

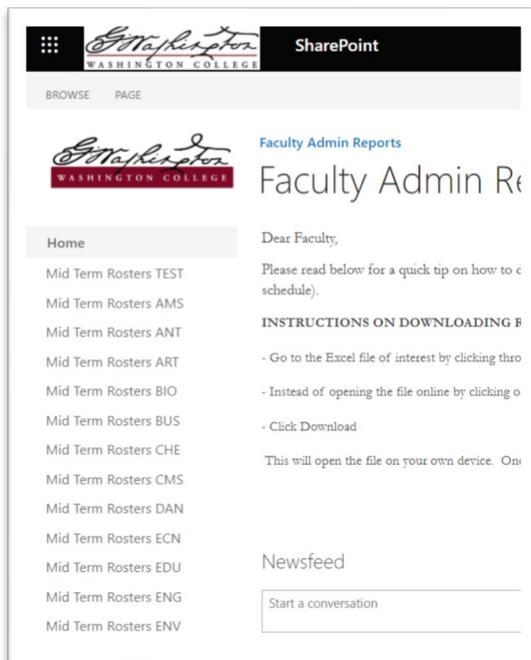
Instruction for Entering Midterm Grade Comments

The process for entering comments associated with midterm grades for Spring 2020 is similar to last semester. We will use SharePoint documents as a means of recording comments associated with grades; however, faculty will continue to enter grades through Self Service. The comments entered in SharePoint will be emailed and simply includes the comment submitted in SharePoint.

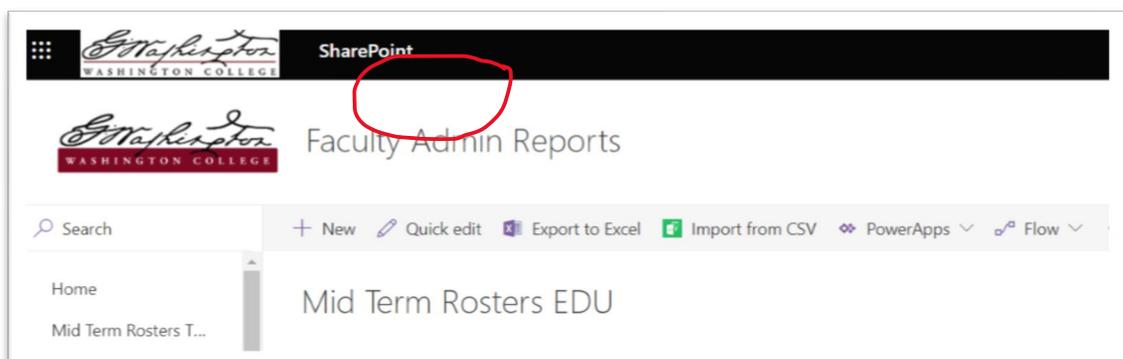
Note the datasheets in SharePoint contain all sections for your department. The students listed on the datasheets are only first year students and students on academic probation. Faculty in a department are able to access and enter information in spreadsheets concurrently.

The comment entered in SharePoint will be sent to the student via email from registrar@washcoll.edu. The email will simply include the comment you entered, it will not include a greeting.

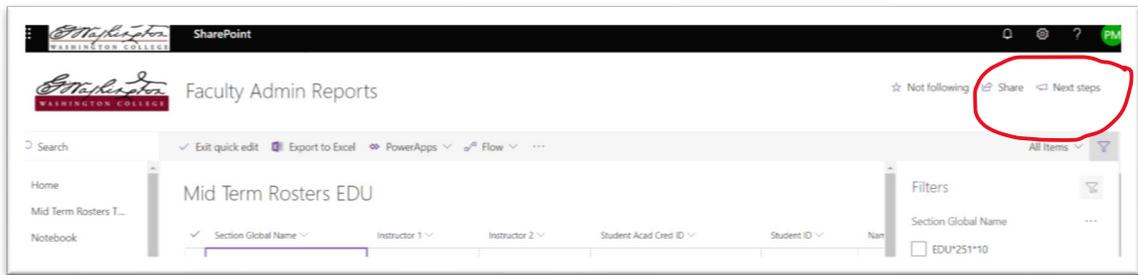
1. Go to the "Faculty and Staff Links" page. You can access this from the college's homepage by clicking the paperclip next to Search.
2. From "Top Links" navigate to Faculty Admin SharePoint Site.
3. Once in SharePoint, navigate to the Mid Term Rosters with your department's subject code on the left panel.



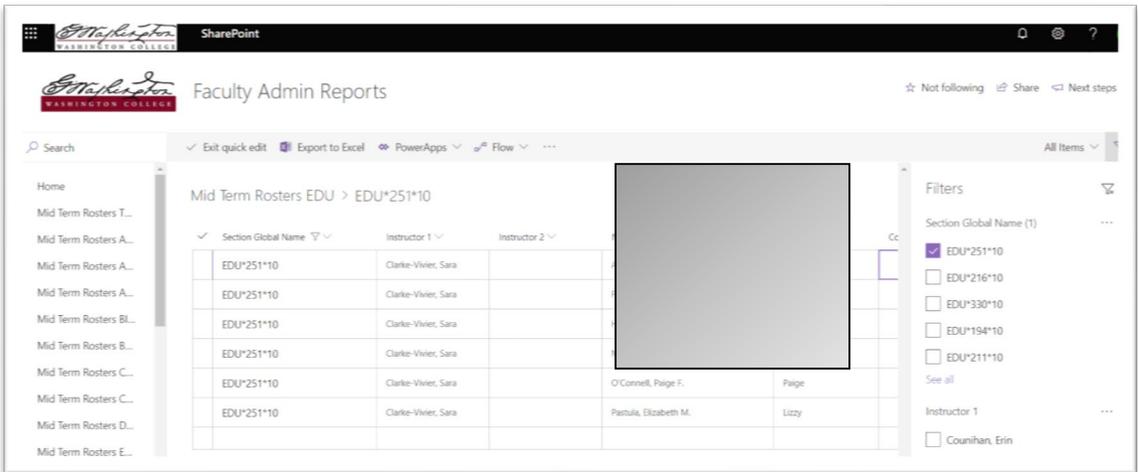
4. A SharePoint datasheet will appear in the right side of the screen with your roster. To enter midterm comments, click "Quick Edit."



5. A grid will appear on screen. Click the filter icon on the right to display only your section(s).

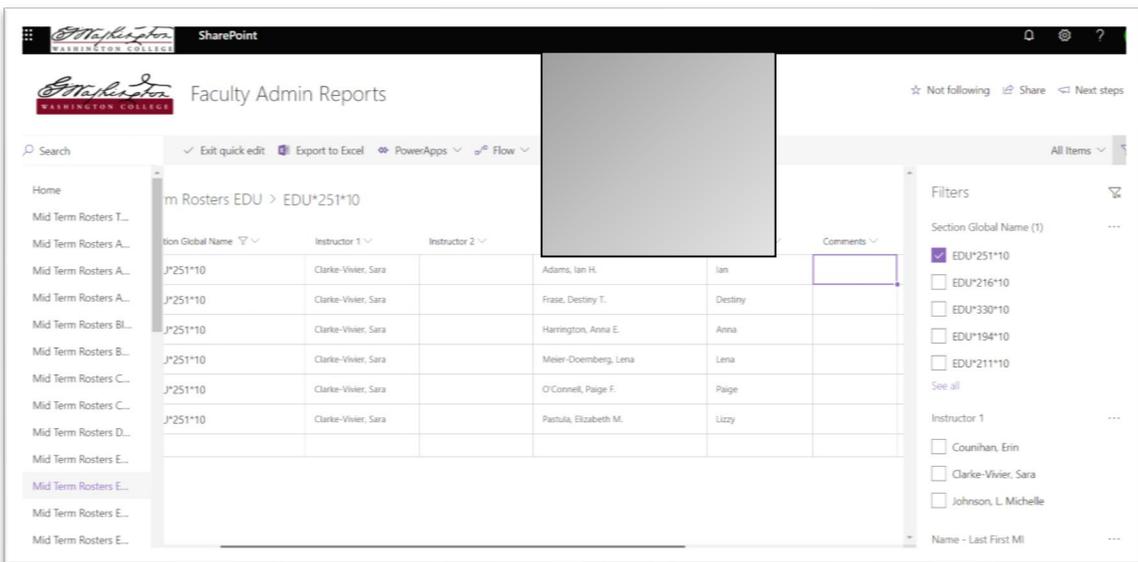


6. Check a box such as specific section to narrow what you are looking at.



7. You can scroll over to the comment column of the spreadsheet and enter your comments. Once

you enter your comments, use the down arrow to move to the next comment box. The data saves automatically.



8. When you have finished entering comments, click "Exit quick edit" before closing SharePoint.

SharePoint

Faculty Admin Reports

Exit quick edit | Export to Excel | PowerApps | Flow

Mid Term Rosters EDU > EDU*251*10

Section Global Name	Instructor 1	Instructor 2	Name - Last First MI	DisplayName	Cc
EDU*251*10	Clarke-Vivier, Sara		Adams, Ian H.	Ian	
EDU*251*10	Clarke-Vivier, Sara		Frase, Destiny T.	Destiny	
EDU*251*10	Clarke-Vivier, Sara		Harrington, Anna E.	Anna	
EDU*251*10	Clarke-Vivier, Sara		Meier-Doemberg, Lena	Lena	
EDU*251*10	Clarke-Vivier, Sara		O'Connell, Paige F.	Paige	
EDU*251*10	Clarke-Vivier, Sara		Pactula, Elizabeth M.	Lizzy	

Filters

Section Global Name (1)

- EDU*251*10
- EDU*216*10
- EDU*330*10
- EDU*194*10
- EDU*211*10

Instructor 1

- Counihan, Erin
- Clarke-Vivier, Sara
- Johnson, L. Michelle

At your earliest convenience, please review the SharePoint site and make sure you are able to edit your datasheet.