

Download Class Roster to Excel

To download a roster or any other table to Excel, click the box circled below that will always be in the upper right hand corner of the table (beside view all).

Class Roster

Course ID: 344364 Financial Acctg II (Lecture) University of Kansas
Catalog: ACCT 320 2003 Fall
Class Nbr: 10240 Section 1000 Regular Academic Session
Instructors: Chope,Roger Allen

Class Roster Details

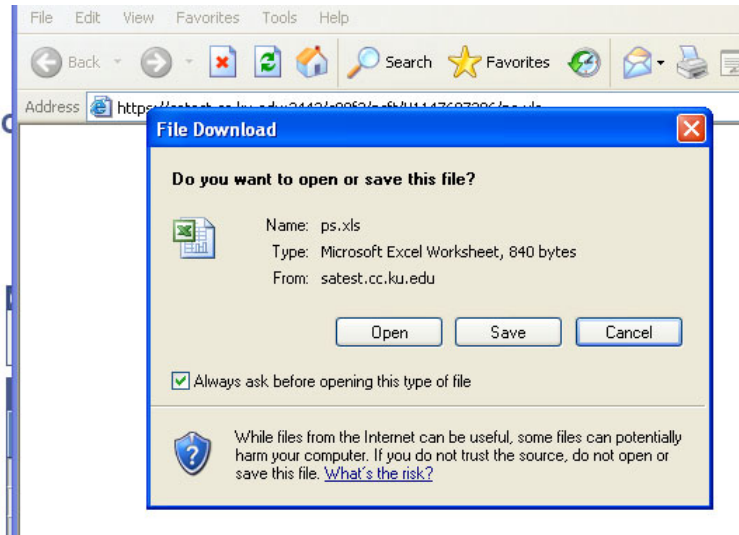
Total Students: 3 'Enroll Stat: Enrolled Faculty View Detail

Customize | Find | View All | First 1-3 of 3 Last

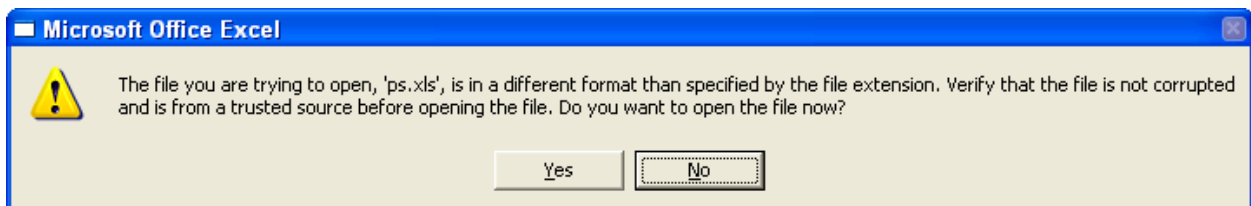
ID Number	Student Preferred Name	Grade Basis	Units Taken	Primary Academic Program
1		G11	4.00	Business Undergraduate
2		G11	4.00	Liberal Arts Undergraduate
3		CCC=N,C	4.00	Business Undergraduate

Return to Search Notify

The following screen should pop up if you do not have it blocked. You may also get this message 'If IE indicates your download has been blocked, permit the download by clicking on its Information Bar and selecting 'Download File...Please close this window after download has completed...'



After clicking on the Open button, you will get the following message, click yes.



If you do not have it blocked and still nothing happens you may have to change some options in your Internet browser security to allow the download.

To change the security settings on your Browser to allow the file download--

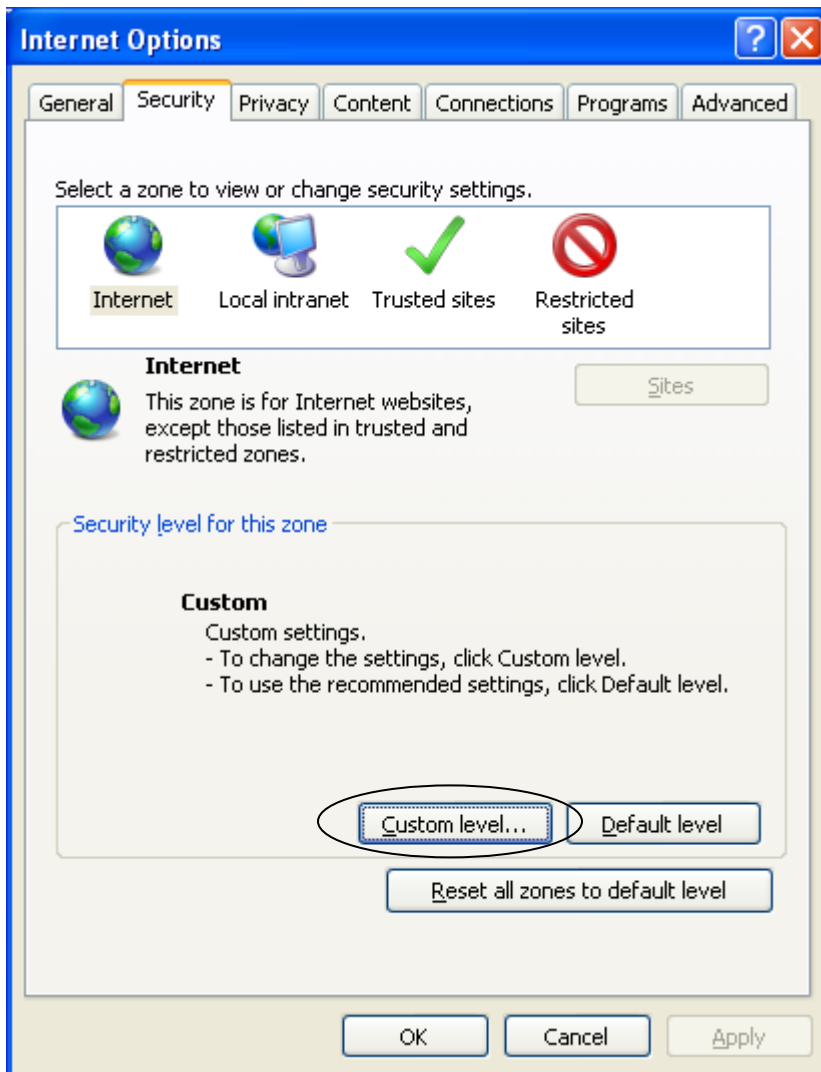
For Internet Explorer--

Go to the Tools menu

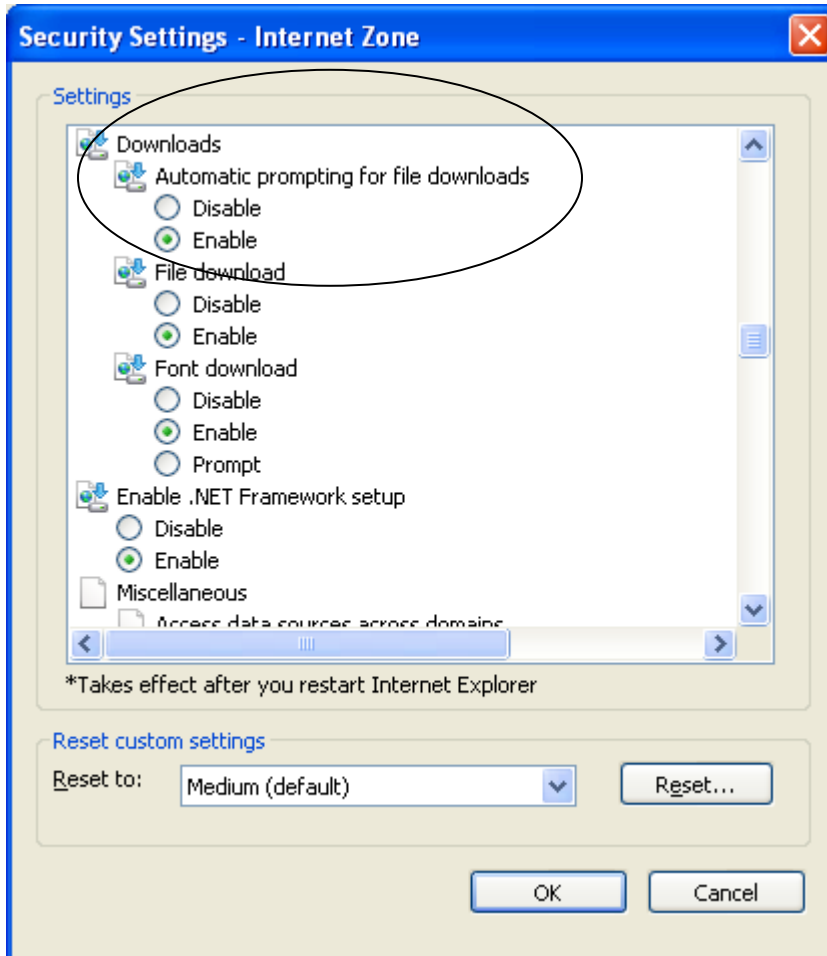
Select Internet Options

Then the tab that says Security


The button towards the bottom that says Custom Level



Scroll down the settings list for a choice called Downloads.
One of the options is Automatic prompting for file downloads.
Click the circle below it to say "Enable" then click OK at the bottom.



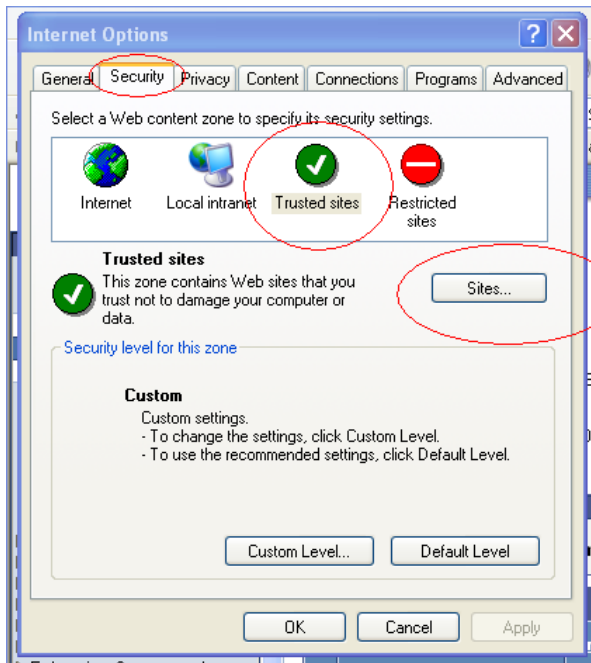
When it asks if you are sure, click Yes then click OK again below Custom Level
Then Apply the changes and a final OK.

When you try to download a grid using the  icon
If nothing happens (the screen flashes but nothing shows up)

Go to Tools → Internet Options

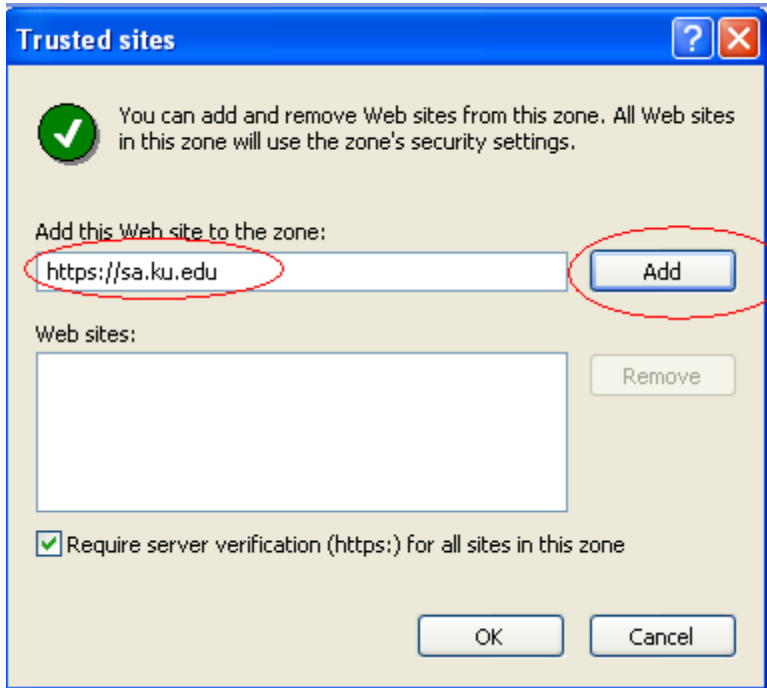


Click on Security Tab → Trusted Sites → Sites



Page to enter trusted site. Add the below listed site for your database, then click on the Add button.

https://sa.ku.edu



For Mozilla Firefox version 3—

Go to the Tools menu and choose Options
Click on the Applications tab
Scroll down to Microsoft Excel Worksheet
Change to: Use Microsoft Office Excel (default)

For Mozilla Firefox version 2---

Go to the Tools menu and choose Options
Click on the Main tab
Under Downloads
Be sure that the 'Show the Downloads window when downloading a file' checkbox
is checked

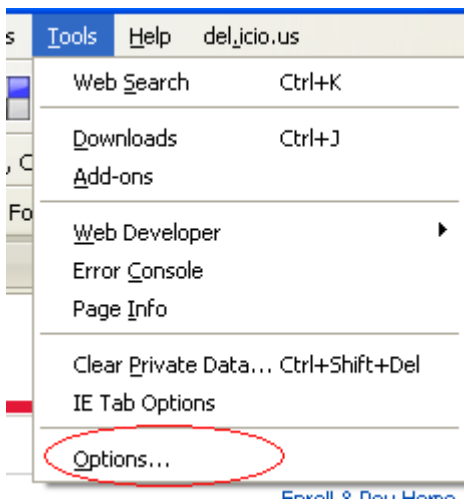
Mozilla Firefox—(allowing pop-ups)

When it happens

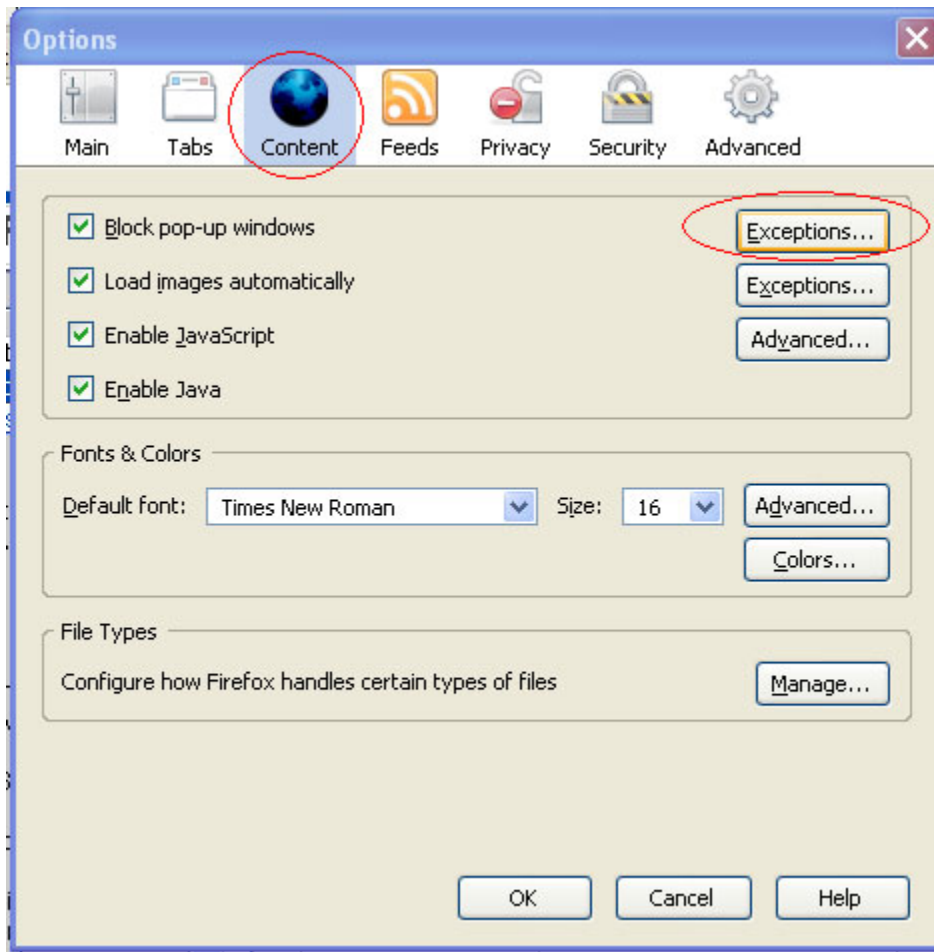


or before hand

Tools → Options



Content Pop up windows Exceptions



Add the below listed site for your database, then click on the Allow button:

<https://sa.ku.edu>

