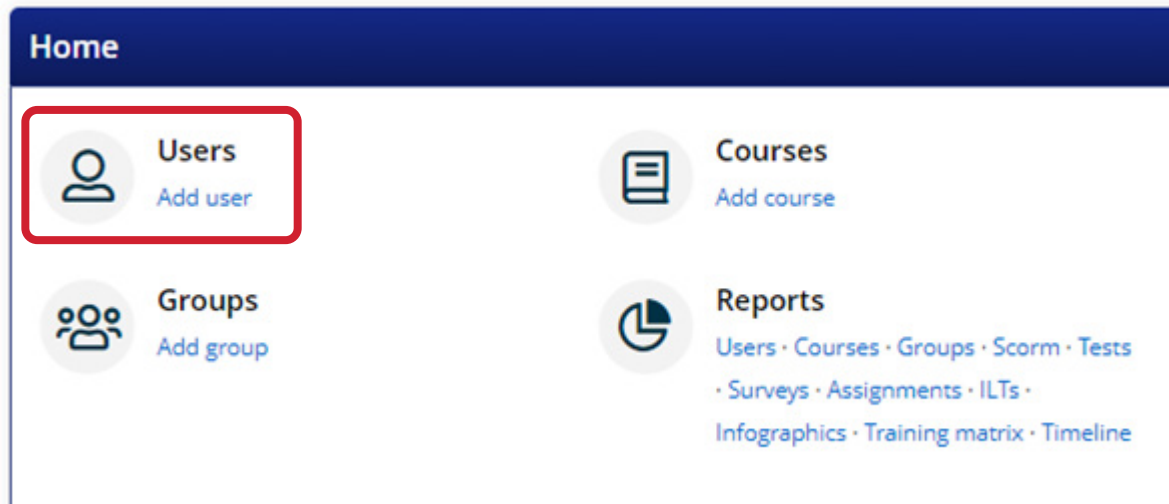



# GreatAcademy® Quick Guide – Downloading User Information from TalentLMS

*You will want to export as much information about your users as possible before uploading users into the new GreatAcademy system. To do this, take the following steps.*

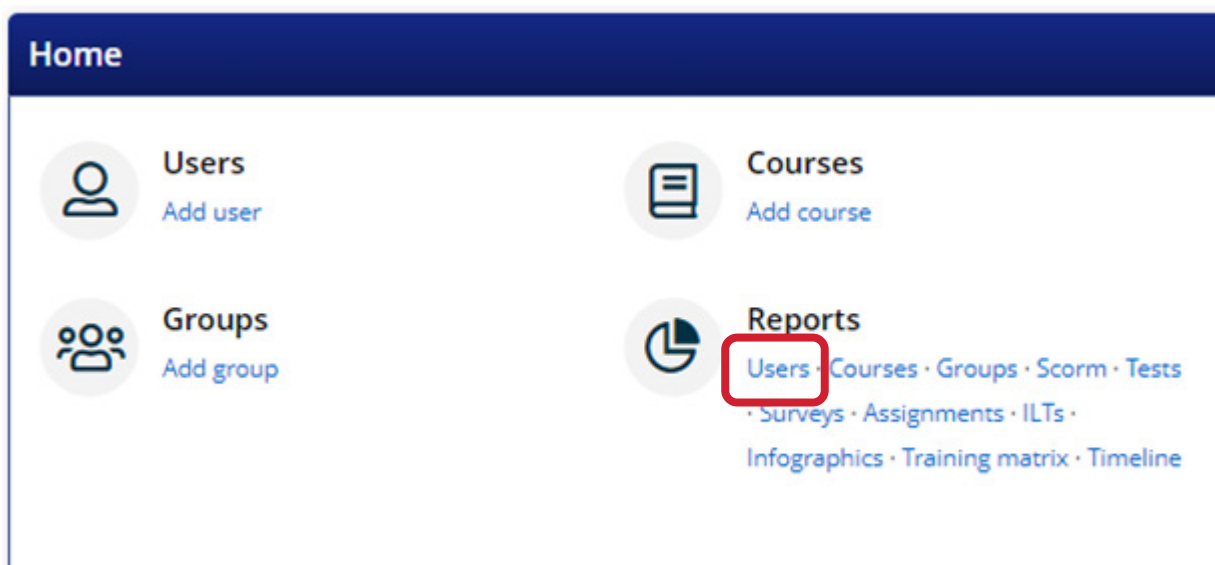
1. Select the **USERS** button.



2. Select the **SAVE AS CSV** button at the bottom of the screen . This will give you data on User, Email, Username, User Type and Status.

STOP here if you do not have any custom user fields. If you are using custom user fields, you will also want to export a User Report. To do that, please continue.

3. Next, download the User report for additional fields. First, select **USERS** under the **REPORTS** button.



4. Select the Save as CSV button at the bottom of the screen .

