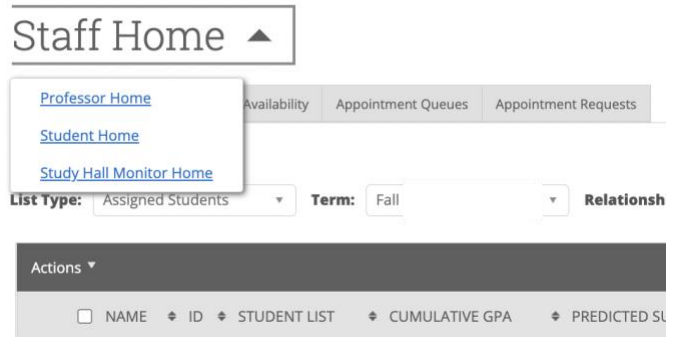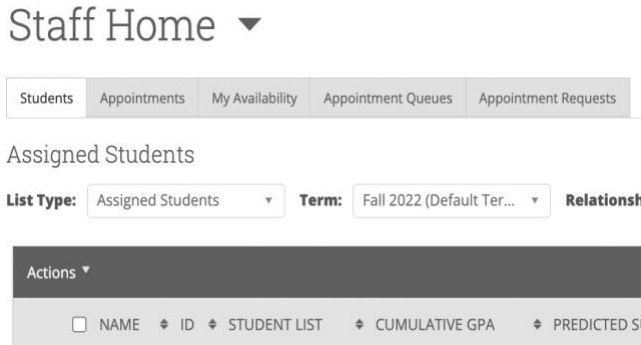# Navigate – View & Download Assigned Student List

1. Review assigned student list
   - Assigned students will be listed on the staff homepage under *Assigned Students for Term YYYY*. If the professor homepage loads upon login, click the drop-down arrow next to your name and click the staff page.
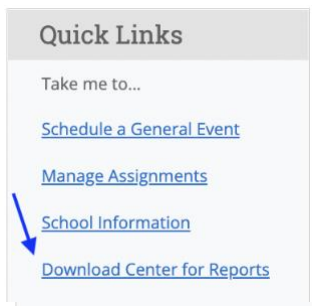

2. Download the assigned student list
   - Under *Assigned Students for Term YYYY* click *Actions*.
   - From the drop-down menu, click *Export Results*.
   - In the *Export Results Column* window that appears, use the checkboxes to select the columns for the export.
   - Click *Export*.
   - A pop-up will appear in the bottom right of the screen when the export is downloaded and ready to review on your device. The hyperlinked *Download Center for Reports* text is also clickable to review a copy of the requested export in Navigate.
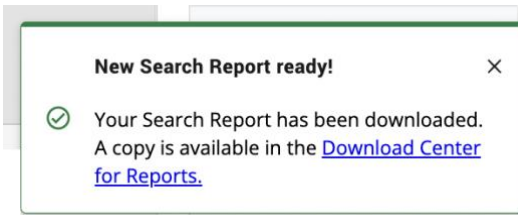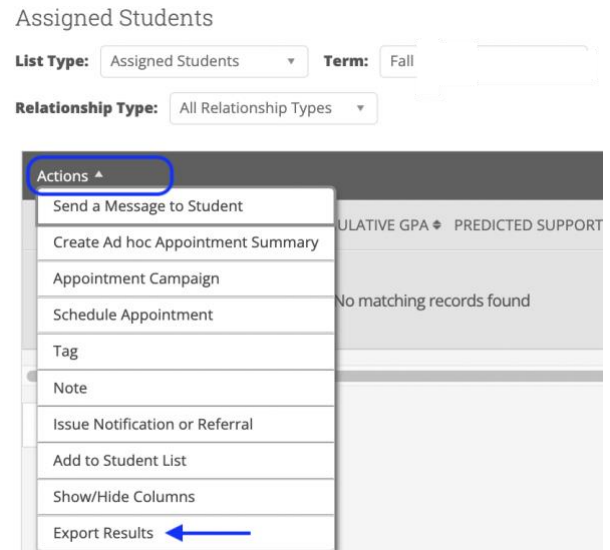
   - The download center can also be accessed by clicking *Download Center for reports* under *Quick Links* on the right side of the staff homepage. To return to the homepage click the Home 🏠 icon in the left navigation menu.