

Make a Moodle Class List (CSV) in Aspen

1. **Change View to School View**
2. **Select School**
3. **Schedule top tab**

4. Now we will manage our fields to get the Pupil#, Usual Last Name, and Usual First Name
5. Click the Field Set Menu icon
6. **Choose Manage Field Sets** (this will save our custom field set)
7. Click the New Button
8. **Give the field set a name**, such as "Moodle Class List" or "Moodle Roster"
9. In the Available Fields on the left, **change the drop down to Student**
10. Move Pupil#, Usual Last Name, and Usual First Name to the right
11. Click the Save Button (it will now be in your Field Sets Menu)

12. **CTRL-F** to search for your course, or click through the list
13. **Check the box** beside the course link
14. From the Sections side tab, **select the Roster leaf**
15. **Check the box** beside the Name header to select all students
16. Select your Moodle Roster from the Field Sets Menu

17. **Click the Printer Icon**, top left
18. **Choose CSV**
19. Your browser will download a file to your downloads folder that looks like:
QR_2217816187745175964.csv

20. **Go to your Downloads folder**, and **rename the file**.
21. **Yes**: you want to use CSV as your file extension
22. **Double-click the file** to open it in Excel and verify the contents.