or all semesters. This extract conforms to the Data Management for Assessment and Curriculum (DMAC) layout.

Click here to view the interface (PDF format).

## Export data:

| Field | Description |
|---|---|
| **Campus ID (Leave Blank For All)** | Select the campus for which to extract data, or leave blank to extract data for the entire district. |
| **Semester (Leave Blank For All)** | Select the semester for which to extract data, or leave blank to extract data for all semesters. |

Click **Run Extract**.

You are prompted to save the export file. Save the file in a selected location.

A message is displayed indicating the file name and number of entries extracted. Click **OK**.

A message is displayed prompting you to print the report.

- Click **Yes**.
- View the report.

**Review the report using the following buttons**:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

**The report can be viewed and saved in various file formats**.

Click  to save and print the report in PDF format.
Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


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