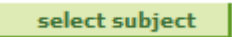
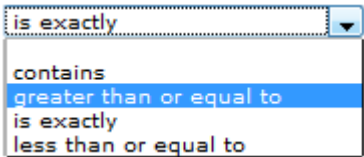
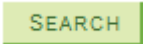




Downloading a List of Classes within a Subject Area to Excel

Using the class search page you can download a list of classes within your subject area to Excel so you can have an editable spreadsheet with class numbers at your disposal. In order for this to work you must make sure the popup blocker on your browser is disabled.

1	From the Main Menu, click Self Service
2	Click Class Search
3	Make sure you have the correct Term selected.
4	Enter the four-digit Course Subject code. If you do not know the code, click 
5	Change the Course Number dropdown to greater than or equal to 
6	Enter 1 in the Course Number field.
7	Deselect the Show Open Classes Only option
8	Click Search 
9	Click the Show All Columns button 
10	Scroll to the right and click the Download button  <p>*NOTE: If you are using Internet Explorer, you must press and hold the Ctrl key before you click the Download button—continue holding Ctrl until you are prompted to save or open the file.</p>
11	You can now open the file with Excel or save it to your computer. You now have an editable version of the class schedule that you can manipulate to show the information you find most useful. Remember, the 5-digit class numbers are only valid for one term. They will not be re-usable during the next term.