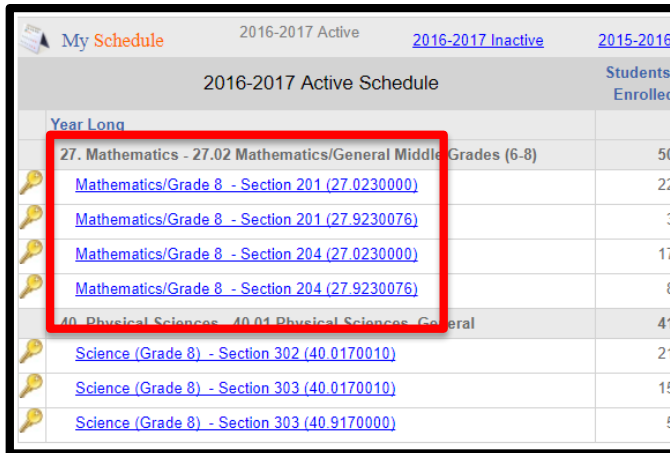


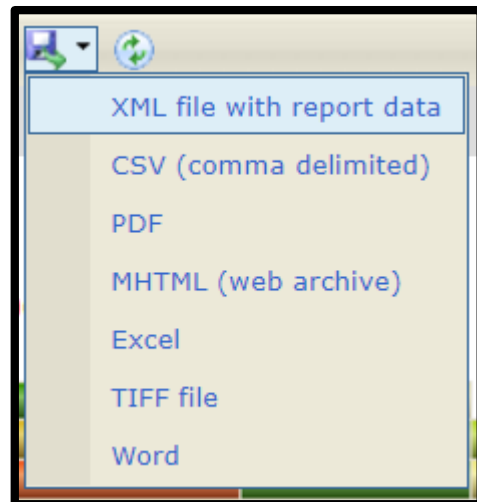
# Exporting Class/Section Roster


Download the class roster to an editable file.

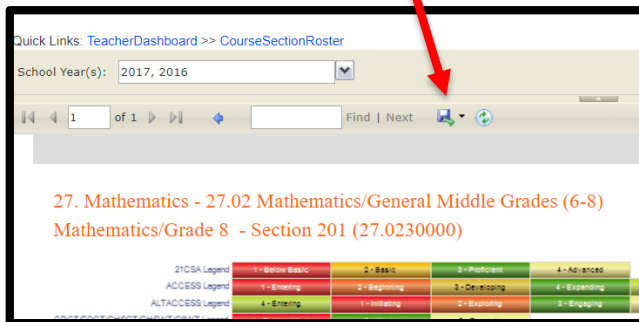
1. Sign into SLDS to open the dashboard.
2. Select a roster from the **20##-20## Active Schedule**. You may also choose rosters from the Inactive rosters or your previous year's rosters.



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



3. When the roster opens, select the Export/Floppy Disk icon  in the toolbar above the roster.



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

