

CSUB Faculty Queries – Downloading Results

After running a CSUB Faculty Query, you can download the results to your computer. Once the results are downloaded, you may sort, filter, and format the data, as desired. To download your results, follow the instruction outlined below.

Downloading your Results

- 1 To download your results, you need to make sure your **Pop-up Blockers** are turned off. See the Web Browser Settings document on the Self Service Guides – Faculty website, for more information.
- 2 Run your desired query. When the results appear, click the **Excel SpreadSheet** link.

BAKS_SR_ENR_CNT_PER_SEC - Enrollment counts per section

Term: 2091

[View Results](#)

Click the Excel Spreadsheet link to download your results.

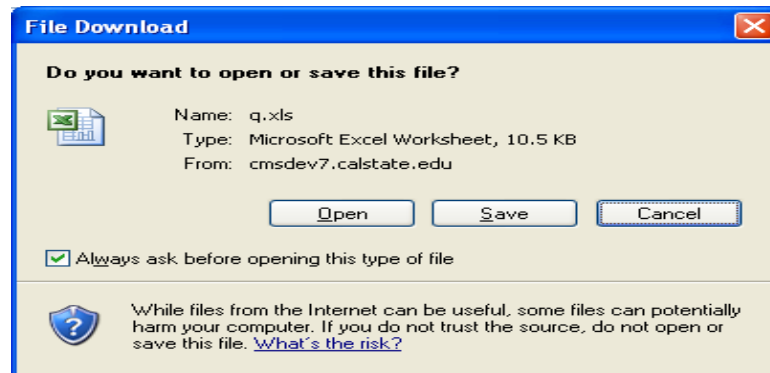
Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (210 kb)

[View All](#)

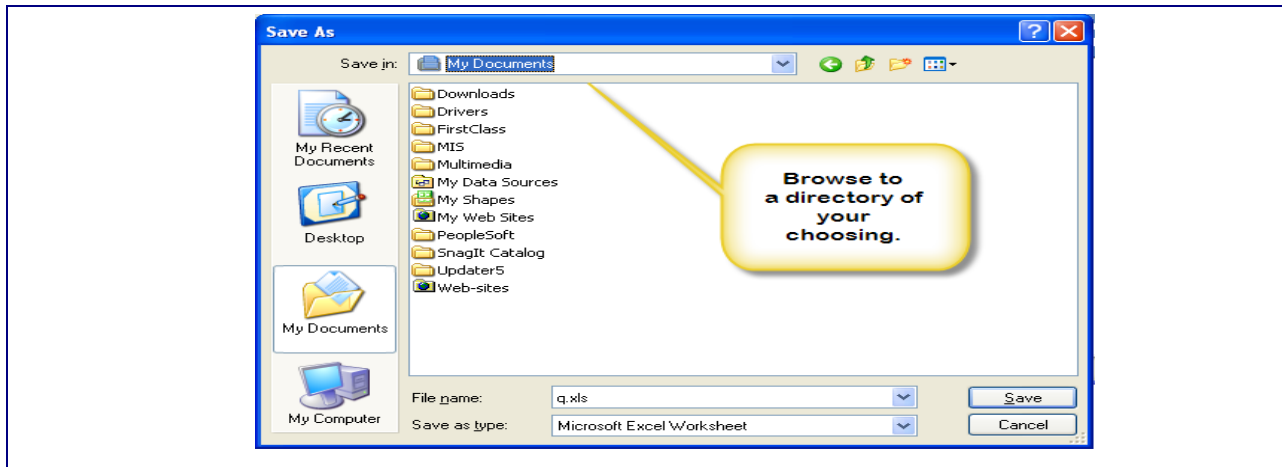
First Last

	Subject	Catalog	Session	Class Nbr	Section	Count ID
1	ACCT	220	1	10581	001	46
2	ACCT	220	1	10582	002	43
3	ACCT	220	10W	11912	101	2
4	ACCT	221	1	10583	001	26
5	ACCT	221	1	10584	002	13
6	ACCT	221	1	10585	003	19
7	ACCT	275	1	10586	001	35
8	ACCT	300	1	10587	001	42
9	ACCT	301	1	10588	001	33
10	ACCT	301	10W	11909	101	1
11	ACCT	360	1	10589	001	32
12	ACCT	400	1	10590	001	28

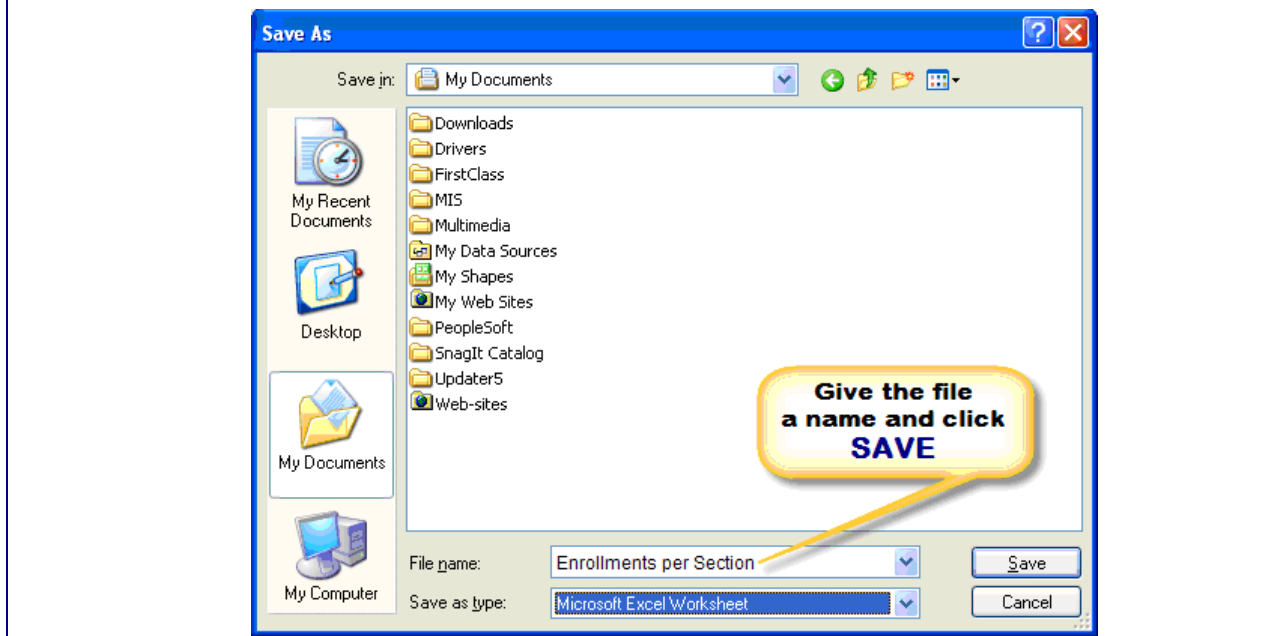
- 3 The **File Download** dialog box appears. Click  to save the file to a directory of your choosing.



- 4 The **Save As** dialog box appears allowing you to select a directory. Navigate to your desired directory.



- 5 Give the file a meaningful name, e.g. *Enrollments per Section* and click the button.



- 6 Your file is saved to your desired location with the file name you provided. To use your file containing the results from your query, you will need to open the file with Microsoft Excel.