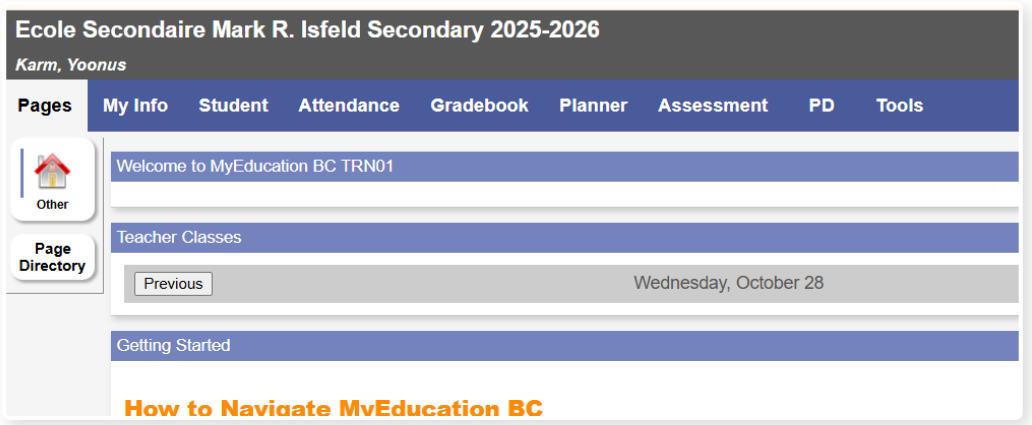
Exporting Contact List from MyEd

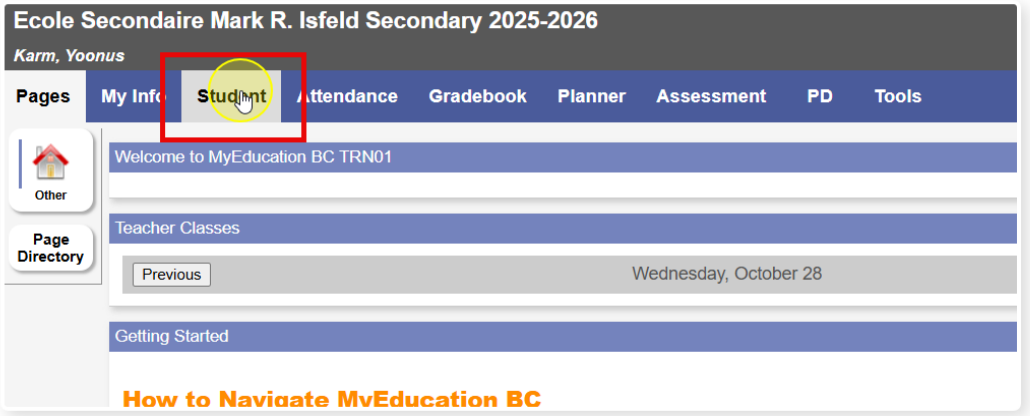
Using the Fieldset in MyEd to export out Parent Email Addresses

October 28, 2026

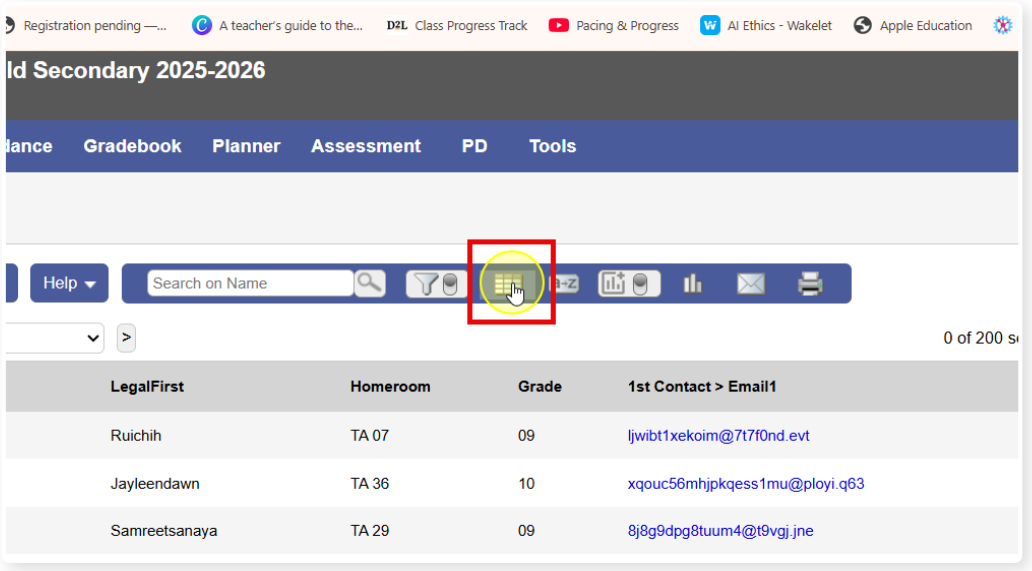
1 Log into MyEd



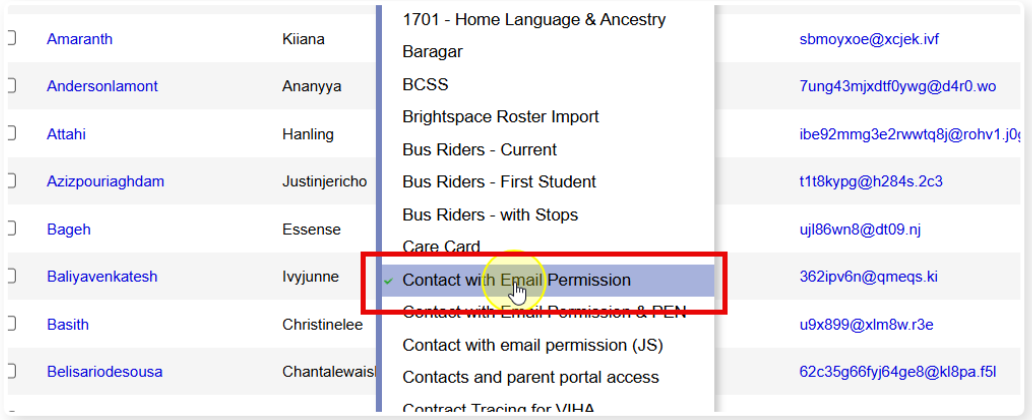
2 Click on "Student" top tab



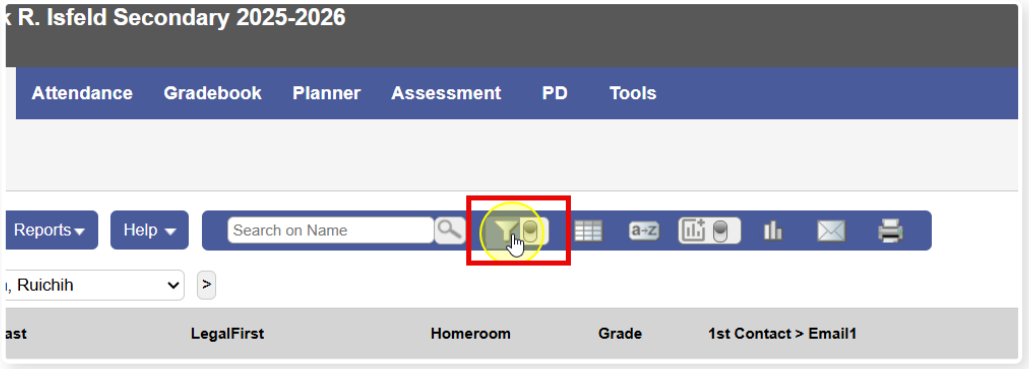
3 Click "Fieldset Icon"



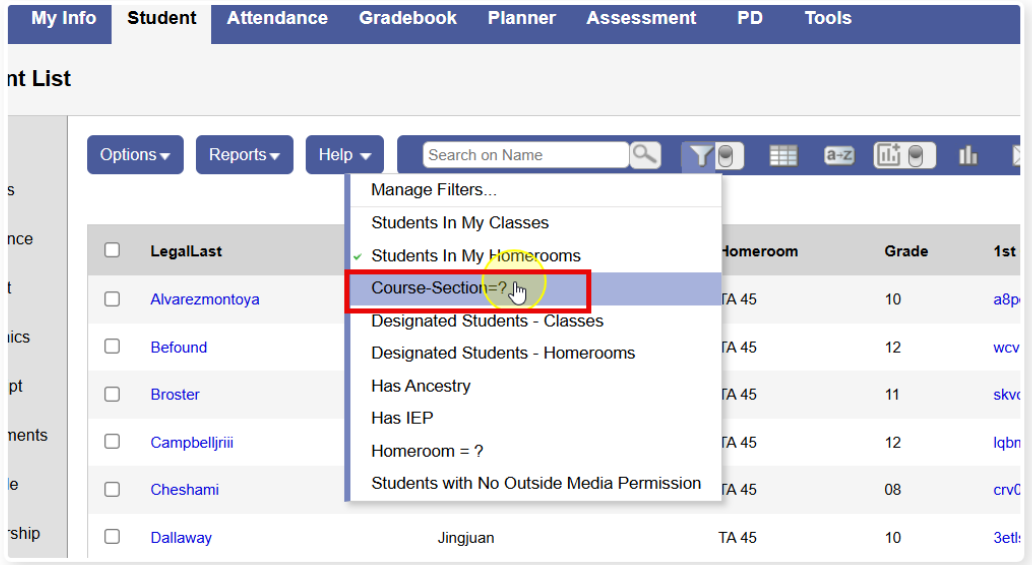
4 Click "Contact with Email Permission"



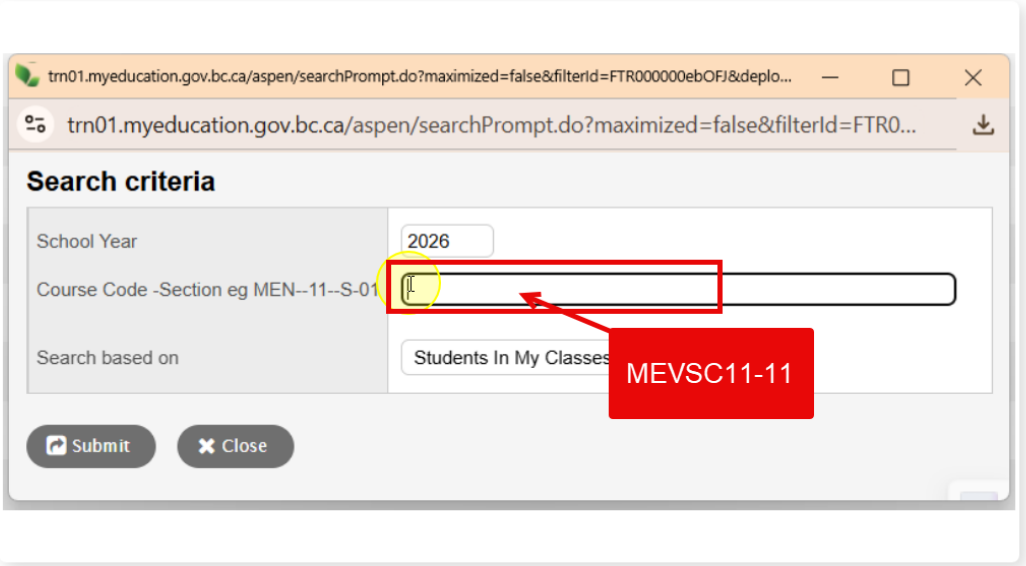
5 If you only have one class, skip steps 6-8
If you have ALL of your students listed and you only want contacts for ONE course, click "Filter Icon"



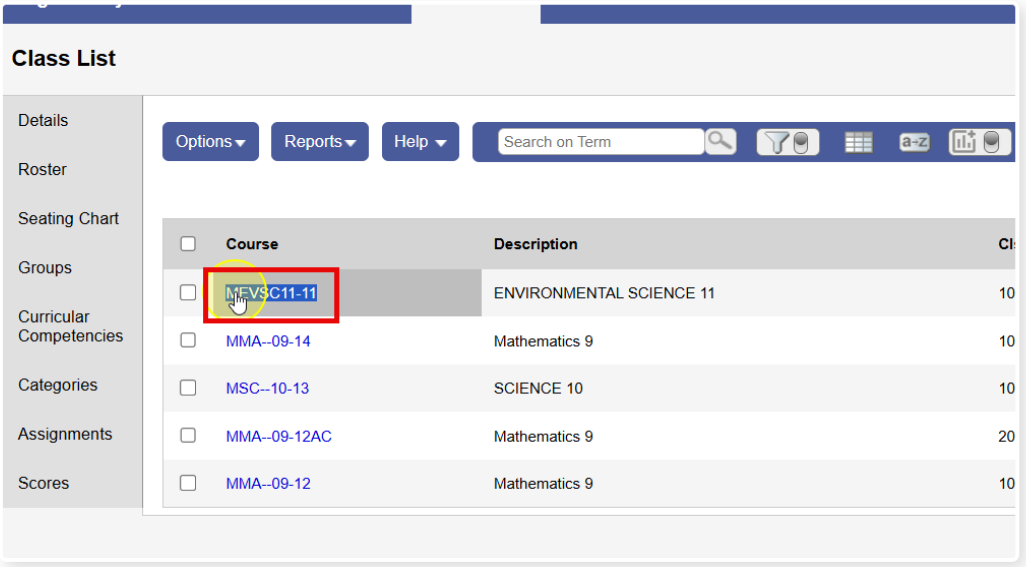
6 Click "Course-Section=?"



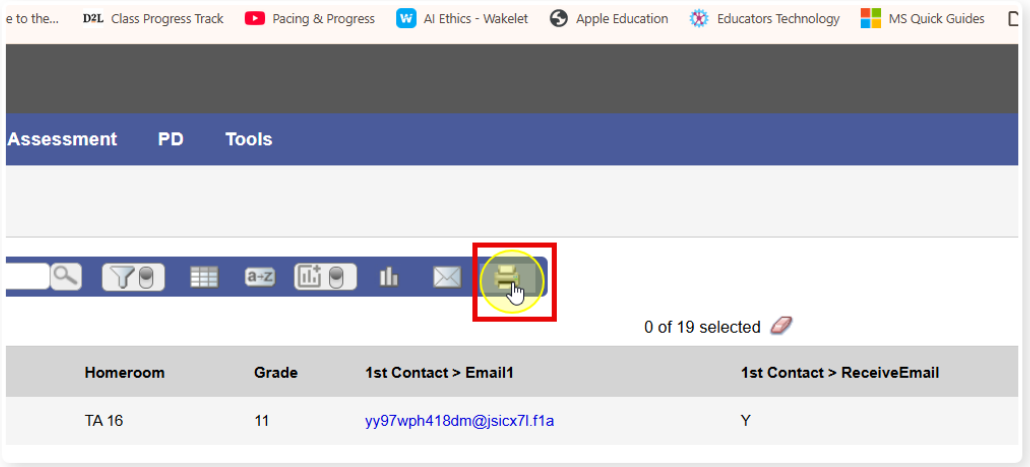
7 Type the course section code here and click "Submit"



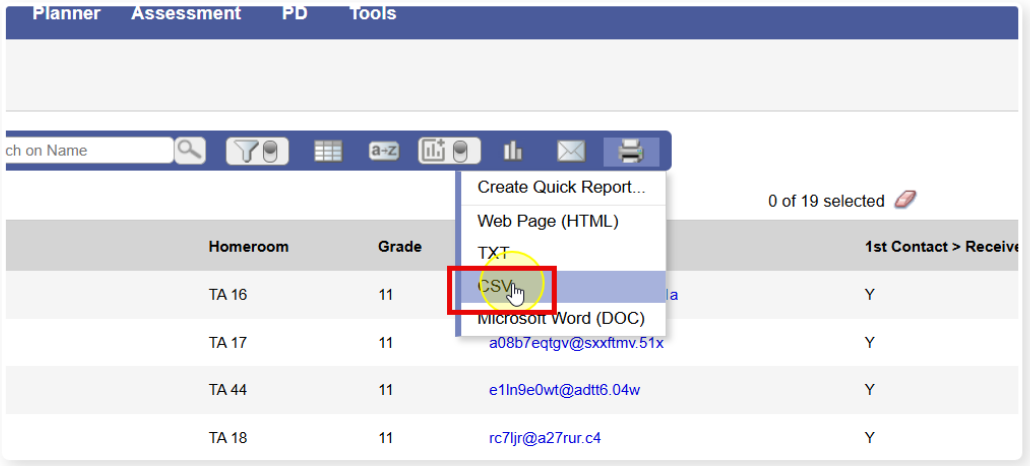
8 If you don't know your Course Section code, you can find it under the Gradebook top tab. Just copy it from here.



9 To "Export" this list, click on the "Printer Icon"



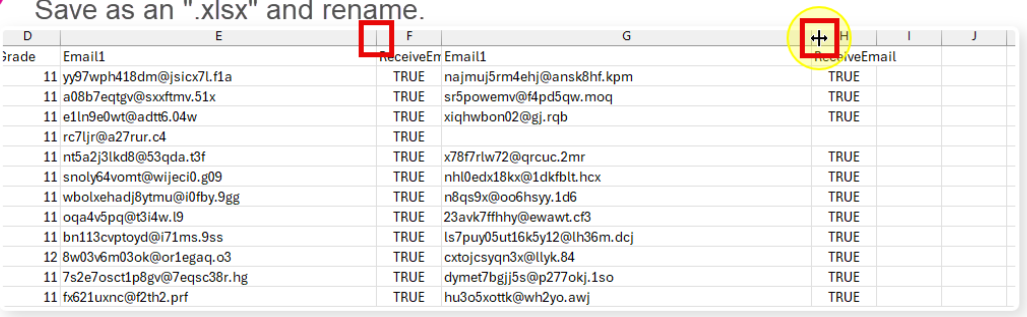
10 Select "CSV" (this is an excel format)



11 This will download to your local machine. Double click on the link to open the spreadsheet OR navigate to where it was saved on your local device.



12 Resize the columns to see the full email address.
Save as an ".xlsx" and rename.



D	E	F	G	H	I	J
Grade	Email1	ReceiveEm	Email1	ReceiveEmail		
11	yy97wph418dm@jsicx7l.f1a	TRUE	najmuj5rm4ehj@ansk8hf.kpm	TRUE		
11	a08b7eqtgv@sxxftmv.51x	TRUE	sr5powemv@f4pd5qw.moq	TRUE		
11	e1ln9e0wt@adtt6.04w	TRUE	xiqhwbon02@gj.rqb	TRUE		
11	rc7ljr@a27rur.c4	TRUE				
11	nt5a2j3lkd8@53qda.t3f	TRUE	x78f7rlw72@qrcuc.2mr	TRUE		
11	snoly64vomt@wijeci0.g09	TRUE	nhl0edx18kx@1dkfblt.hcx	TRUE		
11	wbolxehadj8ytmu@i0fby.9gg	TRUE	n8qs9x@oo6hsyy.1d6	TRUE		
11	oqa4v5pq@t3i4w.l9	TRUE	23avk7ffhhy@ewawt.cf3	TRUE		
11	bn113cvptoyd@i71ms.9ss	TRUE	ls7puy05ut16k5y12@lh36m.dcj	TRUE		
12	8w03v6m03ok@or1egaq.o3	TRUE	cxtojcsyqn3x@llyk.84	TRUE		
11	7s2e7osct1p8gv@7eqsc38r.hg	TRUE	dymet7bgjj5s@p277okj.1so	TRUE		
11	fx621uxnc@f2th2.prf	TRUE	hu3o5xottk@wh2yo.awj	TRUE		