Titan Web Student Information System (TW)
PeopleSoft/Oracle 9.0

FACULTY CENTER – **Downloading Grids (e.g., Class Roster, Grade Roster) to EXCEL**

Data on PeopleSoft pages can be downloaded to Microsoft EXCEL by clicking on the download icon 🖩 that usually appears immediately above a table's results:

You should receive the following *File Download* box. Select **Open** to view results and print the worksheet. Select **Save** to save the file to a chosen directory for editing, etc.
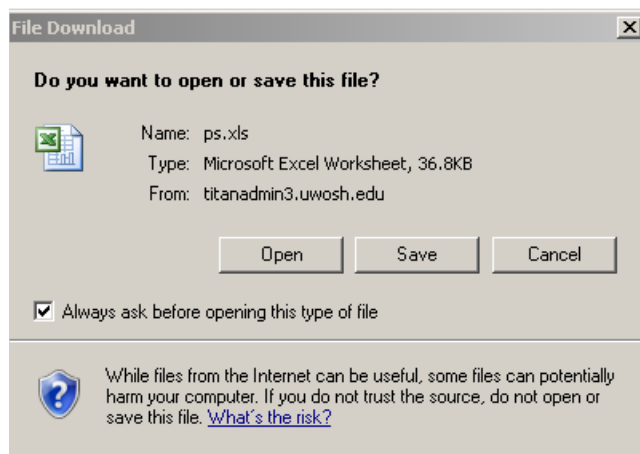
NOTE: If the box above does NOT appear, follow the instructions below:

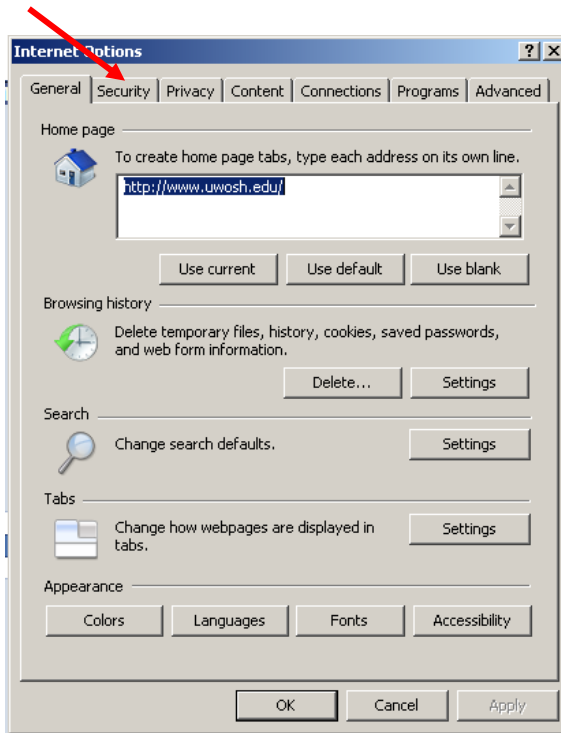C:\Documents and Settings\johnsos\Local Settings\Temporary Internet Files\OLK2F1\PS9_FacultyCenter_EXCEL_Download_Instructions.doc
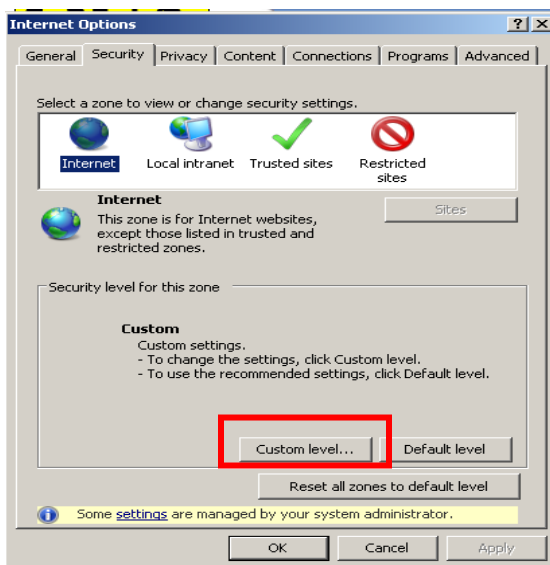
Page 1 of 4

1. Click on the IE browser **Tools** menu item located at the top left of the page:
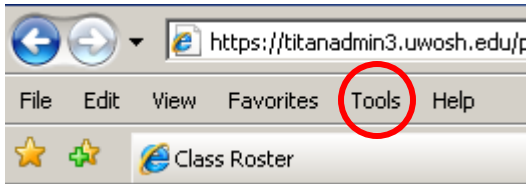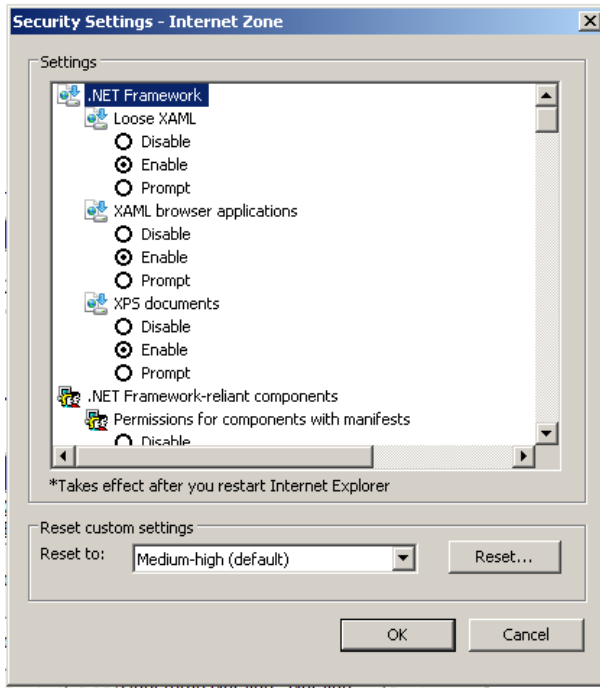

2. Next, click on the **Internet Options** option, and the following box should appear. Click on the **Security** tab:

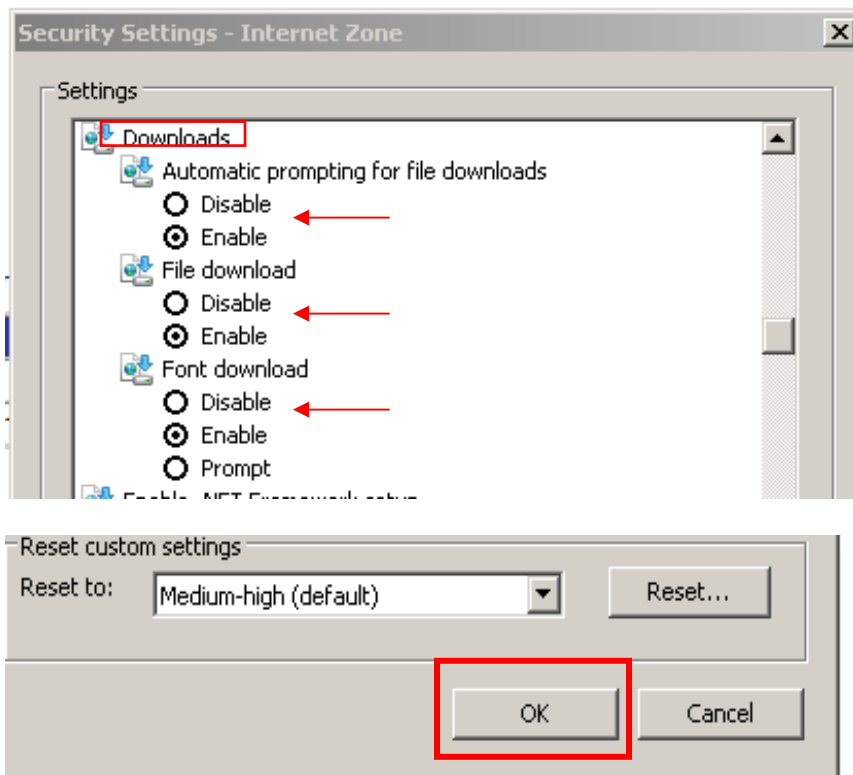3. The following box should appear. Select the zone of **Internet**. Click on the **Custom level** button:

C:\Documents and Settings\johnsos\Local Settings\Temporary Internet Files\OLK2F1\PS9_FacultyCenter_EXCEL_Download_Instructions.doc
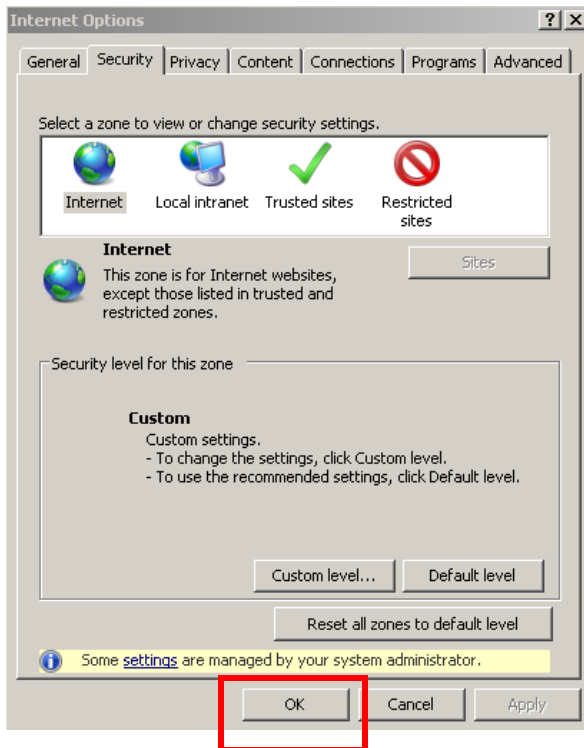
Page 2 of 4

4. The following **Security Settings – Internet Zone** box should appear:

5. Scroll down until you reach the **Downloads** section. Click on the **Enable** radio buttons for a) Automatic prompting for file downloads, b) File download, and c) Font download. Click **OK**:

6. Click **OK** on the following page to apply the download settings changes:

C:\Documents and Settings\johnsos\Local Settings\Temporary Internet Files\OLK2F1\PS9_FacultyCenter_EXCEL_Download_Instructions.doc

Page 3 of 4

7. Return to the PeopleSoft page and try again to download the data to EXCEL.

C:\Documents and Settings\johnsos\Local Settings\Temporary Internet Files\OLK2F1\PS9_FacultyCenter_EXCEL_Download_Instructions.doc

Page 4 of 4