

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.

	Browser Settings document on the Self Service Guides – Faculty website, for more information. Run your desired query. When the results appear, click the Excel SpreadSheet link.							
	BAKS_SR_ENR_CNT_PER_SEC - Enr			ollment counts per section				
	Term:	2091		Click the Excel S	preadSheet			
	Viev				ink to download your results.			
	Download results in : Excel SpreadSheet CSV Text File (210 kb) View All First						t 🗃 1-100 of 1569 🕞 Las	
		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	10VV	11909	101	1	
	11	ACCT	360	1	10589	001	32	
	12	ACCT	400	1	10590	001	28	
choosing. File Download Image: Q.xls Do you want to open or save this file? Image: Q.xls Type: Microsoft Excel Worksheet, 10.5 KB From: cmsdev7.calstate.edu							3	
			✓ Al <u>w</u> ays ask b	pen efore opening this ty iles from the Interne	<u>Save</u>	Cancel	_	
			save th	our computer. If you is file, <u>What's the ri</u> s	do not trust the source <u>sk?</u>	, do not open or		



PeopleSoft Student 8.9 California State University Bakersfield

	Save As					
	Savejn: 💼 My Documents 💽 🕑 🤣 📂 🖽 -					
	My Recent Documents Downloads My Recent Documents Millimedia My Data Sources Multimedia My Shapes Multimedia My Shapes Multimedia My Bestites PeopleSoft Snaglt Catalog Updater5 Web-sites Web-sites					
	File name: q.xls Save My Computer Save as type: Microsoft Excel Worksheet Cancel					
5 Give the file a	Give the file a meaningful name, e.g. <i>Enrollments per Section</i> and click the <u>Save</u> button.					
	Save As					
	Save jn: 📋 My Documents 💽 🚱 🏂 💬 🖽 -					
	My Recent Downloads Documents FirstClass Multimedia My Data Sources My Shapes My Web Sites Desktop PeopleSoft Desuge Sources					
	My Documents					
	File name: Enrollments per Section Save My Computer Save as type: Microsoft Excel Worksheet Cancel					
6 Your file is say the results from	yed to your desired location with the file name you provided. To use your file containing n your guery, you will need to open the file with Microsoft Excel.					