
The University of Texas at San Antonio

Online Grade Change Training Guide

Office of the Registrar

Log in to *ASAP*

UTSA ASAP *Automated Student Access Program*
The University of Texas at San Antonio

[MyUTSA mail](#) [ASAP FAQ](#)

[HELP](#) [EXIT](#)

User Login

Please enter your user Identification Number (User ID) and your Personal Identification Number (PIN) and click Login. Always use "@" when entering your User ID. If you have a UTSACard showing your ID, use "@" for the first "0" shown on your card.
Example: UTSACard 000xxxxxx = ASAP User ID @00xxxxxx

If this is your first time to access ASAP, your default PIN is your date of birth in the format 'MMDDYY'.
Example: If your date of birth is December 6, 1973 your PIN is 120673.
You must change this PIN upon sign in as it will automatically expire.

If you do not remember your PIN and you created a question and answer, enter your UTSA ID in the USERID box and click the **"Forgot PIN?"** button. Do this before the third attempt to login.

After completing the registration process, be sure to close the browser window to ensure security.

Have a question? Check out the [ASAP FAQ here](#).

User ID:

PIN:

Select the Faculty Services tab

UTSA ASAP Automated Student Access Program
The University of Texas at San Antonio

Personal Information Faculty Services Employee Services MyUTSA mail ASAP FAQ Software Downloads

Search Go ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

Welcome, [redacted] to the Banner Automated Student Access System (ASAP)! Last web access on Feb 11, 2009 at 01:36 pm

[Important Privacy Information](#) Please go to the following link for important information on keeping your PC secure from computer worms and viruses: [Click here.](#)

Freshmen Mandatory Alcohol Education Course Opens July 23, 2008
Part 1 Completion Date August 15, 2008
Part II Completion Date October 22, 2008

Registration is not available January 5-6, 2009.

[Personal Information](#)
View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; View name change & social security number change information; Change your PIN; Customize your directory profile .

[Faculty Services](#)
Use Web for Faculty (WFF) to view information about your class schedule, the students assigned to your courses, and to submit mid-term and final grades.

or select Faculty Services from the menu.

On the Faculty Services page, select **Online Grade Change.** →

Final Grades

Final grade submission via the web will be consistent with University policy; the only difference is that these grades will be submitted electronically instead of using paper forms. Faculty should enter final grades for their students on the web within 48 hours after the final examination period. **Click the Help icon located at the upper right side of these web pages to view the final grade submission schedule for present and future terms.**

Look-Up Classes

Student Menu

The Student Menu allows you to view personal information about the students in your class, such as their address, phone, and email information if available.

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 into Banner's Web for Faculty system; however, faculty members who have their grades recorded on file can also use this option for uploading grade reporting directly into Banner.

Instructions for Downloading Class Rosters, Grade Rosters, etc.

This is a PowerPoint demo that shows faculty how to use this option.

Download Class Rosters, Grade Rosters, etc.

This option links faculty to the BusinessObjects Enterprise web-based reporting system and allows the downloading of class rosters, grade reports and other student information from the classes that faculty teach. Faculty can only access their own classes, using their Banner ASAP User ID and PIN. **For security reasons, remote access from off-campus requires Virtual Private Network (VPN) access.**

Online Grade Change

Online grade change for undergraduate students

Note: Online Grade Change is available for changing grades of undergraduate students only.

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Search Go

Select Term

Select a Term:

- Spring 2009
- Spring 2009
- Fall 2008
- Summer 2008
- Spring 2008

Submit

Select the term from the drop down menu.

Note: only four terms will be available at any given time: the current term and the three previous terms, as grades over one year old cannot be changed.

Click **Submit**.

The screenshot shows the UTSA ASAP web interface. At the top is the logo "UTSA ASAP" in orange and white. Below the logo is a navigation bar with tabs for "Personal Information", "Faculty Services", "Employee Services", and "MyUTS". Under "Faculty Services", there is a "Search" section with a text input field and a "Go" button. Below this is a "Select CRN" section with a horizontal line. Under the line is a "CRN:" label followed by a dropdown menu showing "Neurobiology - 21550" and a downward arrow. Below the dropdown is a "Submit" button. At the bottom left of the form area is a link labeled "Select New Term" in purple text.

Select the course from the drop down menu.

Courses are listed by title and CRN.

Note: Only courses for which you are the primary instructor will appear.

Click **Submit**.

Select **New Term** will return you to the previous screen.

Course Information

Neurobiology - BIO 3433 001

CRN: 21550

Students Registered: 64

Record Sets: 1 - 50 51 - 64

Select New Term Select New CRN

| | Student Name | Student ID | Current Grade | Previous Grade | Last Grade Change Date |
|---|--------------|------------|---------------|----------------|------------------------|
| 1 | | @ | C | B | 16-FEB-2009 |
| 2 | | @ | D | F | 16-FEB-2009 |
| 3 | | @ | D | | |
| 4 | | @ | A | B | 27-FEB-2009 |
| 5 | | @ | A | | |
| 6 | | @ | F | | |

The course roster displays the course title, CRN and number of students registered.

Students are listed in alpha order, 50 names per page.

To page through the course roster, click on the desired set of numbers in **Record Sets**.

Course Information

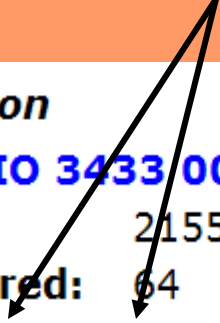
Neurobiology - BIO 3433/001

CRN: 21550

Students Registered: 64

Record Sets: 1 - 50 51 - 64

[Select New Term](#) [Select New CRN](#)



| | Student Name | Student ID | Current Grade | Previous Grade | Last Grade Change Date |
|---|---------------------|-------------------|----------------------|-----------------------|-------------------------------|
| 1 | | @ | C | B | 16-FEB-2009 |
| 2 | | @ | D | F | 16-FEB-2009 |
| 3 | | @ | D | | |
| 4 | | @ | A | B | 27-FEB-2009 |
| 5 | | @ | A | | |
| 6 | | @ | F | | |

Course Information

Neurobiology - BIO 3433 001

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Select New Term Select New CRN

| | Student Name | Student ID | Current Grade | Previous Grade | Last Grade Change Date |
|---|--------------|------------|---------------|----------------|------------------------|
| 1 | | @ | C | B | 16-FEB-2009 |
| 2 | | @ | D | F | 16-FEB-2009 |
| 3 | | @ | D | | |
| 4 | | @ | A | B | 27-FEB-2009 |
| 5 | | @ | A | | |
| 6 | | @ | F | | |

Select student from the course roster.

Note: a red asterisk next to a student's name designates the student as a non-undergraduate. The Online Grade Change is not available for non-undergraduate students and the program prevents access to their record.

Select the new grade from the drop down menu.

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Search Go

Online Grade Changes

| Student Name | ID | Grade Change / Reason |
|----------------------|------------------------|---|
| <input type="text"/> | @ <input type="text"/> | F <input type="text"/> IC - Instructor Error <input type="text"/> |

Submit

[Return to Roster](#) [Select New Term](#) [Select New CRN](#)

Select the reason for the grade change from the drop down menu.

| Student Name | ID | Grade Change / Reason |
|--------------|--------------|--------------------------------------|
| [Redacted] | @ [Redacted] | F [v] IC - Instructor Correction [v] |

*The only reason available for changing one letter grade to another letter grade is IC - Instructor Correction

| Student Name | ID | Grade Change / Reason |
|--------------|--------------|--------------------------------------|
| [Redacted] | @ [Redacted] | A [v] MC - Make-up work complete [v] |

The only reason available for changing IN to a letter grade is MC - Make-up work complete.

| Student Name | ID | Grade Change / Reason |
|--------------|--------------|---|
| [Redacted] | @ [Redacted] | A [v] LG - Late Grade [v] IC - Instructor Correction |

Submit

LG - Late Grade

The two reasons available for changing NR to a letter grade are LG - Late Grade and IC - Instructor Error.

* See next slide for instructions on grade changes for student athletes

Grade Changes for Student Athletes

In Fall 2011, another column was added to identify student athletes.

Online Grade Changes

| Student Name | ID | Athlete | Grade Change / Reason |
|--------------|----|---|--|
| | | <input checked="" type="checkbox"/> Yes | B <input type="button" value="v"/> IC - Instructor Correction <input type="button" value="v"/> |

Because this student is identified as a student-athlete, additional information is required. Please provide the rationale for this grade change in the space below.
(You may enter up to 500 characters.)

Online Grade Changes

| Student Name | ID | Athlete | Grade Change | Reason |
|--------------|----|---------|--------------|----------------------------|
| | | 2 Yes | B | IC - Instructor Correction |

Because this student is identified as a student-athlete, additional information is required. Please provide the rationale for this grade change in the space below.
(You may enter up to 500 characters.)

Update

For student athletes, the instructor must enter a reason for the grade change in the text box.



If nothing is entered in the text box, this error message will appear.



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Search Go

Online Grade Changes

| Student Name ID | Grade Change / Reason |
|---|---|
| <input type="text"/> @ <input type="text"/> | D <input type="text"/> IC - Instructor Error <input type="text"/> |

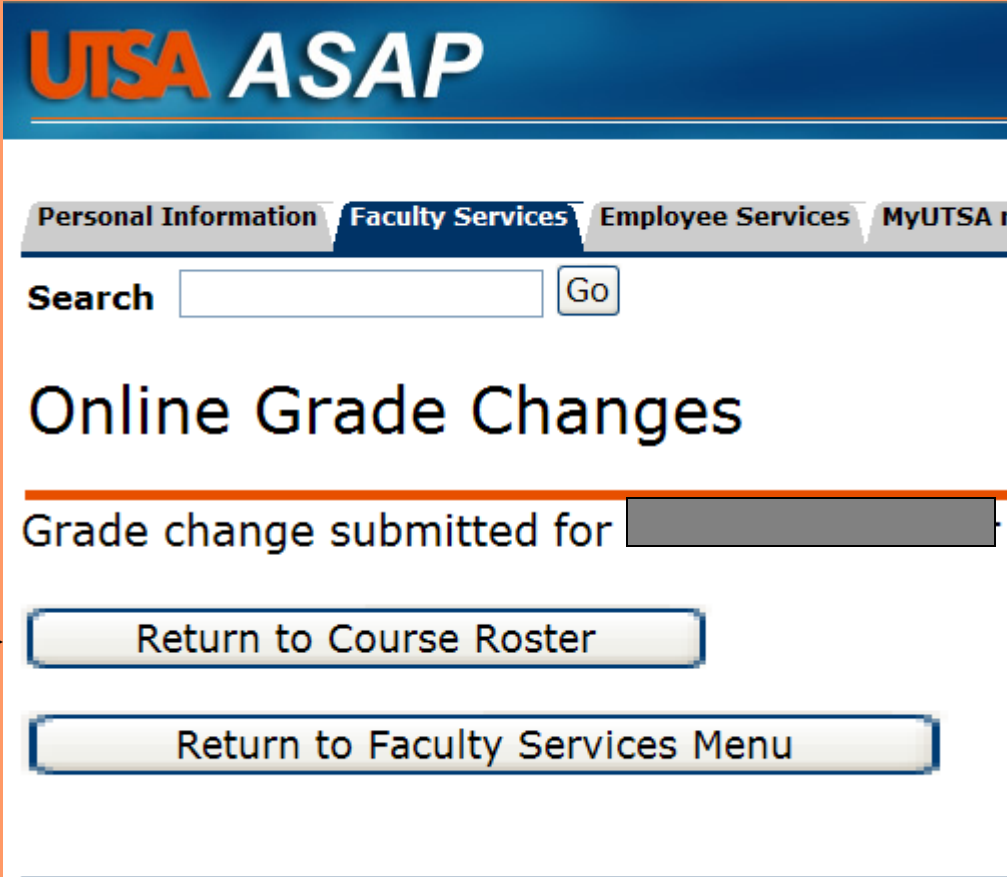
Submit

Once you have selected the new grade and the reason for the grade change (and entered comments for student athlete if applicable), click **Submit**.

Note: If instructor needs to change student athlete's grade again, they must repeat all steps. The original comment cannot be over-ridden.

After submitting the grade change, a confirmation screen appears.

Select **Return to Course Roster** to verify the grade change.



The screenshot displays the UTSA ASAP web interface. At the top, the logo "UTSA ASAP" is visible. Below the logo is a navigation menu with tabs for "Personal Information", "Faculty Services", "Employee Services", and "MyUTSA n". A search bar with a "Go" button is located below the navigation menu. The main heading is "Online Grade Changes". Below this heading, there is a confirmation message: "Grade change submitted for [redacted]". Two buttons are provided for navigation: "Return to Course Roster" and "Return to Faculty Services Menu".

| | Student Name | Student ID | Current Grade | Previous Grade | Last Grade Change Date |
|---|---------------------|-------------------|----------------------|-----------------------|-------------------------------|
| 1 | | @ | C | B | 16-FEB-2009 |
| 2 | | @ | D | F | 16-FEB-2009 |
| 3 | | @ | D | | |
| 4 | | @ | A | B | 27-FEB-2009 |
| 5 | | @ | A | | |
| 6 | | @ | D | F | 27-FEB-2009 |

Date of grade change is displayed.

The new grade appears under the **Current Grade** column.

The previous grade appears under the **Previous Grade** column.

You can select a new term or CRN from this screen.

To change another student's grade in the same course, click on that student's name.

| | Student Name | Student ID | Current Grade | Previous Grade | Last Grade Change Date |
|---|--------------|------------|---------------|----------------|------------------------|
| 1 | | @ | C | B | 16-FEB-2009 |
| 2 | | @ | D | F | 16-FEB-2009 |
| 3 | | @ | D | | |
| 4 | | @ | A | B | 27-FEB-2009 |
| 5 | | @ | A | | |
| 6 | | @ | D | F | 27-FEB-2009 |

The instructor will receive e-mail notification that the grade change has been submitted.

Subject: Notification of Online Change of Grade - Faculty copy

Dear Faculty Member:

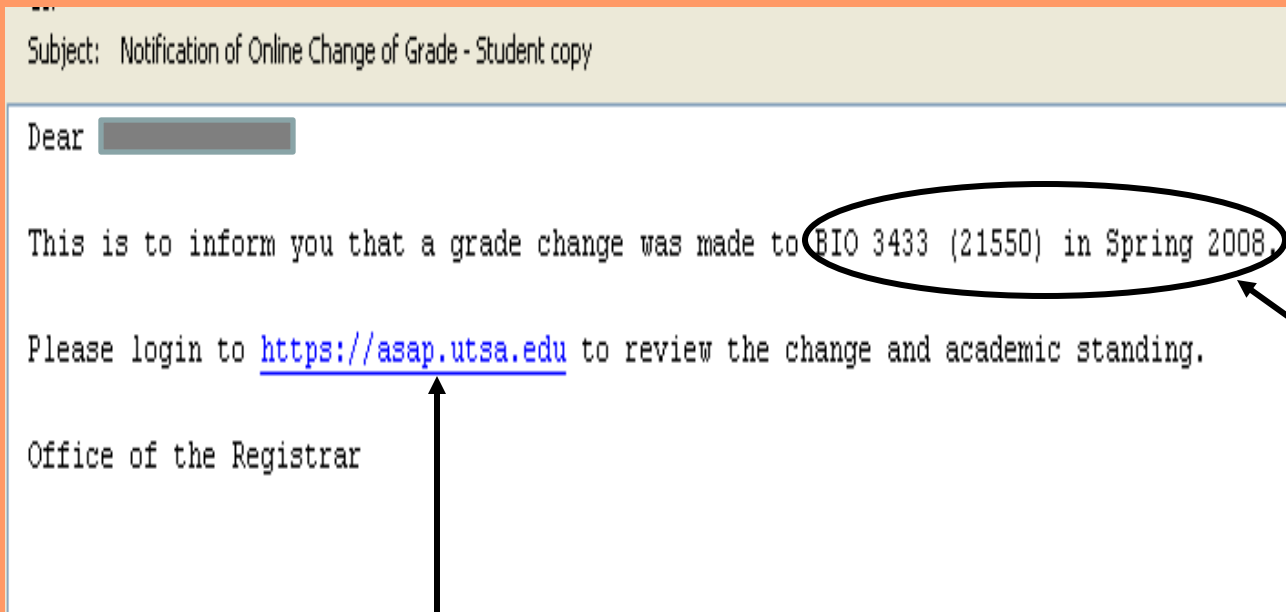
This is to inform you that a grade change was made to BIO 3433 (21550) in Spring 2008 (200820) for [REDACTED]

If you did not make this grade change, please contact the Office of the Registrar at (210) 458-6032 or (210) 458-7070 as soon as possible.

Office of the Registrar

Note: The Office of the Registrar also receives e-mail notification of the grade change for review.

The student will receive e-mail notification that a grade change has occurred.



Information in the notification is limited to the course and term.

The student is prompted to log in to *ASAP* to view additional information regarding the grade change.

In addition to e-mail notifications, the Online Grade Change generates an entry in the student's record in the Banner SPACMNT screen. This entry is made in real time and is helpful to Registrar staff, Advisors and other Banner users should questions arise regarding the grade change.

The Originator code **OGC** signifies an Online Grade Change.

File Edit Options Block Item Record Query Tools Help

Person Comment Form SPACMNT 7.2.1.1 (PPRD)

ID: @ [] []

Comment Type: REG Registrar

Originator: **OGC** Online Grade Change

Contact: []

Contact Date: 27-FEB-2009

Appointments []

From Time: []

To Time: []

Confidentiality

Add Date: 27-FEB-2009

Activity Date: 27-FEB-2009

Last Updated by: OGC_1004922

Comments:
A grade change was posted for 21550 in term 200820

The Office of the Registrar checks online grade changes for:

- ✓ Includes/Excludes
- ✓ Academic Standing
- ✓ SHATCMT entry
- ✓ Necessity to drop student from future registration if dismissed

Subject: FW: Notification of Online Change of Grade - Records copy

-----Original Message-----

From: asap@utsa.edu [<mailto:asap@utsa.edu>]

Sent: Friday, February 27, 2009 11:19 AM

To: Records

Subject: Notification of Online Change of Grade - Records copy

A grade change was made to BIO 3433 (21550) in Spring 2008 (200820) for [REDACTED]

Please verify:

- 1) Includes/Excludes
- 2) Academic standing
- 3) SHATCMT entry
- 4) Drop from future registration if dismissed.

Addendum to Online Grade Change

The Online Grade Change cannot be used in the following circumstances:

- NR to a letter grade due to Judicial Affairs action (until approved to do so)
- Letter grade to “IN”
- Letter grade to “W”
- “W” to a letter grade
- Grade changes over one year old

The above grade changes must be submitted to the Office of the Registrar using the most current paper version of the Change of Grade Form with all required signatures in place.

Reminder: letter grades to “IN” must be accompanied with a completed Requirements for Removal of Incomplete form attached.