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 th

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, si

Summary Class List
This list gives you summary data on each student who has signed up for your class, such as their college, dep

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 tha

Requirements for Removal of Incomplete Form
This web page will allow you to electronically submit a Requirements for Removal of Incomplete Form to the re

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 gr

Look-Up Classes

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

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 di

Instructions for Downloading Class Rosters, Grade Rosters, etc.
This is a PowerPoint demo that shows faculty how to use this function.

Download Class Rosters, Grade Rosters, etc.
This option links faculty to the BusinessObjects Enterprise set of reports. Access from off-campus requires Virtual Private Network (VPN).

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

3. Click on Course Evaluation Listing Link
Step 4: Select the applicable term, and click “Submit”.

Select Term

Select a Term: Summer 2017

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 (190)

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.

Course
Term: 201730 Summer 2017
Title: Introductory Microeconomics(Q)
Course: ECO 2023 - 005
CRN: 12607
Students Registered: 190

Only students that completed the Course Evaluation are displayed.

Roster
Student Name | Banner ID | myUTSA ID | Evaluation completed
--- | --- | --- | ---
Adams, Sam | @00000012 | ABC123 | Yes
Jefferson, Thomas | @00000045 | DEF45 | Yes

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.