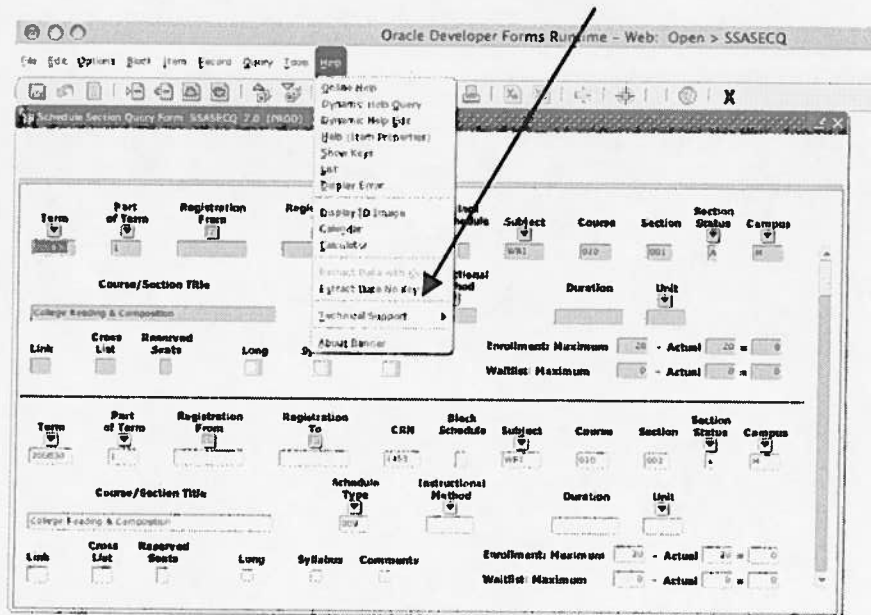


# How To Export Data from a Banner Form to an Excel Spreadsheet

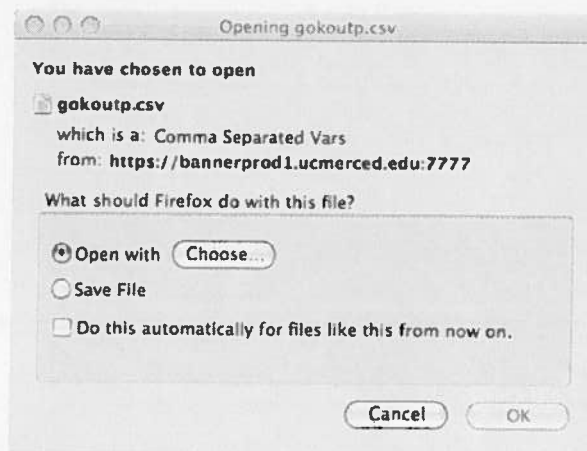
Last revised 8/6/08

(Example form is SSASECQ. You may also use SFASTCA, SFASLST, TSAAREV, SHACRSE, SFARHST, etc.)

- 1) With the SSASECQ section data you want displayed on your screen, drop down the **HELP** menu. Choose "Extract Data No Key." *Hint: if you have Pop Up Blockers disabled, you'll need to hold down the "Control" key when you make this choice and when you complete step 2.*



- 2) A new window will open and a File Download box will appear. Click Open with (and choose Excel) and click OK.



### 3) Format as desired.

*Note: Sometimes data in Banner is not formatted correctly in Excel. For example, to format the ID number correctly on a class roster (SFASLST), you may simply need to widen the column.*

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	200830	1			1463 WR		10	1	College Reader	20	20	0	0	0	0		
2	200830	1			1463 WR		10	2	College Reader	20	20	0	0	0	0		
3	200830	1			1464 WR		10	3	College Reader	20	20	0	0	0	0		
4	200830	1			1473 WR		10	4	College Reader	20	20	0	0	0	0		
5	200830	1			1475 WR		10	5	College Reader	20	20	0	0	0	0		
6	200830	1			1477 WR		10	6	College Reader	20	20	0	0	0	0		
7	200830	1			1480 WR		10	7	College Reader	20	20	0	0	0	0		
8	200830	1			1483 WR		10	8	College Reader	20	20	0	0	0	0		
9	200830	1			1490 WR		10	9	College Reader	20	20	0	0	0	0		
10	200830	1			1492 WR		10	10	College Reader	20	20	0	0	0	0		
11	200830	1			1495 WR		10	11	College Reader	20	20	0	0	0	0		
12	200830	1			1498 WR		10	12	College Reader	20	20	0	0	0	0		
13	200830	1			1499 WR		10	13	College Reader	20	20	0	0	0	0		
14	200830	1			1500 WR		10	14	College Reader	20	20	0	0	0	0		
15	200830	1			1502 WR		10	15	College Reader	20	20	0	0	0	0		
16	200830	1			1747 WR		10	16	College Reader	20	21	9	0	0	0		
17	200830	1			1748 WR		10	17	College Reader	20	21	9	0	0	0		
18																	
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### 4) Save As/Print as needed.