


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:

Class Roster

ART 105 - 001C Understg Arts (HU)

Lecture (91401)


[Class Detail](#)

Fall 2008 | Fourteen Week | UW Oshkosh | Undergraduate

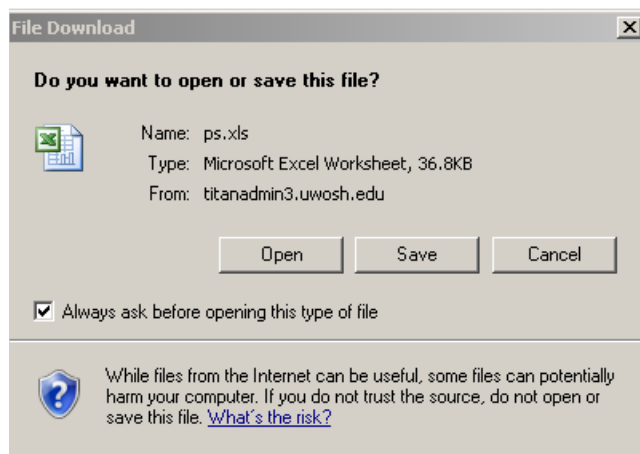
Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TuTh 9:40AM - 11:10AM	Clow Class 101	Emmet Sandberg	09/03/2008 - 12/12/2008

*Enrollment Status:

Enrollment Capacity: 200 Enrolled: 200

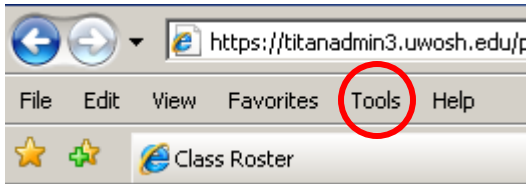
Enrolled Students							Customize	Find 	First	1-200 of 200	Last
ID	Name	Grade Basis	Units	Program and Plan	Level						
1 0333532	Anderson, Cameron P	Graded	3.00	Undergrad Letters & Science - Undeclared Major - BS/PP-Mechanical Engineering	Sophomore						

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.

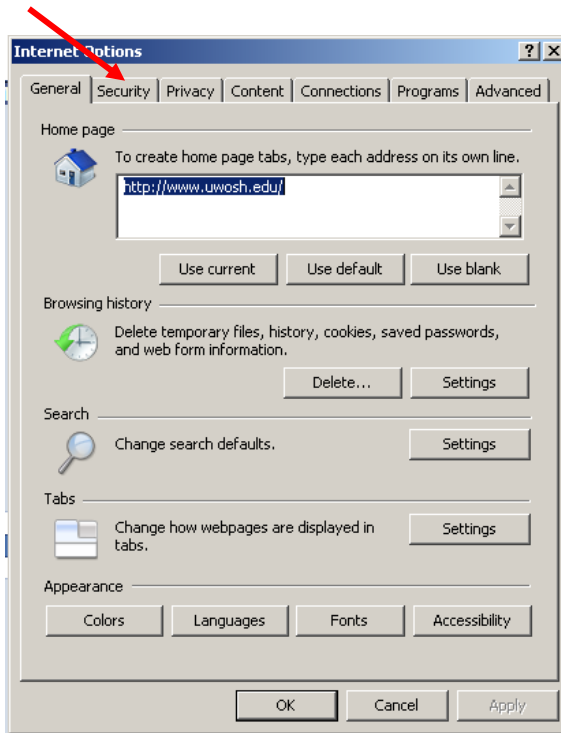


NOTE: If the box above does NOT appear, follow the instructions below:

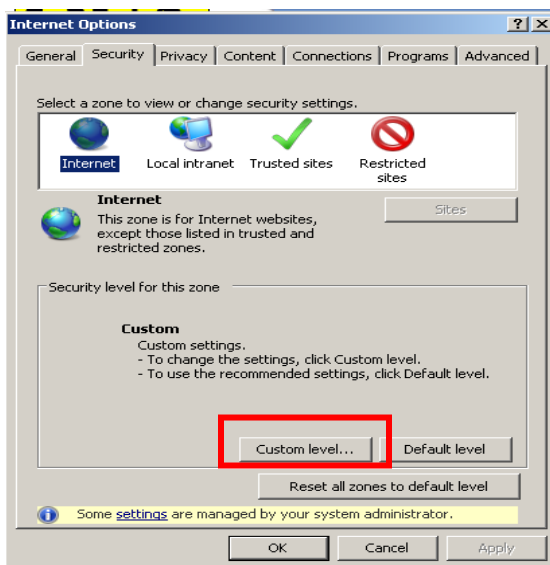
1. Click on the IE browser **Tools** menu item located at the top left of the page:



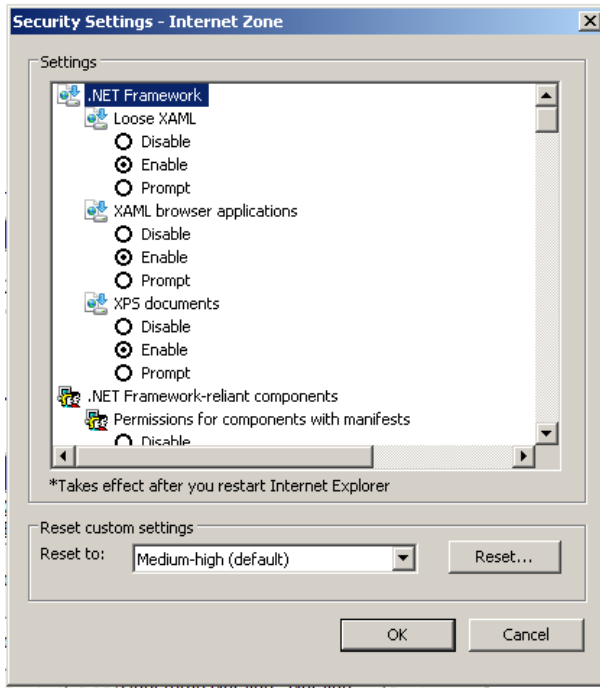
2. Next, click on the **Internet Options** option, and the following box should appear. Click on the **Security** tab:



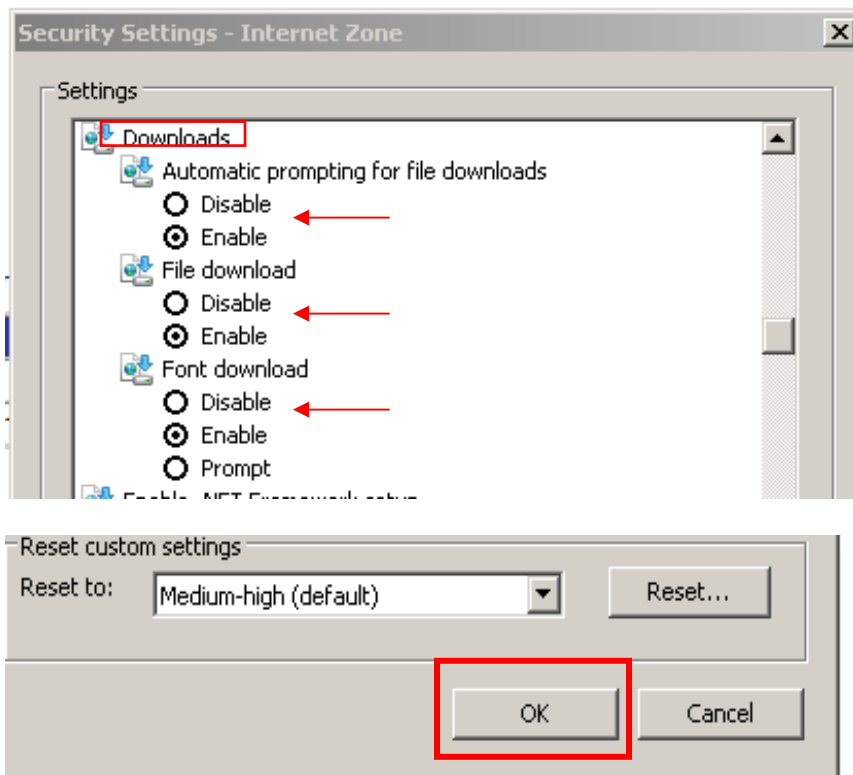
3. The following box should appear. Select the zone of **Internet**. Click on the **Custom level** button:



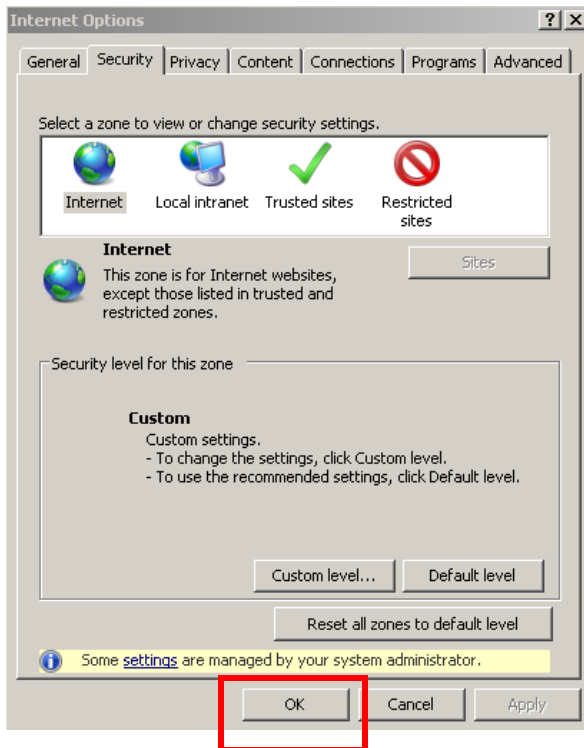
4. The following **Security Settings – Internet Zone** box should appear:



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:



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