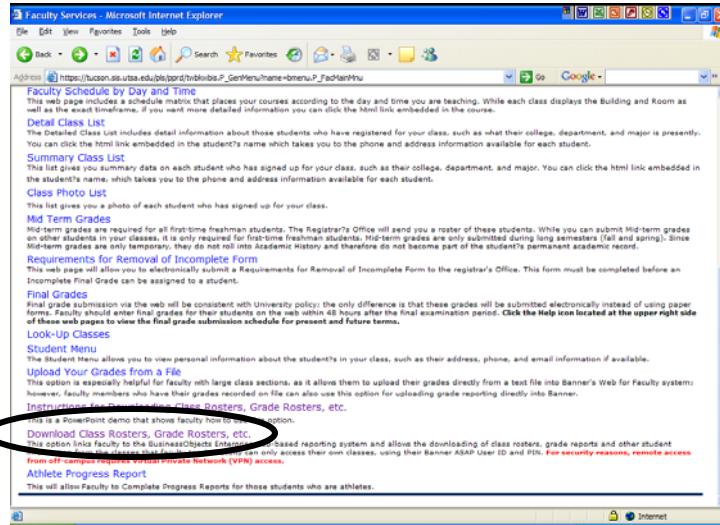


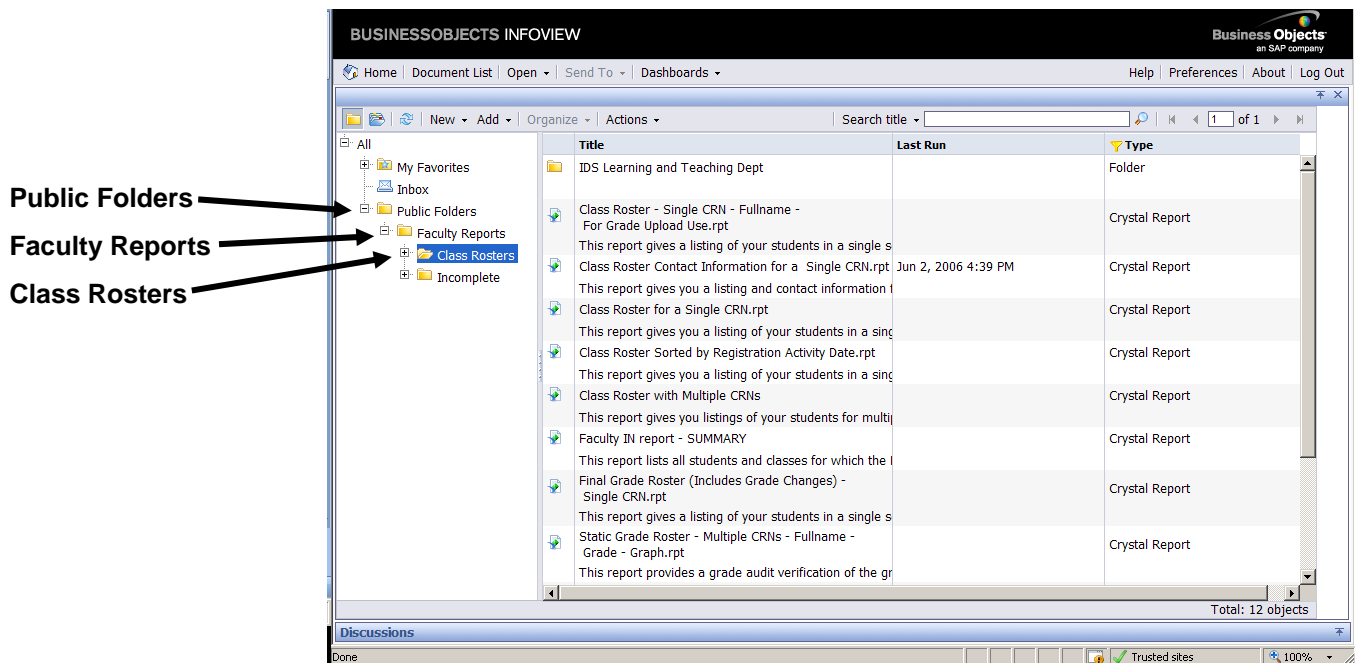
## CLASS ROSTER DOWNLOAD SUMMARY

### STEP 1: Retrieve Your Class Roster Report

1. Log in to **ASAP** and go to **Faculty Services**.
2. Scroll Down towards the bottom of the list and click on **“Download Class Rosters, Grade Rosters, etc..”**

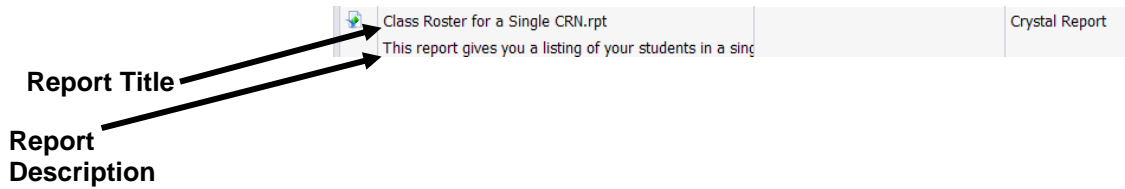


3. Once at the Business Objects Enterprise Screen (Log On to InfoView), use the following login information:
  - a. Username: faculty
  - b. Password: UTSA-1234
4. Click the **“Log On”** button.
5. On the left side of the screen, a menu will appear. The **“Class Rosters”** folder should already be open. If the **“Class Rosters”** folder is **not** already open:
  - a. Click on the plus sign (+) next to the **“Public Folders”** folder.
  - b. Click on the plus sign (+) next to the **“Faculty Reports”** folder.
  - c. Click on the words **“Class Rosters”**.

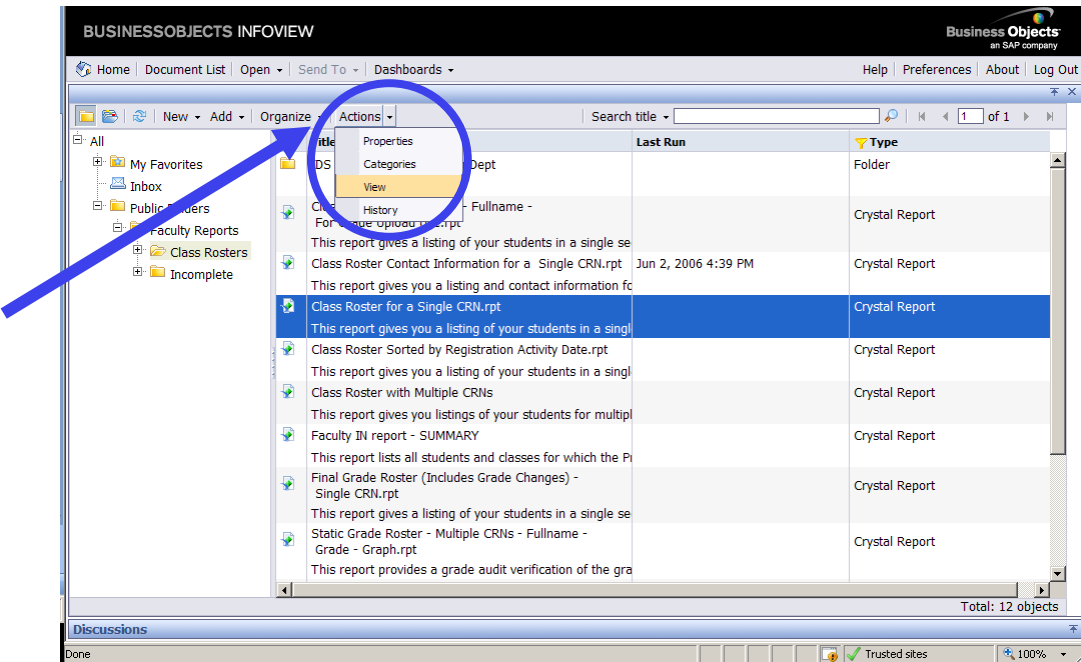


Title	Last Run	Type
IDS Learning and Teaching Dept		Folder
Class Roster - Single CRN - Fullname - For Grade Upload Use.rpt		Crystal Report
Class Roster Contact Information for a Single CRN.rpt	Jun 2, 2006 4:39 PM	Crystal Report
Class Roster for a Single CRN.rpt		Crystal Report
Class Roster Sorted by Registration Activity Date.rpt		Crystal Report
Class Roster with Multiple CRNs		Crystal Report
Faculty IN report - SUMMARY		Crystal Report
Final Grade Roster (Includes Grade Changes) - Single CRN.rpt		Crystal Report
Static Grade Roster - Multiple CRNs - Fullname - Grade - Graph.rpt		Crystal Report

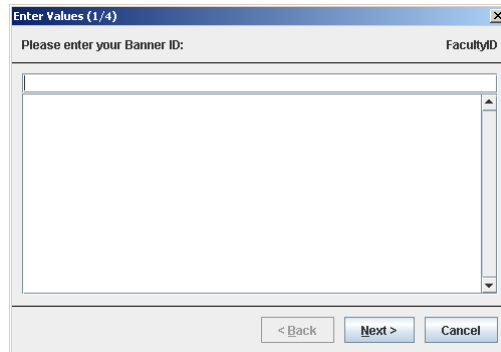
6. A list of Class Roster Reports will appear on the right side of the screen.
  - a. Each report is preceded by a page icon with a green diamond symbol:
  - b. The report title will appear first followed by a report description directly below the report title.



7. Choose a Class Roster Report and Click once the Report Title.
8. Click once the **ACTIONS** button on the InfoView toolbar.
9. Choose **VIEW** from the drop down menu.



10. You will be prompted to enter additional information.  
The information you are prompted to enter will depend upon which report you chose.



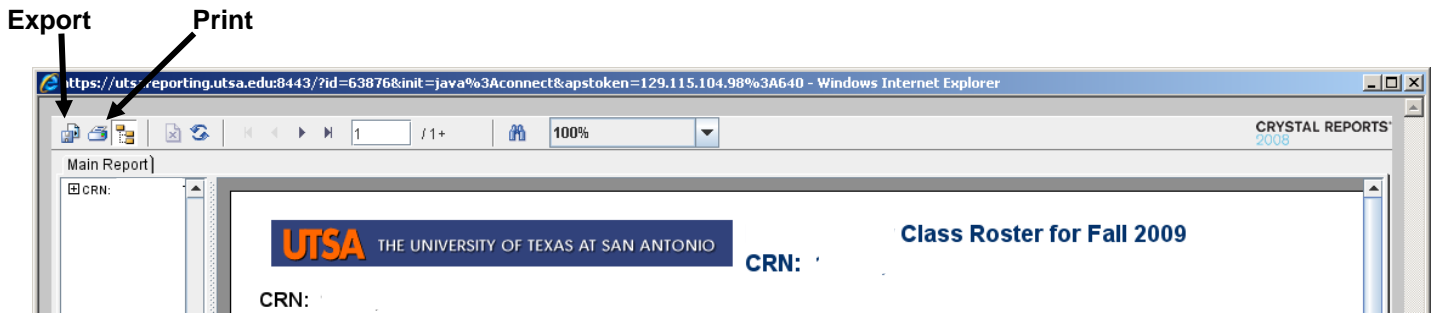
- a. Banner ID: This is the banner ID of the instructor (include the @ symbol).
- b. PIN: This is the PIN of the instructor.
- c. Term: Be sure to enter it exactly or the report will not run. (ex. Fall 2006)
  - i. Semester must be lower case with the first letter capitalized (i.e. Fall).
  - ii. One space between semester and year.
  - iii. 4 digits for the year (i.e. 2006).

11. After entering each of the requested values, click on the **"NEXT"** button to be prompted for any additional values to enter.
12. After entering all of the requested values, click on the **"FINISH"** button.

**STEP 2: Print or Export Your Class Roster Report**

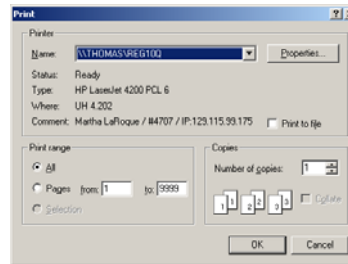
Pop-up blockers must be turned off in order to print and export.

1. There will be a menu bar across the top of your report screen.



**TO PRINT**

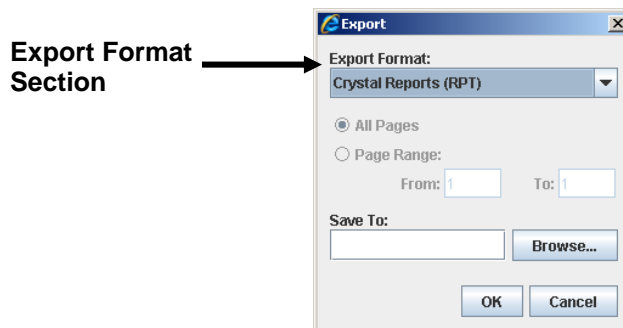
1. Click once on the **Print Icon**. A dialog box will appear:



2. Click the **"OK"** button.

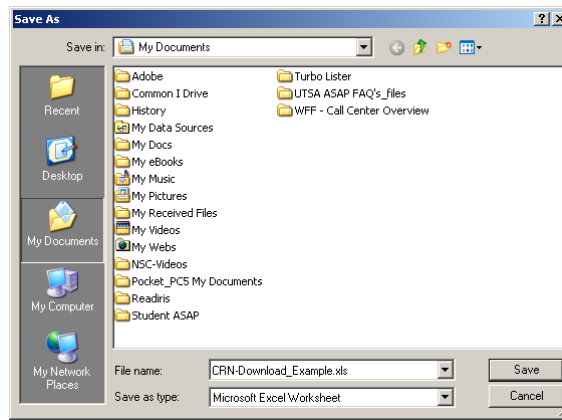
**TO EXPORT**

1. Click once on the **Export Icon**. A dialog box will appear:



2. In the **"Export Format"** section, click on the drop down list and choose the file format you wish to export to. Your options include Microsoft Excel, Word, and Adobe Acrobat.
3. Click the **"BROWSE"** button to locate a location to save your file.

4. A “Save As” dialog box will appear:



5. Choose a directory or folder to save your Class Roster File and enter a file name.
6. Click the **“Save”** button.
7. Click the **“OK”** button.