

Deficiency Reporting Screenshots

There have been some exciting changes to the deficiency reporting system. The information is presented in a simple and intuitive manner intended to address past concerns about the process. Once you have logged into the system, you will see the following screen:

The screenshot shows the 'MID-TERM DEFICIENCY REPORTING' interface. At the top, there are two tabs: 'Course Selection' (active) and 'About Deficiency Reporting'. Below the tabs, there is a dropdown menu labeled 'Select a class:' with 'EDC 1200-05' selected. To the right of the dropdown is a button labeled 'Enter Deficiencies'. At the bottom of the page, there is a copyright notice: 'Copyright © Baylor® University. All rights reserved. Trademark/DMCA information. Privacy statement. Baylor University Waco, Texas 76798 1-800-BAYLOR-U'.

Select the course:

You can select the correct course from the drop down menu and then click on “Enter Deficiencies.” The next screen will look like this:

The screenshot shows the 'MID-TERM DEFICIENCY REPORTING' interface with the 'About Deficiency Reporting' tab active. A link for 'Printable Deficiency Report' is visible. The main content area displays a table for course 'EDC 1200-05'. The table has columns for ID, Name (with a link to add/edit deficiency), Deficiency Grade, Absences, and Reasons. The table is sorted by 'Next Last'. At the bottom of the table, there is a 'Next Last' link. At the bottom of the page, there is a copyright notice: 'Copyright © Baylor® University. All rights reserved. Trademark/DMCA information. Privacy statement. Baylor University Waco, Texas 76798 1-800-BAYLOR-U'.

ID	Name Click to add/edit deficiency	Deficiency Grade	Absences	Reasons
891241321	Ben C Bosse			
891305413	Tyler James Brown			
890791233	Jaleel Clemon			
891315950	Alejandro Dharja			
891354466	Donald James Dwyer			
891251254	Ryan Hunter Epps			
891198964	Marinda Ny'cole Iruga			
891241166	Michael David Gothard			
891197914	Tiffany Anel Guzman			
891310173	Lauren Elaine Hughes			
891325393	Brandon A. Johnson			
891282169	Sharnette Je'nea Jones			
891336014	Christopher Matthew Kelly			
891052081	Caroline Marie Mazza			
891209938	Jessica M. Mensah			

Enter the Deficiency

Begin by selecting a student's name. The action of clicking a student's name will allow you to enter a deficiency for that student. When you enter a deficiency for a student, you must save each individual deficiency. See the example below:

MID-TERM DEFICIENCY REPORTING

[Course Selection](#) [About Deficiency Reporting](#)

[Printable Deficiency Report](#) EDC 1200-05

[Next](#) [Last](#)

	ID	Name <small>Click to add/edit deficiency</small>	Deficiency Grade	Absences	Reasons	
	891241321	Ben C Bosse				
	891305413	Tyler James Brown				
Remove Deficiency	890791233	Jaleel Clemon	D ▼	6 ▼	<input type="checkbox"/> Excessive absences <input checked="" type="checkbox"/> Low test score(s) <input checked="" type="checkbox"/> Unprepared for class <input checked="" type="checkbox"/> Missing test(s) <input type="checkbox"/> Missing assignments	Update Cancel
	891315950	Alejandro Dharja				
	891354466	Donald James Dwyer				
	891251254	Ryan Hunter Epps				
	891198964	Marinda Ny'cole Fruge				
	891241166	Michael David Gothard				
	891197914	Tiffany Anel Guzman				
	891310173	Lauren Elaine Hughes				
	891325393	Brandon A. Johnson				
	891282169	Sharnette Je'nea Jones				
	891336014	Christopher Matthew Kelly				
	891052081	Caroline Marie Mazza				
	891209938	Jessica M. Mensah				

[Next](#) [Last](#)

Copyright © [Baylor® University](#). All rights reserved. [Trademark/DMCA](#) information. [Privacy statement](#).
 Baylor University Waco, Texas 76798 1-800-BAYLOR-U

Deficiency Adjustments

Once you click "Update" on the right of the deficiency information, the deficiency for the individual is saved. You can make as many changes as you need to make prior to the deadline. Every time you return to the screen, you should see the information as you entered it.

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.