Retrieving Course Evaluation Completion Listing

The list of students who participated in your course evaluation(s) is available online via ASAP. To retrieve your list(s), please follow these steps:

Step 1: Login to ASAP (using your abc123 and passphrase).

Step 2: Select the “Faculty Services Tab” at the top of the page.
Step 3: Scroll to the bottom of the list and click on “Course Evaluation Listing”.

Faculty Services

Faculty Services Help
Select this link for Help on Options available on this Faculty Menu.

Term Selection
Select the term that you wish to view your class schedule. Depending on the time of year, you can select previ

CRN Selection
CRN means Course Reference Number. The five-digit CRN represents the Call Number in the previous system.

Faculty Detail Schedule
This web page represents detailed course information for the term that you are presently viewing, including the Room location(s), and whether or not you are listed as the Primary Instructor of Record.

Faculty Schedule by Day and Time
This web page includes a schedule matrix that places your courses according to the day and time you are teach

Detail Class List
The Detailed Class List includes detail information about those students who have registered for your class, such as their college, department, and major.

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.

Class Photo List
This list gives you a photo of each student who has registered for your class.

Summary Wait List

Mid Term Grades
Please assign midterm grades for all freshmen in each of your classes. Furthermore, a new policy requires that the grades be submitted before the end of the semester.

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.

Athlete Progress Report
This will allow you to complete Athlete Progress Reports for the student-athletes in your current classes.

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.

Look-Up Classes

Student Menu
The Student Menu allows you to view personal information about the students in your class, such as their addi

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 file.

Instructions for Downloading Class Rosters, Grade Rosters, etc.
This is a PowerPoint demo that shows faculty how to use the download feature to get class rosters.

Download Class Rosters, Grade Rosters, etc.
This option links faculty to the BusinessObjects Enterprise system, which provides access to the most up-to-date class rosters.

Undergraduate Online Change of Grade Instructions
Instructions for using the Online Change of Grade option.

Online Grade Change
Online grade change for undergraduate students

Course Evaluation Listing
Click here to view the list of students who completed Course Evaluations
Step 4: Select the applicable term, and click “Submit”.

Select Term

Select a Term: Fall 2018

4. Select Term and Click Submit

Step 5: Select the course of interest, and click “Submit” (this may take a few seconds to load).

Select CRN

CRN: ECO 2023 005: Introductory Microeconomics(0), 12607 (130)

5. Select Course and Click Submit
Step 6: Display List - The list of students who participated in your course evaluation for that particular class will appear.

Course Evaluation Listing

Note: This list will only be available until the day of the 2:00 pm grade posting deadline for the term.

<table>
<thead>
<tr>
<th>Course</th>
<th>201910 Fall 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Introductory Microeconomics(Q)</td>
</tr>
<tr>
<td>Course:</td>
<td>ECO 2023 - 005</td>
</tr>
<tr>
<td>CRN:</td>
<td>12607</td>
</tr>
<tr>
<td>Students Registered:</td>
<td>190</td>
</tr>
</tbody>
</table>

Only students that completed the Course Evaluation are displayed.

<table>
<thead>
<tr>
<th>Roster</th>
<th>Student Name</th>
<th>Banner ID</th>
<th>myUTSA ID</th>
<th>Evaluation completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, Sam</td>
<td></td>
<td>@00000012</td>
<td>ABC123</td>
<td>Yes</td>
</tr>
<tr>
<td>Jefferson, Thomas</td>
<td></td>
<td>@00000045</td>
<td>DEF456</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Step 7: To retrieve additional lists of students who participated in your course evaluations for your other classes, please click on the “back arrow” button at the top left portion of your screen, and repeat step 5, 6, and 7.