## Downloading Your Grade Roster to a Spreadsheet

## Instructions

• After logging into MyMav, access your grade roster through your Faculty Center (Home Page> Faculty Center > Grade Roster).





• Select **Download %1 Table to Excel** below the roster.

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- Your grade roster will download into an Excel file.
  - If the window to Excel does not appear or disappears while you are trying to download, then it is likely to be a settings problem in your browser. Be sure to check your Downloads Folder.