Deficiency Reporting Screenshots

The deficiency reporting system is meant to be simple and intuitive. However, no matter the efforts to make a process easy to use, there may be questions with first time navigation. This document is to assist those that would like to see screenshots of the process.

Course Selection
Once you have logged into the system, you are able to select the course for which you want to enter deficiencies:

My Proxies
There are three important boxes above the course selection. The last box on the right is a new addition for professors of record to assign proxies to enter deficiencies. This feature was added for those professors that have large classes and Teaching Assistants to enter deficiencies. The TA's (or other designee's) Baylor Identification Number will be needed.
**Selected Course**
Once a course is selected, a course roster is presented. Each student's name on the roster is a hyperlink used to enter the deficiency.

**Enter the Deficiency Information**
The action of clicking a student's name will allow you to enter the deficiency information for the selected student. When you enter a deficiency for a student, the information is saved when you click on the "Update" link to the right of the deficiency information.
**Deficiency Adjustments**
Once you click "**Update**" on the right of the deficiency information, the individual deficiency is saved. You can make as many changes as you need to prior to the deadline. Every time you return to the deficiency reporting screen, you should see the information as you entered it.

**Removing a Deficiency**
To remove a deficiency for a student, click the "**Remove Deficiency**" link on the left of the individual student's name. If you do not see all of your students' names, please click the "**Next**" link at the top or bottom of the page. If you are still experiencing problems viewing students, please call Ron English at ext. 8986.