How to download a list of participants
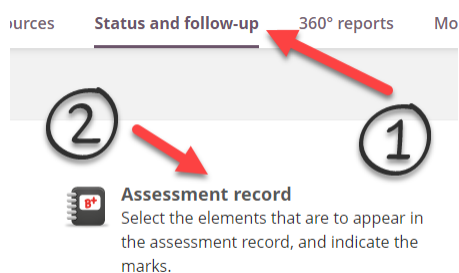
Target audience

- Teachers
- Secretaries

This guide will show you how to download an Excel list of names and emails of the students in your course.

This is not an option when using the *Participants* feature where the enrolled students of your course are listed.

The solution is to enter the menu item *Status and follow-up* and then choose *Assessment record.*

From *Assessment record* click the "Three dots" botton at the top and then choose *View in Excel*.
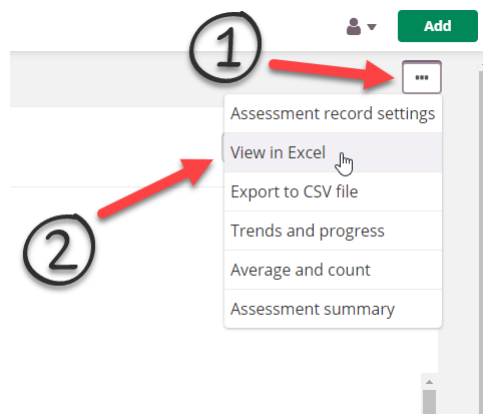
Finally, you can delete the superfluous columns by keeping the CTRL key down and clicking the column name(s). When the columns are all marked, just right-click and choose *delete.*