

# HOW TO DOWNLOAD LIST OF STUDENTS



# iTA'LEEM SERIES: DOWNLOAD LIST OF STUDENTS



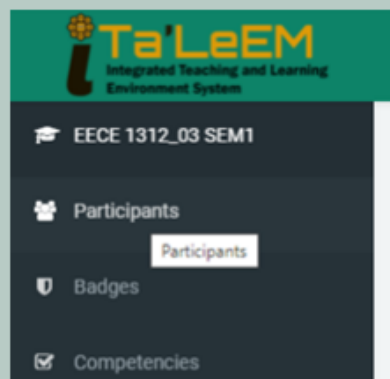
IF YOU ARE AN INSTRUCTOR OF A COURSE

## A. Login to iTa'leem:



Go to your course by clicking 'My Courses'

## B. At the Dashboard, click 'Participants':



## C. Click the small box at the top to select all 'Participants'

Click  
Here



Participants

No filters applied

Search keyword or select filter ▼

Number of participants: 31

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

<input type="checkbox"/>	First name / Surname ↑	Email address	Roles	Groups	Last access to course
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

## D. Then, scroll down to download table data as 'Microsoft Excel' or 'PDF'

Show 20 per page

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