Printing a Class Roster from Moodle

Here is one quick way to create a printable roster in Excel for your MyCOM Moodle course:

1. On your MyCOM Moodle page, expand My courses.

   (You can expand the selection by clicking on either the words, My Courses, or on the right facing arrow.)

   You will see a list of courses available to you.

2. Click on the number of the course for which you want to create a roster.

   The Settings box now includes options for Course administration.

3. Click on the option for Grades.

4. The Grader report window will display the student’s names and gradable class activities.

5. Sort the names by Last name or First name by clicking on the appropriate choice.
6. To export the names to an Excel spreadsheet:
   a. Use the drop down arrow in the Settings box to Export the contents of the page to an Excel spreadsheet;

   or

   b. Use the Export tab at the top of the Grader report window

   c. Select Excel spreadsheet

7. From the grade items to be included, it doesn’t matter if you Select all/none as you are going to delete all columns except the names. Scroll down to the bottom of the page and click the button labeled Submit.

8. On the next screen named Export, click the button labeled Download.
9. If you would like to use this list to keep track of attendance, or anything else, on your Excel spreadsheet, rename the columns to the right of the names and delete their contents.

That’s it!

Please contact me if you have any questions,

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