

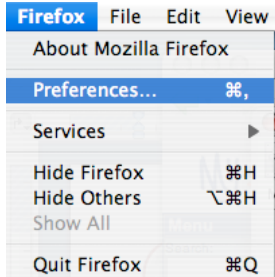


Macintosh SIS Browser Settings Downloading to Excel

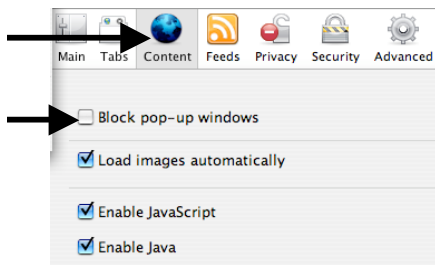


Mozilla Firefox Settings

1. Select the **Firefox** **Firefox** Menu and choose **Preferences**.

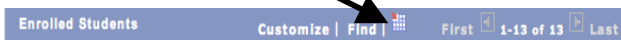


2. Under **Preferences** choose **Content**
3. Uncheck the **Block pop-up windows** box.

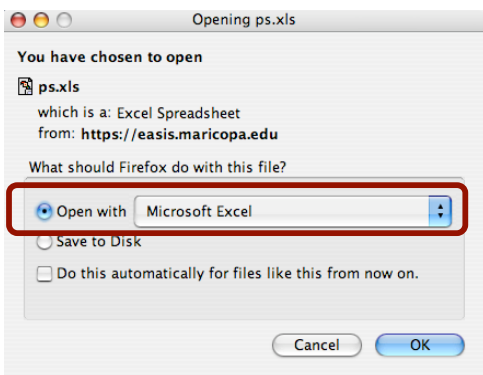


Exporting a Roster to Excel

4. In the SIS Course Roster window, click on the **Export to Excel** button.



5. Select **Open with Microsoft Excel** (or it may simply save it as an excel document).

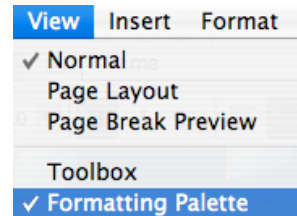


Excel 2004 for Macintosh

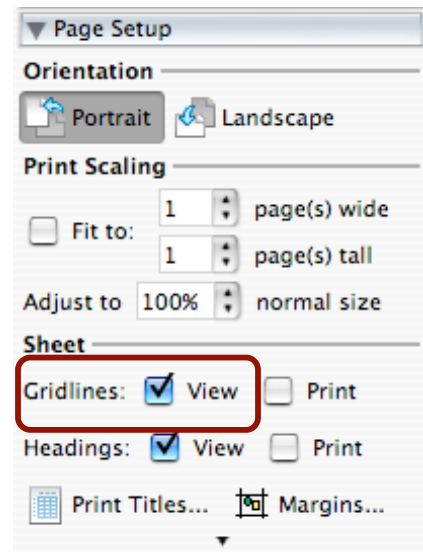
The default view of the Class Roster has no gridlines. However, most Excel users are more comfortable with gridlines displayed.

Viewing Gridlines

6. Select the **View** **View** Menu and choose **Formatting Palette**.

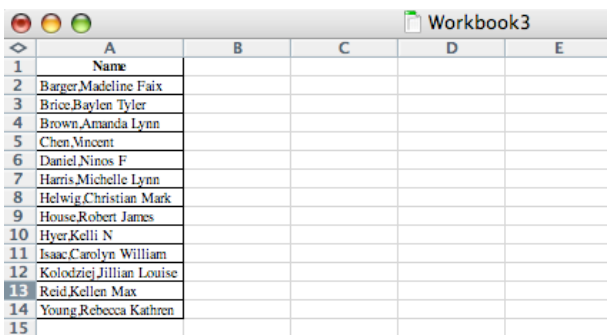
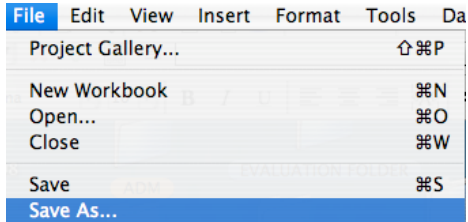


7. Under **Page Setup** **Page Setup** check view **Gridlines** and whatever other settings you would like.



Saving an Excel 2004 Workbook

8. Under **File** **File** Menu choose **Save as . . .**

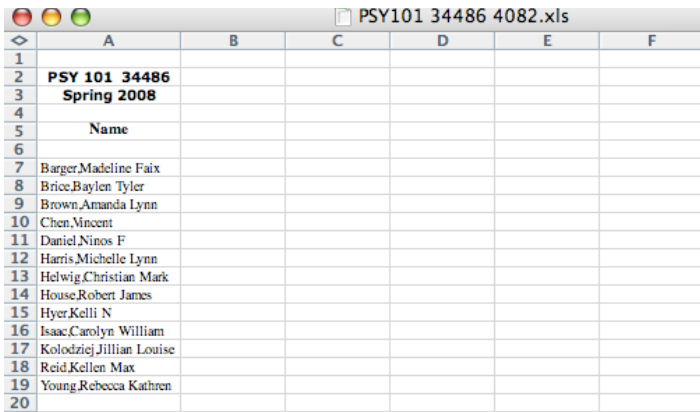
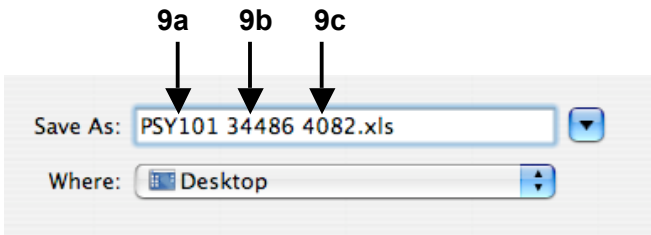


The screenshot shows an Excel spreadsheet titled 'Workbook3'. The columns are labeled A through E. The rows contain a list of names:

	A	B	C	D	E
1	Name				
2	Barger, Madeline Faix				
3	Brice, Baylen Tyler				
4	Brown, Amanda Lynn				
5	Chen, Vincent				
6	Daniel, Ninos F				
7	Harris, Michelle Lynn				
8	Helwig, Christian Mark				
9	House, Robert James				
10	Hyer, Kelli N				
11	Isaac, Carolyn William				
12	Kolodziej, Jillian Louise				
13	Reid, Kellen Max				
14	Young, Rebecca Kathren				
15					

Naming an Excel 2004 Workbook

9. We recommend that you name your file with the following information:
- Course number
 - Section number
 - Semester and year



The screenshot shows an Excel spreadsheet titled 'PSY101 34486 4082.xls'. The columns are labeled A through F. The rows contain the following information:

	A	B	C	D	E	F
1						
2	PSY 101 34486					
3	Spring 2008					
4						
5	Name					
6						
7	Barger, Madeline Faix					
8	Brice, Baylen Tyler					
9	Brown, Amanda Lynn					
10	Chen, Vincent					
11	Daniel, Ninos F					
12	Harris, Michelle Lynn					
13	Helwig, Christian Mark					
14	House, Robert James					
15	Hyer, Kelli N					
16	Isaac, Carolyn William					
17	Kolodziej, Jillian Louise					
18	Reid, Kellen Max					
19	Young, Rebecca Kathren					
20						