



## 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.

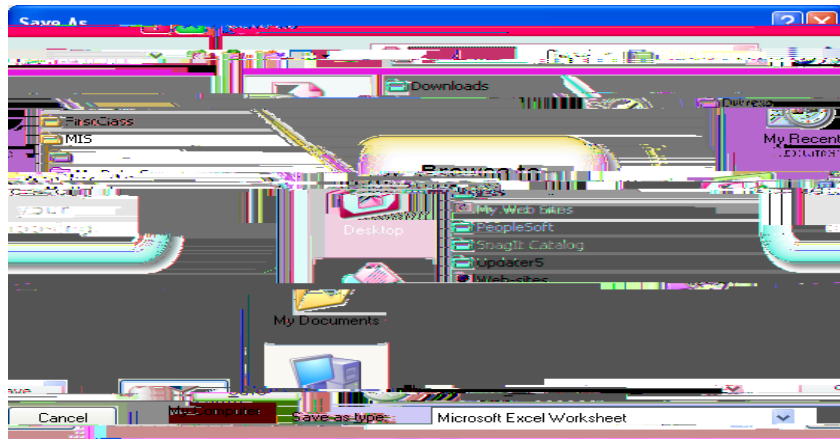
### Downloading your Results

- 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\_FNR\_CNT\_PFR\_SEC - Enrollment counts per section

Count ID	Subject	Catalog	Session	Class Nbr	Sec
10581	001	46	1	ACCT	220
10582	002	43	2	ACCT	220
11912	101	2	3	ACCT	220
10583	001	26	4	ACCT	221
10584	002	13	5	ACCT	221
10585	003	19	6	ACCT	221
10586	001	35	7	ACCT	275
10587	001	13	8	ACCT	300
11909	101	1	10	ACCT	301
10588	001	22	11	ACCT	260

- 3 The **File Download** dialog box appears. Click 



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

