

Export Group Rosters to Excel

You can export an activity, group, or class roster as a comma delimited (.CSV) file. This format lets you open the file in any application that supports CSV files.

The .CSV file contains the **Individual name (last, first)**, **Primary e-mail address** (if available), **Category**, **Phone number**, **Elements 1-4**.

To export rosters

1. Point to **Groups**, then click **My Groups**.
2. In the **Action** drop-down list beside the activity, group or class you want to export, select **Export to Excel**.
3. Click **Go**.
4. Under **Export to Excel**, select the fields you want to include in the export, then click **Export**.

Related Topics

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