

Export Class Attendees

16 Steps [View most recent version](#) 

Created by
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Creation Date
October 23, 2023

Last Updated
October 23, 2023

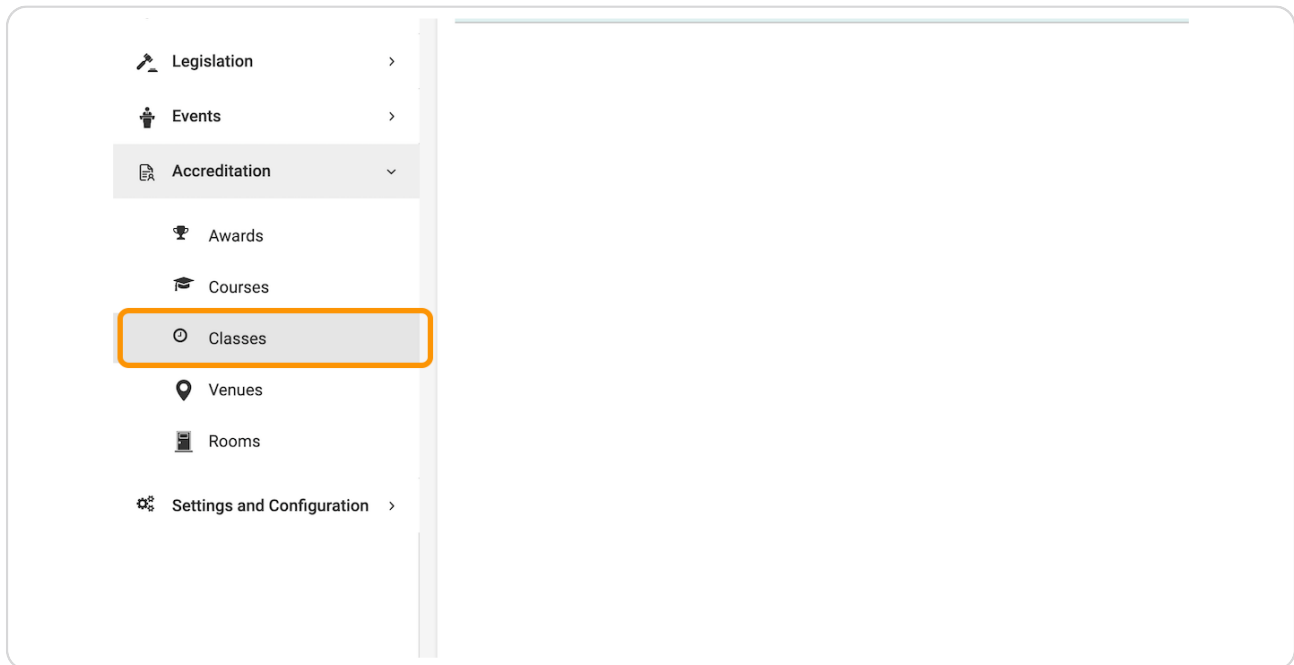
STEP 1

Click on Accreditation



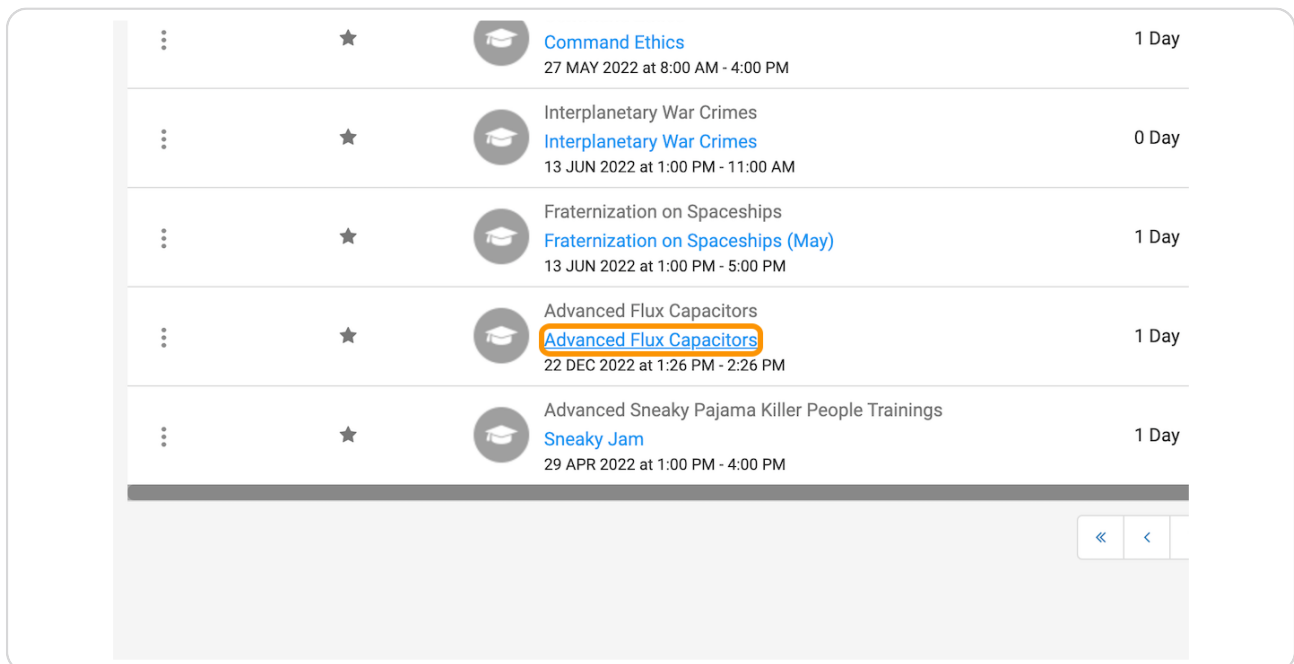
STEP 2

Click on Classes



STEP 3

Click on the specific class you wish to export



STEP 4

Click on Participants

The screenshot shows a course management interface. At the top, there is a star icon, a graduation cap icon, and the text "Course: Advanced Flux Capacitors" and "Class: Advanced Flux Capacitors". Below this, there are three status indicators: "Completed" with a green checkmark, "Registration Closed" with a green checkmark, and "Participation 0 / 0" with a person icon. There is also a "0 No Tags" indicator. A navigation menu below the course information includes "General", "Related Classes", "Participants" (highlighted with an orange box), "Registration & Pricing", and "Accounting Details". Below the navigation menu, there are sections for "Class Schedule" and "Pricing & Registration Details". The "Class Schedule" section shows "Occurs once on Dec 22 2022 at 01:26 PM - 02:26 PM".

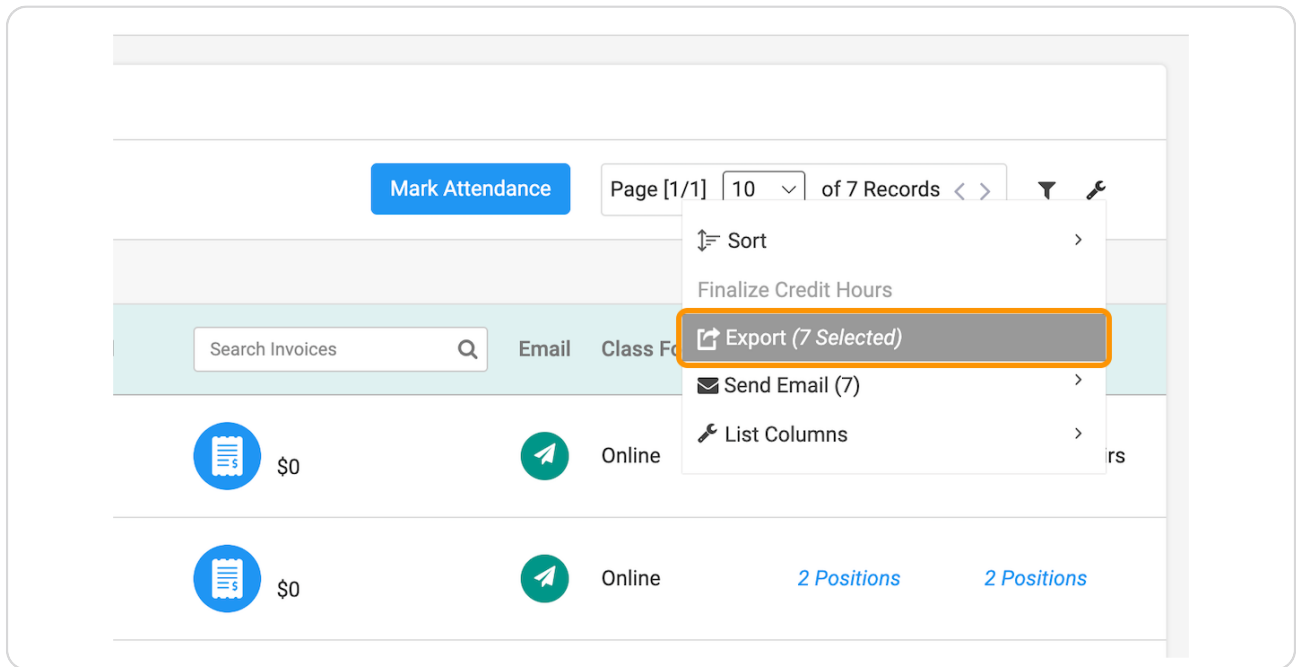
STEP 5

Click on settings

The screenshot shows a participants list interface. At the top right, there are two blue buttons: "Edit" and "Register". Below these buttons, there is a "Mark Attendance" button. To the right of the "Mark Attendance" button, there is a pagination control showing "Page [1/1] 10 of 7 Records" and a "Settings" button with a gear icon. Below the pagination control, there is a search bar labeled "Search Invoices" and a table with columns: "Email", "Class Format", "Current Position", and "Current Department". The table contains one row of data: "\$0", "Online", "Board Secretary", and "Student Affairs".

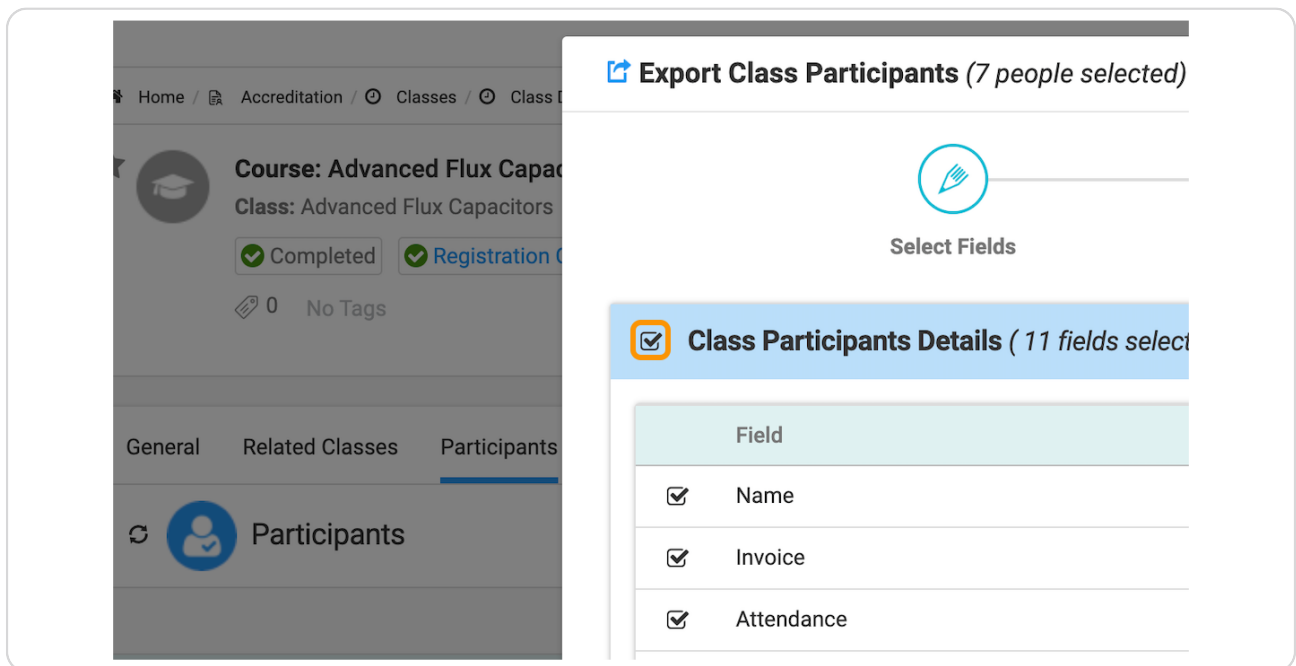
STEP 6

Click on Export



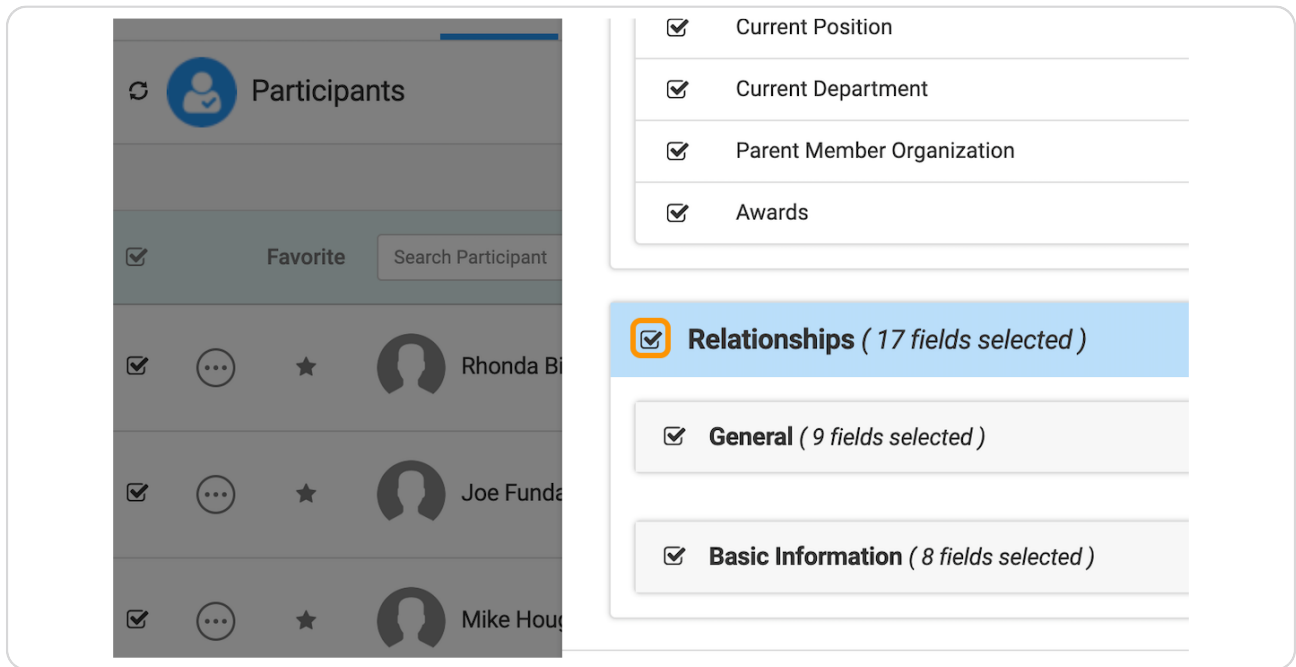
STEP 7

Check on the fields you wish to add



STEP 8

Check on the tab for other fields you wish to see.



The screenshot shows the 'Participants' screen on the left, with a 'Favorite' toggle and a 'Search Participant' field. Below are three participant cards: Rhonda B..., Joe Funda..., and Mike Hou... Each card has a checkmark, a menu icon, and a star icon.

On the right, a list of fields is shown with checkboxes:

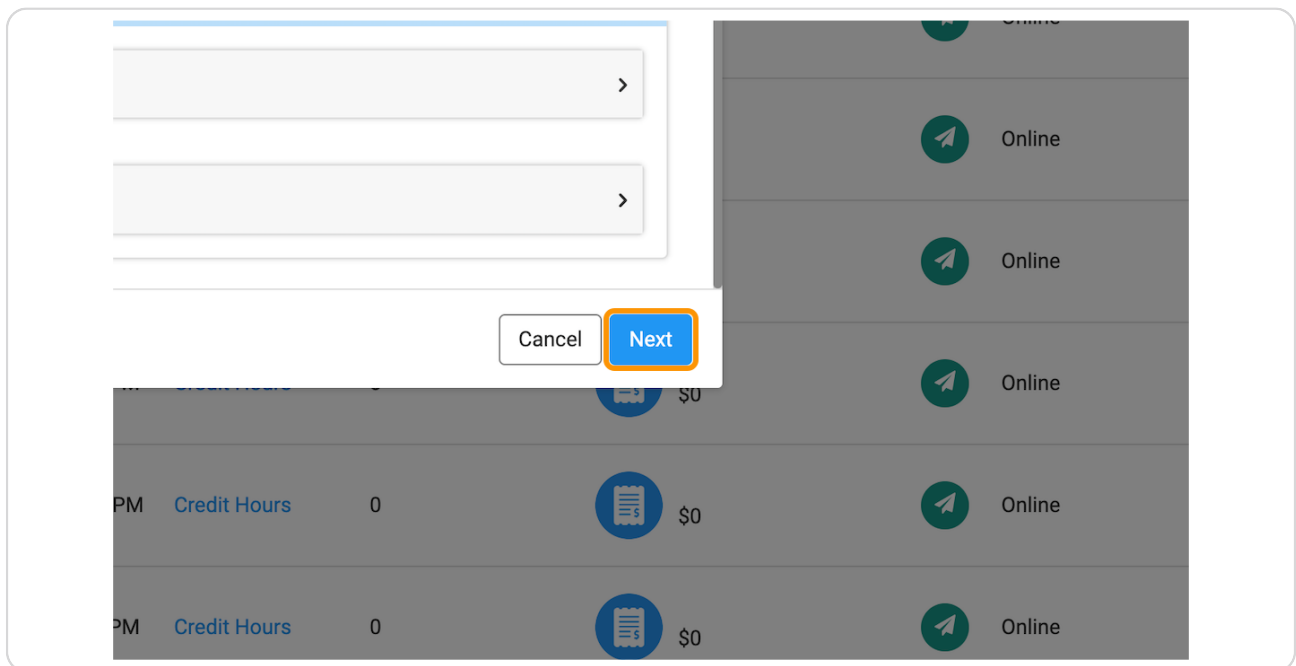
- Current Position
- Current Department
- Parent Member Organization
- Awards

Below this list, three categories are shown with checkboxes and field counts:

- Relationships (17 fields selected)**
- General (9 fields selected)**
- Basic Information (8 fields selected)**

STEP 9

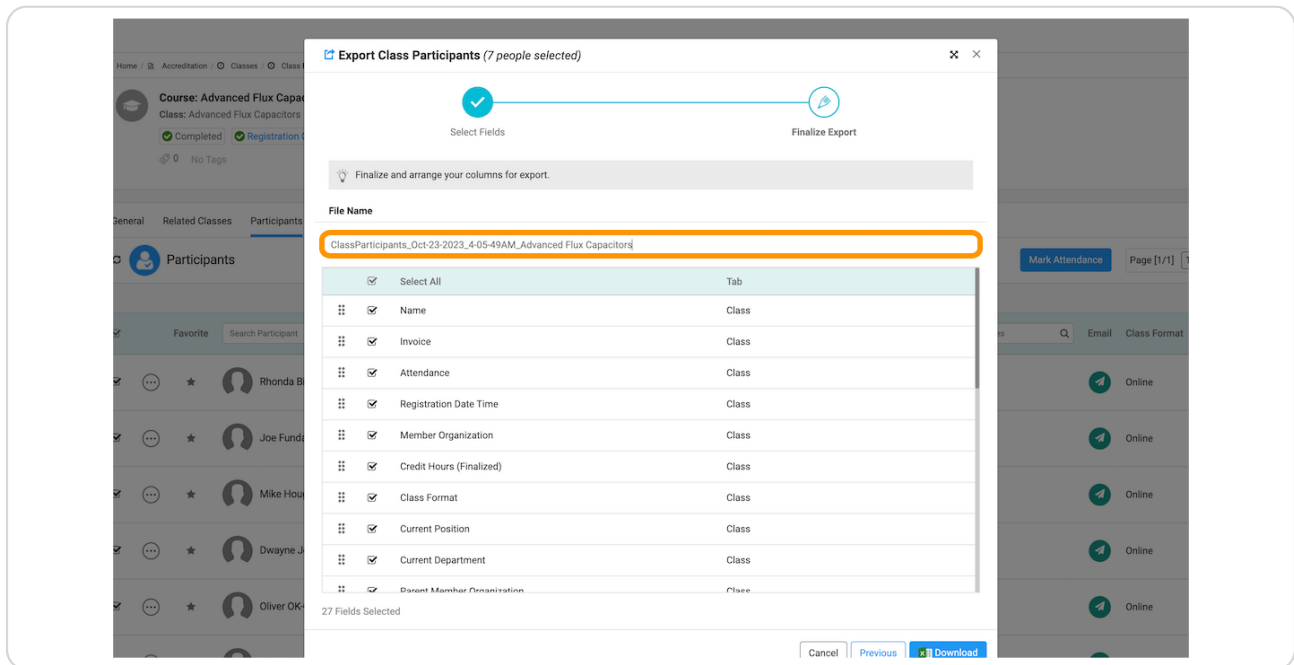
Click on Next



The screenshot shows a dialog box with two input fields and two buttons: 'Cancel' and 'Next'. The 'Next' button is highlighted with an orange border. In the background, a list of participants is visible, each with a green arrow icon and the text 'Online'.

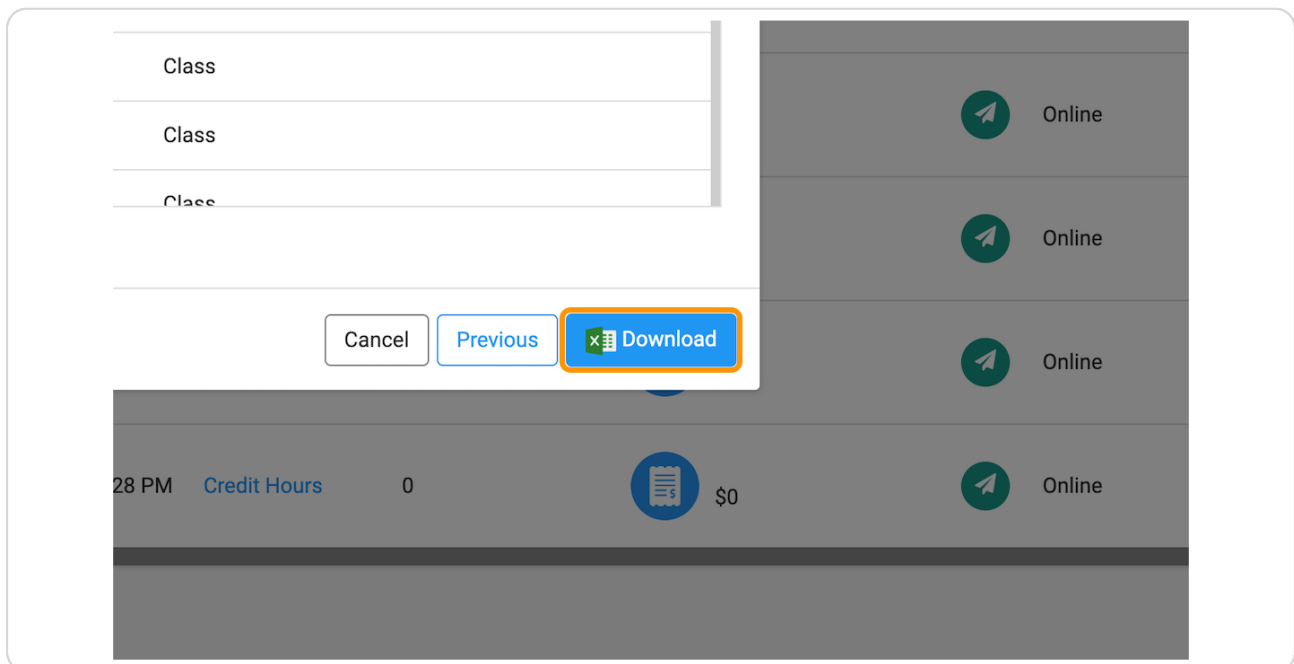
STEP 10

Write the file name of the report you will be exporting



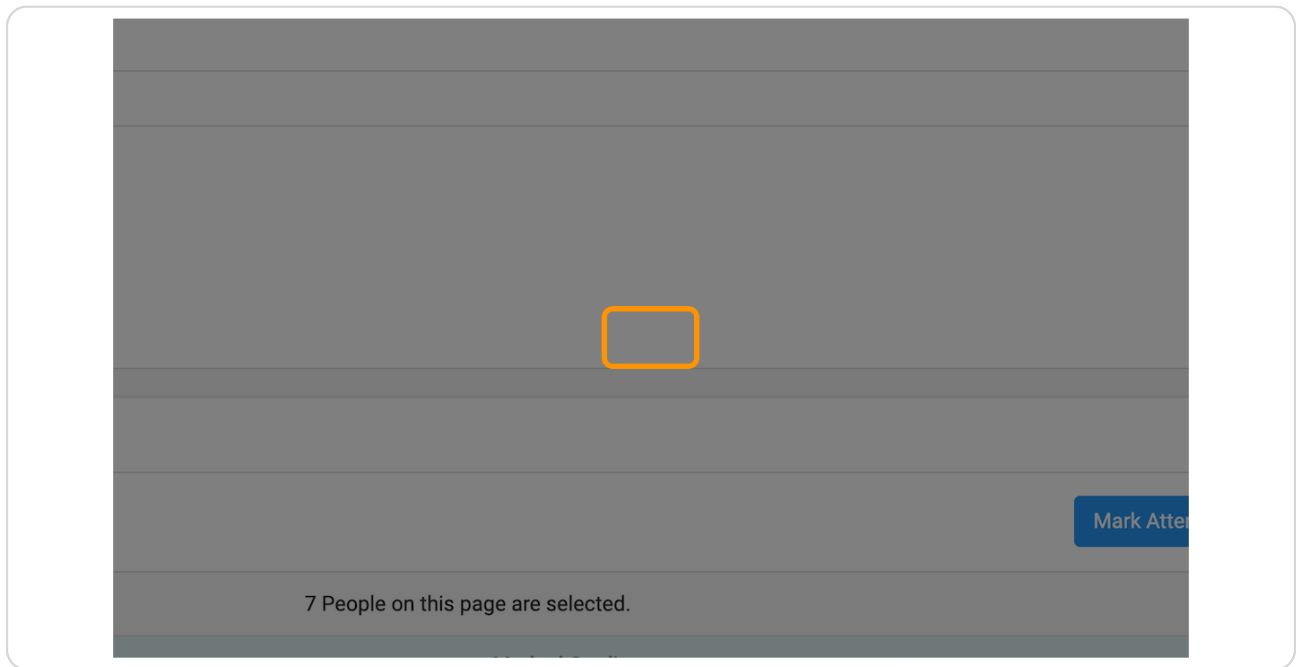
STEP 11

Click on Download



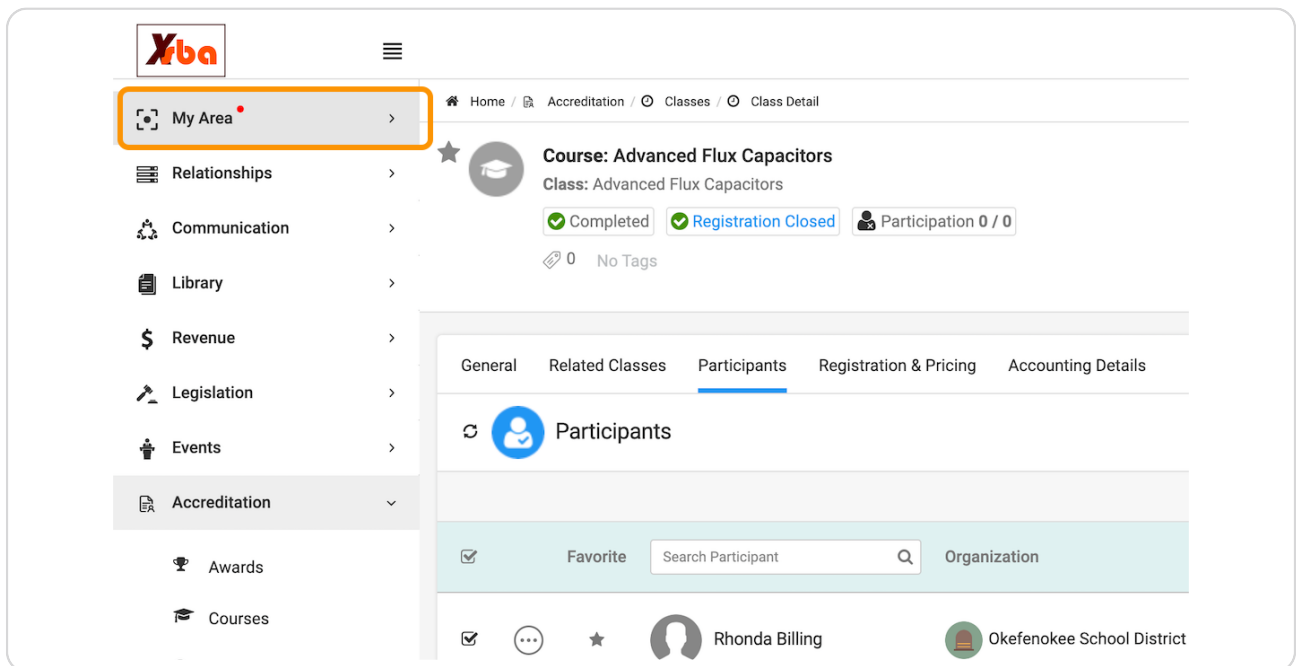
STEP 12

Click on Okay



STEP 13

Click on My Area



STEP 14

Click on My Downloads...

The screenshot shows the Xiba user interface. On the left is a navigation menu with items like 'My Favorites', 'My Downloads', 'My Bills', 'Requests', 'Registrations', 'My Message Center', 'My Transactions', 'Relationships', and 'Communication'. The 'My Downloads' item is highlighted with a red box and has a red notification badge with the number '1'. The main content area shows the course 'Advanced Flux Capacitors' with status indicators 'Completed', 'Registration Closed', and 'Participation 0 / 0'. Below this are tabs for 'General', 'Related Classes', 'Participants', 'Registration & Pricing', and 'Accounting Details'. The 'Participants' tab is active, showing a search bar and a list of participants, with 'Rhonda Billing' from 'Okefenokee School District' visible.

STEP 15

Click on the button if you wish to cancel the download

The screenshot shows the 'My Downloads' page in the Xiba interface. The navigation menu on the left has 'My Downloads' highlighted. The main content area features a 'My Downloads' header with a blue download icon and a warning: 'The files will be automatically deleted in 7 days'. Below the header is a search bar labeled 'Search Downloads'. A list of download items is shown, each with a three-dot menu icon. The first two items are 'ClassParticipants_Oct-23-2023_4-05-4' and the third is 'EventsParticipant_Oct-23-2023_3-56-0'. The third item is highlighted with a blue background.

STEP 16

Click on Clear

