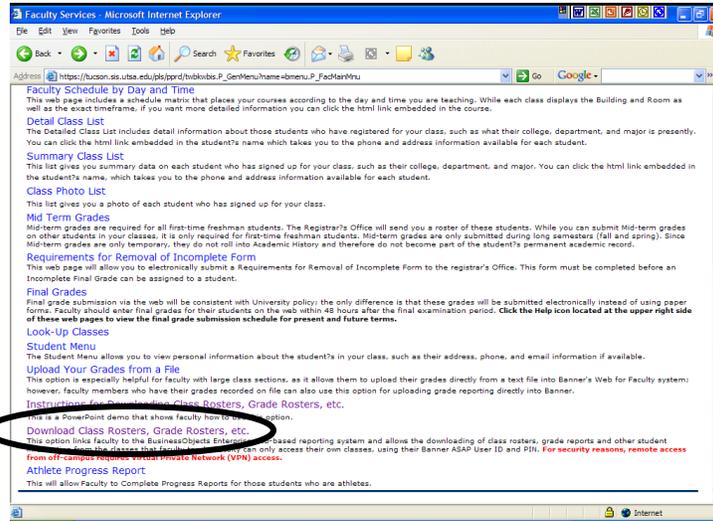


STEP 1: Retrieve Your Class Roster Report

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, use the following login information:

- a. System: newt:6400
- b. Username: faculty
- c. Password: UTSA-1234

The screenshot shows the SAP BusinessObjects login page. The page title is "Log On to BI launch pad". Below the title, there is a section titled "Enter your user information and click Log On." with a sub-note: "(If you are unsure of your account information, contact your system administrator.)". The form contains three input fields: "System" with the value "newt:6400", "User Name" with the value "faculty", and "Password" with masked characters "*****". A "Log On" button is located at the bottom right of the form.

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”**.

The screenshot shows the SAP BusinessObjects interface. On the left, there is a file explorer with a tree view. The tree view shows "My Documents" and "Folders". Under "Folders", there are "Public Folders", "Administration Tools", "Faculty Reports", "Class Rosters", and "Incomplete". Arrows point from the text labels "Public Folders", "Faculty Reports", and "Class Rosters" to their respective folders in the tree view. The "Class Rosters" folder is selected. On the right, there is a list of reports with columns for "Title" and "Type".

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

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

	Title ^	Type
	IDS Learning and Teaching Dept	Folder
Report Title →	Class Roster - Single CRN - Fullname - For Grade Upload Use.rpt	Crystal Reports
	Class Roster Contact Information for a Single CRN.rpt	Crystal Reports
	Class Roster for a Single CRN.rpt	Crystal Reports
	Class Roster Sorted by Registration Activity Date.rpt	Crystal Reports
	Class Roster with Multiple CRNs	Crystal Reports
	Faculty IN report - SUMMARY	Crystal Reports
	Final Grade Roster (Includes Grade Changes) - Single CRN.rpt	Crystal Reports
	Static Grade Roster - Multiple CRNs - Fullname - Grade - Graph.rpt	Crystal Reports
	Static Grade Roster - Multiple CRNs - Fullname - Grade - NoGraph.rpt	Crystal Reports
	Static Grade Roster - Single CRN - Fullname - Grade - Graph.rpt	Crystal Reports
	Static Grade Roster - Single CRN - Fullname - Grade - NoGraph.rpt	Crystal Reports

7. Choose a Class Roster Report and Double Click on the Report Title.

8. You will be prompted to enter additional information.

The information you are prompted to enter will depend upon which report you chose.

The screenshot shows a dialog box titled "Enter Values". It contains three input fields with labels and prompts:

- Field 1: "Please enter your Banner ID:" with a label "FacultyID" on the right. Below it is an empty text box.
- Field 2: "Please choose the Term (ex. Fall 2005, Spring 2006, Summer 2006, etc.):" with a label "TermCode" on the right. Below it is an empty text box.
- Field 3: "Please enter the CRN:" with a label "CRN" on the right. Below it is an empty text box.

At the bottom center of the dialog box is an "OK" button.

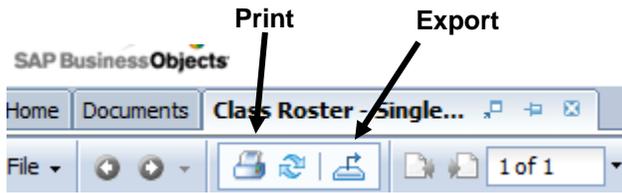
- a. Banner ID: This is the banner ID of the instructor.
- b. Term: Be sure to enter it exactly or the report will not run. (ex. Fall 2006)
 - i. Semester must be lower case with the first letter capitalized (i.e. Fall).
 - ii. One space between semester and year.
 - iii. 4 digits for the year (i.e.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

9. Click on the "OK" button.

STEP 2: Print or Export Your Class Roster Report

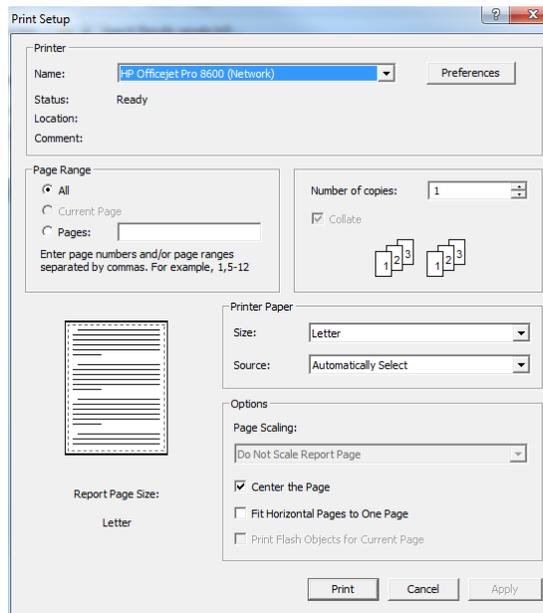
Pop-up blockers must be turned off in order to print and export.

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



TO PRINT

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

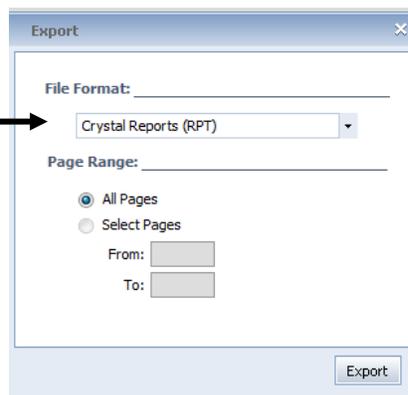


2. Click the **"Print"** button.

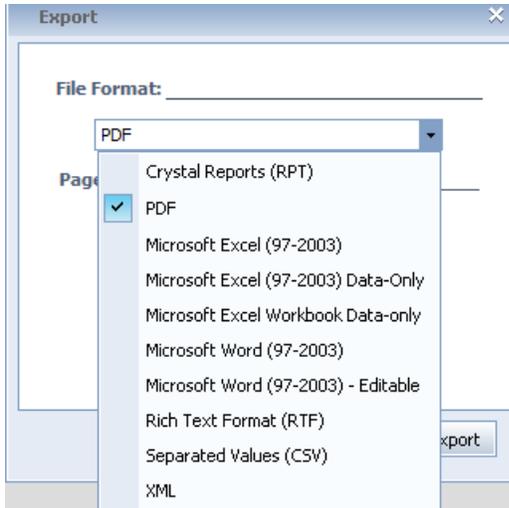
TO EXPORT

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

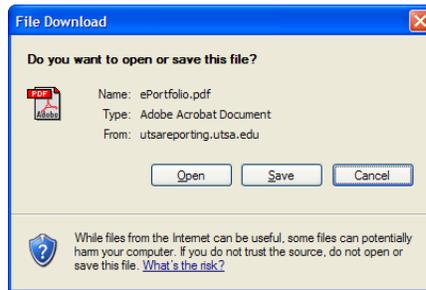
File Format Section →



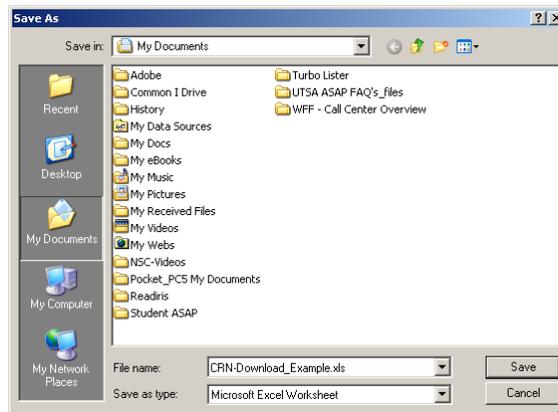
- In the **"File Format"** section, click on the drop down list and choose the file format you wish to export to. Your options include Microsoft Excel, Word, and Adobe Acrobat.



- Click the **"Export"** button. A "File Download" dialog box will appear:



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



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