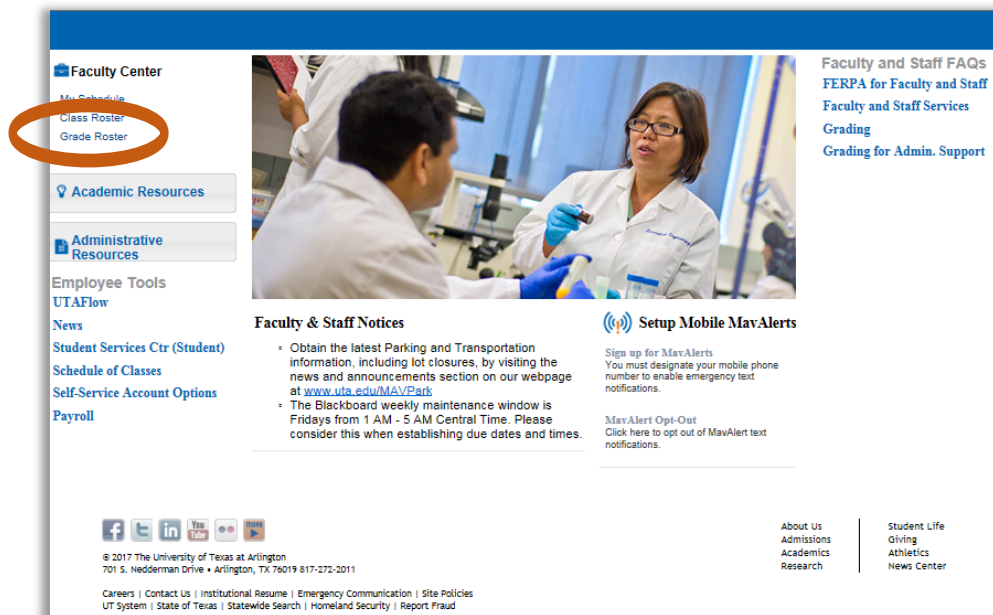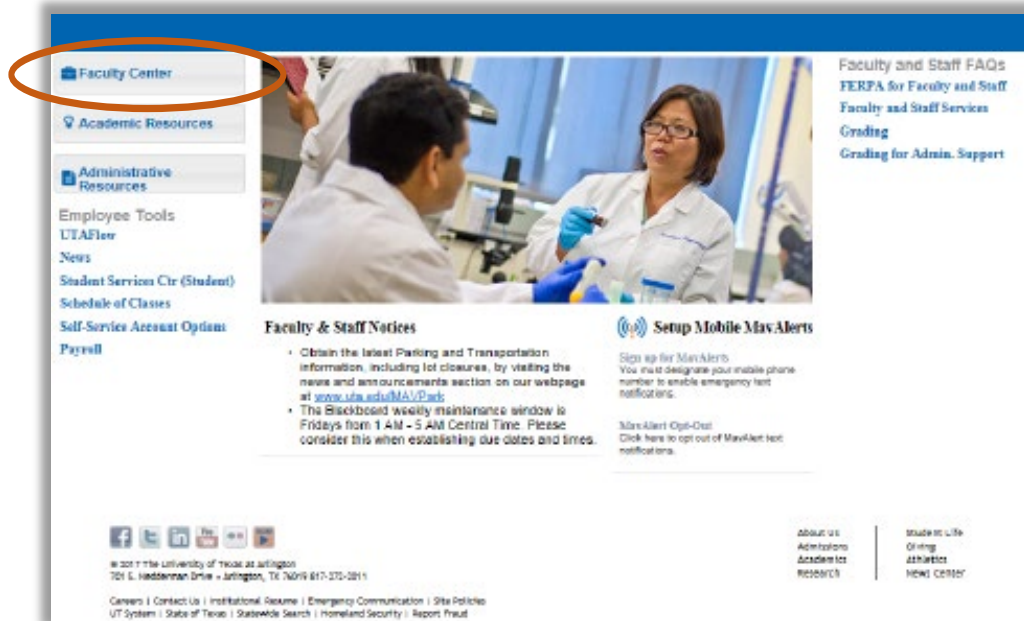# Downloading Your Grade Roster to a Spreadsheet

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.

- Your grade roster will download into an **Excel file**.
  - o 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.