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.."

Faculty Services - Microsoft Internet Explorer			
jie Edit View Favorites Iools Help			
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ddress 🍓 https://tucson.sis.utsa.edu/pls/pprd/twbkwbis.P_GenMenu?name=bmenu.P_FacMainMnu 🛛 🗸 🄁 G	Google -		~
Faculty Schedule by Day and Time This web page induces a schedule marks that places your courses according to the day and time you are teaching. While each class well as the exact timeframe, if you want more detailed information you can click the html link embedded in the course. Detail Class Ust	s displays the Bu	uilding and Room as	1
The Detailed Class List includes detail information about those students who have registered for your class, such as what their colle You can click the html link embedded in the student's name which takes you to the phone and address information available for a	ge, department,	and major is preser	itly.
Summary Class List This list gives you summary data on each student who has signed up for your class, such as their college, department, and major. the student's name, which takes you to the phone and address information available for each student.	You can click the	html link embedder	d in
Class Photo List			
This list gives you a photo of each student who has signed up for your class.			
Mid Term Grades Mid/term grades are required for all first-time freshman students. The Registrar's Office will send you a roater of these students. On other students in your classes, it is only required for first-time freshman students. Mid-term grades are only sembinited during he Mid/term grades are only temporary. They do not foil into Academi Kistony and therefore do not become part of the student's per	Vhile you can sub ing semesters (fi nanent academic	omit Mid-term grade: all and spring). Since c record.	5
Requirements for Removal of Incomplete Form This web page will allow you to electronically submit a Requirements for Removal of Incomplete Form to the registrar's Office. This foromplete Final Grade can be assigned to a student.	form must be co	mpleted before an	
Final Grades Final grade submitted in the web will be consistent with University policy: the only difference is that these grades will be submitted from grade submitted enter final grades for their students on the web within 48 hours after the final examination period. Click the of these web assets to view the final grade submitted in schedule for gravement and future terms.	d electronically in Jelp icon located	stead of using pape at the upper right si	er ide
Look-Up Classes			
Student Menu The Student Menu allows you to view personal information about the student?s in your class, such as their address, phone, and en	ail information if	favailable.	
Upload Your Grades from a File This option is especially helpful for faculty with large class sections, as it allows them to upload their grades directly from a text file however, faculty members who have their grades recorded on file can also use this option for uploading grade reporting directly int indirectly in the section of the	into Banner's Wo Banner.	eb for Faculty system	n;
Instructions for Developeding Class Rosters, Grade Rosters, etc. This is a PowerPoint demo that shows faculty how to use option.			
Download Class Rosters, Grade Rosters, etc. This epiton link faulty to the businessibilists Entrangence reases reporting system and allows the downloading of data rosters from off-campion long reases that faulty to the survey can only access their own classes, using their Banner ASAP User ID and PIII from off-campion requires are used in Workshow (VPM) access.	grade reports an For security rea	nd other student isons, remote acces	•
Athlete Progress Report			
This will allow Faculty to Complete Progress Reports for those students who are athletes.			

3. Once at the Business Objects Enterprise Screen, use the following login information:

			SAP Business Object) IS'
			Log On to BI launch pad	Help
a. b. c.	System: Username: Password:	newt:6400 faculty UTSA-1234	Enter your user information and click Log On. (If you are unsure of your account information, contact your system administrator.) System: newt:6400 User Name: fac.uity Password: ••••••••••••••••••••••••••••••••••••	

- 4. Click the "Log On" button.
- 5. On the left side of the screen, a menu will appear.
 - 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".



6. A list of Class Roster Reports will appear on the right side of the screen.

		Title *	Туре
		IDS Learning and Teaching Dept	Folder
Report Title	-	Class Roster - Single CRN - Fullname - For Grade Upload Use.rpt	Crystal Reports
	<u>_</u>	Class Roster Contact Information for a Single CRN.rpt	Crystal Reports
	5	Class Roster for a Single CRN.rpt	Crystal Reports
	<u>_</u>	Class Roster Sorted by Registration Activity Date.rpt	Crystal Reports
	5	Class Roster with Multiple CRNs	Crystal Reports
	_	Faculty IN report - SUMMARY	Crystal Reports
	5	Final Grade Roster (Includes Grade Changes) - Single CRN.rpt	Crystal Reports
	A	Static Grade Roster - Multiple CRNs - Fullname - Grade - Graph.rpt	Crystal Reports
	5	Static Grade Roster - Multiple CRNs - Fullname - Grade - NoGraph.rpt	Crystal Reports
	<u>_</u>	Static Grade Roster - Single CRN - Fullname - Grade - Graph.rpt	Crystal Reports
	5	Static Grade Roster - Single CRN - Fullname - Grade - NoGraph.rpt	Crystal Reports

- 7. Choose a Class Roster Report and Double Click on the Report Title.
- You will be prompted to enter additional information. The information you are prompted to enter will depend upon which report you chose.

inter Values	
Please enter your Banner ID:	FacultyID
Please choose the Term (ex. Fall 2005, Spring 2006, Summer 2006, etc.):	TermCode
Please enter the CRN:	CRN
OK	

- a. Banner ID: This is the banner ID of the instructor.
- b. 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).
- 9. Click on the "**OK**" 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 left of your report screen.

		Print	Export	
SAP E	usiness Obje	cts	/	
Home	Documents	Class Ro	oster - Single 🕫 😐 🗵	
File 🗸	00-	8	🗏 📑 🕞 💭 1of 1	•

TO PRINT

1. Click once on the **Print Icon**.

А	dialog	box	will	appear:
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Print Setup			१ <mark>×</mark>
Printer Name: HP Officejet Pro 860 Status: Ready Location: Comment:	10 (Network)	•	Preferences
Page Range All Current Page Pages: Enter page numbers and/or page ran separated by commas. For example,	ges 1,5-12	Number of copies:	1 ÷
	Printer Paper Size : Source : Options Page Scaling Do Not Sca	Letter Automatically Select	•
Report Page Size: Letter	Center t	he Page ontal Pages to One Page sh Objects for Current Pa	ge
		Print C	Cancel Apply

2. Click the "Print" button.

TO EXPORT

1. Click once on the Export Icon.

A dialog box will appear:

	Export X
File Format Section ———	File Format: Crystal Reports (RPT) Page Range: @ All Pages Select Pages From: To:
	Export

2. In the "File 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 "Export" button. A "File Download" dialog box will appear:



4. Click the "Save" button. A "Save As" dialog box will appear:



- 5. Choose a directory or folder to put your Class Roster File in and enter a file name.
- 6. Click the "Save" button.