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 icon that usually appears immediately above a table's results:

Class Roster

| ART 105 - 001C Understg Arts (HU) | | | | | | | | |
|--|------------------------------|---------------|------------|-----------------------|--------------|-------------------------------------|---|-------------------|
| Lectu | Lecture (91401) Class Detail | | | | | | | |
| Fall 2008 Fourteen Week UW Oshkosh Undergraduate | | | | | | | | |
| ▼ N | leeting Inform | nation | | | | | | |
| Days & Times R | | | Room | | Instructor | | Meeting Dates | |
| TuT | h 9:40AM - 11 | 1:10AM | Clow Class | 101 | Emmet | Sandberg | 09/03/2008 - 12/ | 12/2008 |
| *Enrollment Status: Enrolled Enrollment Capacity: 200 Enrolled: 200 | | | | | | | | |
| Enrolled Students Customize Find | | | | | | | | |
| | ID | <u>Name</u> | | <u>Grade</u> Basis | <u>Units</u> | Program a | and Plan | Level |
| 1 | 0333532 | Anderson,Came | eron P | Gradeo | 1 3.00 | Undergrad Undeclare Mechanica | d Letters & Scienc ed Major - BS/PP- al Engineering | ce - 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:

 $C:\label{eq:c:locuments} and Settings\below local Settings\temporary Internet Files\below local Settings\temporary Internet Files\below local Settings\below local Settings\bel$

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

| G S + Attps://titanadmin3.uwosh.edu/ | | | | | | |
|--------------------------------------|------|--------|-----------|----------|------|--|
| File | Edit | View | Favorites | Tools | Help | |
| ☆ | \$ | 🏉 Clas | ss Roster | \smile | | |

 $\mathbf{\sim}$

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

| Internet 3n | tions ? X | | | | | | | |
|--------------------------------------|--|--|--|--|--|--|--|--|
| Incentee | | | | | | | | |
| General S | ecurity Privacy Content Connections Programs Advanced | | | | | | | |
| Home pag | Home page | | | | | | | |
| | To create home page tabs, type each address on its own line. | | | | | | | |
| | http://www.uwosh.edu/ | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | Use current Use default Use blank | | | | | | | |
| Browsipa | history | | | | | | | |
| Diomoling | Delete temporary files, history, cookies, saved passwords | | | | | | | |
| | and web form information. | | | | | | | |
| | Delete Settings | | | | | | | |
| Courch | | | | | | | | |
| Dearch = | Change search defeaths | | | | | | | |
| \mathcal{P} | Change search deraults. | | | | | | | |
| т-н- | | | | | | | | |
| | | | | | | | | |
| | Change how webpages are displayed inSettings | | | | | | | |
| | | | | | | | | |
| Appearan | nce | | | | | | | |
| Colors Languages Fonts Accessibility | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| OK Cancel Apply | | | | | | | | |
| | | | | | | | | |

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



 $C: \label{eq:c:locuments} and Settings \constructions \construct$

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

| Settings | | |
|---|---|----------|
| est in the second se | T Framework | ▲ |
| 2 | Loose XAML | |
| | O Disable | |
| | O Enable | |
| | O Prompt | |
| 2 | XAML browser applications | |
| | O Disable | |
| | O Enable | |
| | O Prompt | |
| 2 | XPS documents | |
| | O Disable | |
| | ⊙ Enable | |
| | O Prompt | |
| NE 💑 NE | T Framework-reliant components | |
| - Kara | Permissions for components with manifests | _ |
| | ∩ Disable | |
| *Takes e | ffect after you restart Internet Explorer | |
| Reset cust | tom settings | |
| Reset to: | Medium-bigb (default) | Reset |
| | | |
| | | |
| | OK | Cancel |
| | | |

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**:

| Security Settings - Internet Zone | | | | | | | |
|--|--|--|--|--|--|--|--|
| Settings | | | | | | | |
| Downloads Automatic prompting for file downloads O Disable O Enable File download O Disable O Disable O Enable Enable Font download O Disable O Disable Prompt Font Disable O Prompt | | | | | | | |
| Reset custom settings | | | | | | | |
| Reset to: Medium-high (default) | | | | | | | |
| OK Cancel | | | | | | | |

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

| Internet Options | | | | | | | | |
|---|---|----------------|---------------|------------------|-------|--|--|--|
| General Security Privacy Content Connections Programs Advanced | | | | | | | | |
| Select a zone to view or change security settings. | | | | | | | | |
| | | | | | | | | |
| Int | ernet | Local intranet | Trusted sites | Restricted sites | | | | |
| | Internet Sites This zone is for Internet websites, except those listed in trusted and restricted zones. Sites | | | | | | | |
| Secur | rity level f | or this zone | | | | | | |
| Custom Custom settings. - To change the settings, click Custom level. - To use the recommended settings, click Default level. | | | | | | | | |
| Custom level Default level | | | | | | | | |
| Reset all zones to default level | | | | | | | | |
| Some <u>settings</u> are managed by your system administrator. | | | | | | | | |
| | |] | ок | Cancel | Apply | | | |
| | | | | | | | | |

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