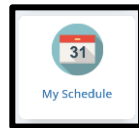
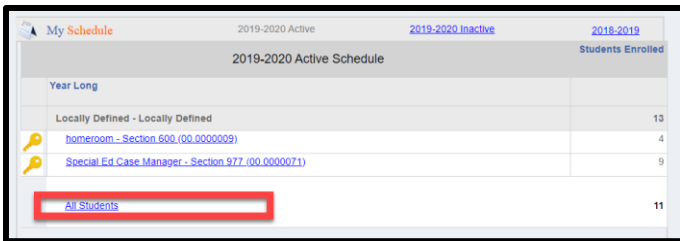


# Exporting Class/Section Roster


1. Log into SLDS to open the dashboard. Click the **My Schedule** tile.

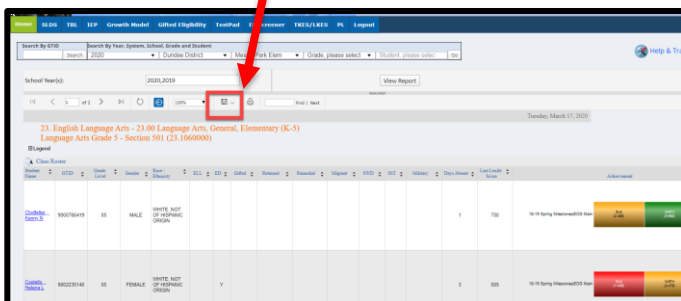


2. Select a roster from the **Active Schedule**. You may also choose rosters from the Inactive rosters or your previous year's rosters if you taught in the same school the previous year.



Year Long	2019-2020 Active	2019-2020 Inactive	2018-2019
Locally Defined - Locally Defined			13
homeroom - Section 800 (00.0000009)			4
Special Ed Case Manager - Section 977 (00.0000071)			9
All Students			11

3. When the roster opens, select the **Export** icon  in the toolbar above the roster.



2019-2020 Active Schedule

2019-2020 Inactive

2018-2019

Students Enrolled

Year Long

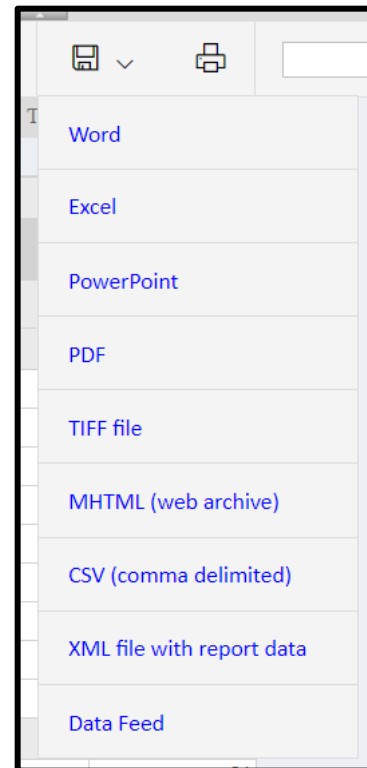
Locally Defined - Locally Defined

homeroom - Section 800 (00.0000009)

Special Ed Case Manager - Section 977 (00.0000071)

All Students

4. Select an export file type to download the roster. Rosters are generally exported into an Excel or CSV spreadsheet. Once selected, the file will download onto your device (location of the file is dependent on web browser and operating system).



5. Open the file, then add or remove information as need. Save the file to the desired location and name.