Midterm Notice for Pharos 360

Thank you for helping us incorporate a new Midterm Notice Form! Below are the instructions if you have questions please contact: **Blair Taylor** at <u>taylorb@juniata.edu</u> or **x3150**

Step 1: Go to your favorite Web Browser and enter: juniata.pharos360.com



Step 2: Log In using your Juniata Username and Password





Step 3: You will see your Launch Pad, Select the "My Students" tab.

Step 4: This brings you to this screen. You should see on the left a list of your courses.



Step 5: When you select your course it'll bring a list of students in the course into the center. Select the student you want to submit a Midterm Notice on by checking the box next to their name.

🚺 Basecamp 🛛 🗙		Blår 🗕 🗗 🗙
Secure https://juniata.pharos360.com	/apps/students.php	winimize ☆
🛗 Apps 🚽 Bookmarks 🦳 Save 💣 Juniata Sports 🔜	Track 🔞 Revised ADA Require 🧊 www.halhigdon.com 📃 DOS 🥊 Pandora Radio - Liste 📹 /of	fices/dean-of-stur
A Launchpad A Send Alert Q Quick search		Judy Fakey 🕞 Logout
		Statement of the second se
Groups	ART120-01 - Art I	Snapshot
All Students	Sort By * Search Students	THE R. LEWIS CO., LANSING MICH.
A	Student Name Cases	
Advising	Olivia Marie Edgerton-Test	
My Advisees	Faustina Anne Hicks-Test	
Courses		
ART120-01 - Art 1 5	Alan Leroy Roman-Test	
	Shawna (Nala) Nala Rose-Test	
ART121-01 - ART1	Amy Grace Towell-Test	Select a Student to View Detailed Information
FAKE-01234 - Introduction to		
1		
<u>e</u>		
() Help		
🖷 🔎 💷 🔳 🔜 😫	2 🔟 🕯 🚺 🧿 🖉 🖨 🤶	^ ≌ ⊄×

Step 6: Once selected the student's information populates into the far right column. Select "Student Update"



os Bookmarks Save	💣 Juniata Sports 📙 Track 🚳	Revised ADA Require www.hal	higdon.com 📃 DOS 📄 Pandor	a Radio - Liste 🏼 🥠 /offices/dean-of-	stud 📲 /offices/dean-of-stud
a change a form below to get sta	tod				
e choose a form below to get sta	ieu.				
Residential Advisor	Outstanding Student	EXAMPLE: Auto- accept Student	Tutoring Referral: Writing Center	Tutoring Referral: Math Lab	Tutor Contact Record
	*	Ĉ	1		N
Evaluation Of Student's Social Connections In The Residence Hall	A Quick Form To Share Student Successes	This Form Will Be Auto- Accepted Into The Log Without Opening A Case	Will Be Sent Directly To Writing Center And Student	Will Be Sent Directly To Math Lab	To Be Used As A Summary Of Tutoring Hours
Accommodations	Incident Report	Faculty/Academic Advisor	Class Performance	Tutoring: General Session Record	Midterm Notice
7	<u> </u>	*			Ĺ
This Is Summary Of A Student's Accommodation Needs	Any Incidents On Campus Involving Multiple Students	Evaluation Of Student's Plan Of Study And Academic Progress	Evaluation Of The Student's Class Performance	This Summary Of A Tutoring Session Will Be Sent Directly To The Student	Survey To Pilot Faculty

Step 7: Brings you to a screen with several different Update Options. Please select Midterm Notice

Step 8: Brings you to the Midterm Notice Form, it **DOES NOT** pre populate so please input your name, the course # and course title.

s 📕 Bookmarks 👘 Save	e 🦸 Juniata Sports 🧧 Track. 🔞 Revised ADA Require 💿 www.halhigdon.com/ 📒 DOS 👂 Pandora Radio - Liste 🌐 /offices/dean-of-stue 🥠 /off	fices/dean-of-stu
ange Form	MIDTERM NOTICE PLEASE NOTE: This update will be sent directly to the student. A copy is provided to the Quest Team.	Review Respons
Nivia Marie Edgerton-Test	1) Instructor Name:	
665	2) Course Name	
e/		
Q1023		
	3) Course Number:	
	4) Current Grade:	
	5) Reason for Concern	

os Bookmarks Save	e 🤯 Juniata Sports 📙 Track 🧐 Revised ADA Require 🤍 www.halhigdon.com 📙 DOS 🟴 Pandora Radio - Liste 🌆 /offices/dean-of-stue 🦏 /offices/dean-of-stue
hange Form	MIDTERM NOTICE PLEASE NOTE: This update will be sent directly to the student. A copy is provided to the Quest Team.
Olivia Marie Edgerton-Test	1) Instructor Name:
	Judy Fakey
1	2) Course Name
Q1023	ARTI
	3) Course Number:
	ART 120 - 01
	4) Current Grade:
	F

Step 9: Once you have entered your information select Review Responses:

Step 10: Submit your Response

🚺 🚺 Baseca	amp	× 🥼 Basecamp	× (=)					Blair	- @ ×
	Secure	https://juniata.pharos360.c	:om/apps/refer.php?student_ids=	Q1023					☆
Apps	Bookmarks	Save 🛷 Juniata Sports	📙 Track 🔞 Revised ADA Require	www.halhigdon.com/	📃 DOS 📄 Pa	andora Radio - Liste	🕼 /offices/dean-of-stud 🖻	/offices/dean	
Edit	Responses							Submit I	Responses
Please rev	iew your change	s below to ensure their accuracy.	PLEASE NOTE: This update will	be sent directly to the stude	nt. A copy is provid	ed to the Quest Team.			- 128
S	Olivia Mar	rie Edgerton-Test							
Instructo	r Name:: Judy F	akey							
Course N	lame: ART I								
Course N	lumber:: ART 12	20 - 01							-
Current G	Grade:: F								
Concerns	s: Class absence	9							-1
Concerns	s: Does not do cl	lass work							
Concerns	s: Does not have	background							
م 🖪) []]	💶 🛤 💁 🗷	e 🔟 â 🛤	o o 🗊	e			∧ भ⊒ ⊄×	:01 AM 11/2017

Apps Bookmarks Save Juniata Sports Track Track Edit Responses Please review your changes below to ensure their accuracy. PLEASE Olivia Marie Edgerton-Test	juniata.pharos360.com says: PLEASE NOTE: This update will be sent directly to the student. A copy is provided to the Quest Team. Are you sure you wish to continue? OK Cancel	x o - List /offices/dean-of-stue	Volfices/dean-of-stu
Course Name: ART I Course Number:: ART 120 - 01			
Current Grade:: F			
Concerns: Class absence			
Concerns: Does not do class work			
Concerns: Does not have background			

Step 11 : Are you sure you wish to continue? Select OK

Once successfully submitted you'll get this notification:

🐠 Basecamp 🛛 🗙 🌗 Basecamp		Blair — 🗗 🗙
Secure https://juniata.pharos360.com/a	pps/refer.php?student_ids=Q1023	\$
🛗 Apps 🚽 Bookmarks 🥂 Save 🛷 Juniata Sports 📒 Tr	rck 🔞 Revised ADA Require 👘 www.halhigdon.com: 📙 DOS 👂 Pandora Radio - Liste 👘 /offices/dean-of-stue 👘	/offices/dean-of-stu
Edit Responses Please review your changes below to ensure their accuracy.	LEASE NOTE: This update will be sent directly to the student. A copy is provided to the Quest Team.	Submit Responses
Olivia Marie Edgerton-Test		
Instructor Name:: Judy Fakey		
Course Name: ART I	Success Thank you! We have successfully received your response. You may now close the window.	
Course Number:: ART 120 - 01	Close	
Current Grade:: F		
Concerns: Class absence		1
Concerns: Does not do class work		
Concerns: Does not have background		
= 2 O 🙍 🗖 🔞 🕻		∿ 🛥 ⊄× 🦟 10:05 AM 10/11/2017 😽

Repeat Steps 5-11 for all Courses and Students that you would like to submit a Midterm Notice on.