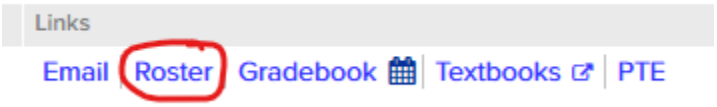
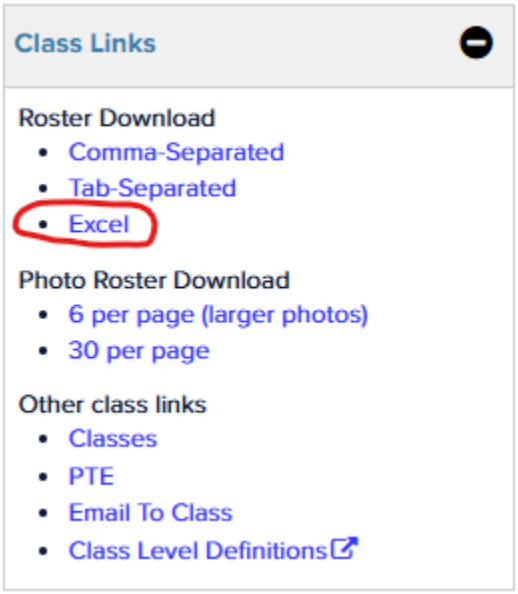
How to Download Your Class Roster

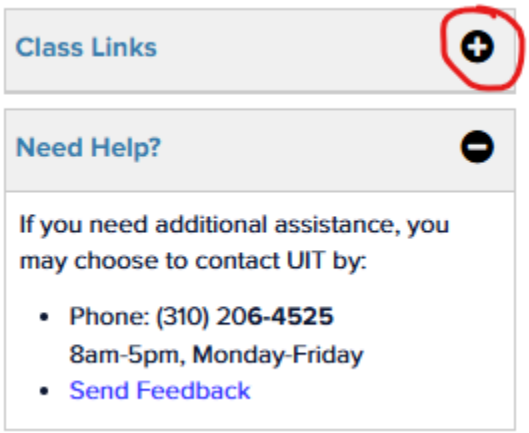
- Log into myUCLA (my.ucla.edu)
- Select “Roster” in the “Links” section below your respective class



- Click “Excel” in the “Class Links > Roster Download” section in the top right of the Class Roster page



you might need to click the “+” circle next to “Class Links” to expand the section to reveal the “Roster Download” options



- Save the .xls file