



CIE

The Center for Instructional Excellence



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How To Download The Student Table

This page will tell you how to download the student table.

STEP 1:

First step is to login to WebCT then you want to enter the class that you want to work with.

[Building Tip Sheets \(CC_Tip_Sheets\)](#)
Instructor: Ahneysha Jackson
My Role: Designer

STEP 2:

Then click "Control Panel."



STEP 3:

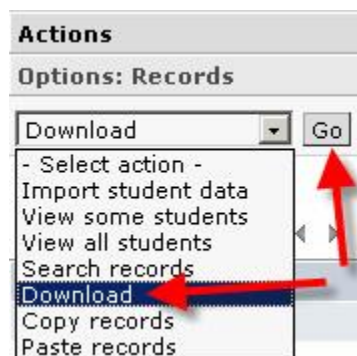
Now click "Manage Course."

**STEP 4:**

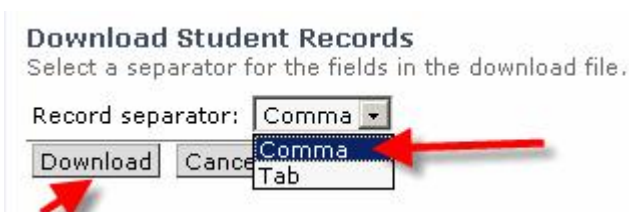
Click "Manage Students."

**STEP 5:**

Under "Actions", from the "Options: Records" drop-down list, select "Download" and click "Go."

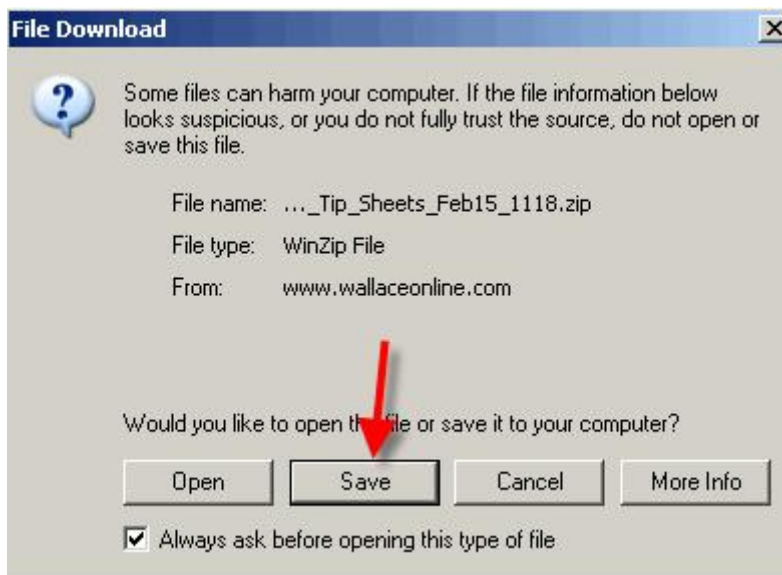
**STEP 6:**

Then select a "Record Separator" from the drop-down list and click "Download."



STEP 7:

Your computer's file download screen appears, prompting you to save the file on oyour computer. Click "Save." The student table has now been downloaded.



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