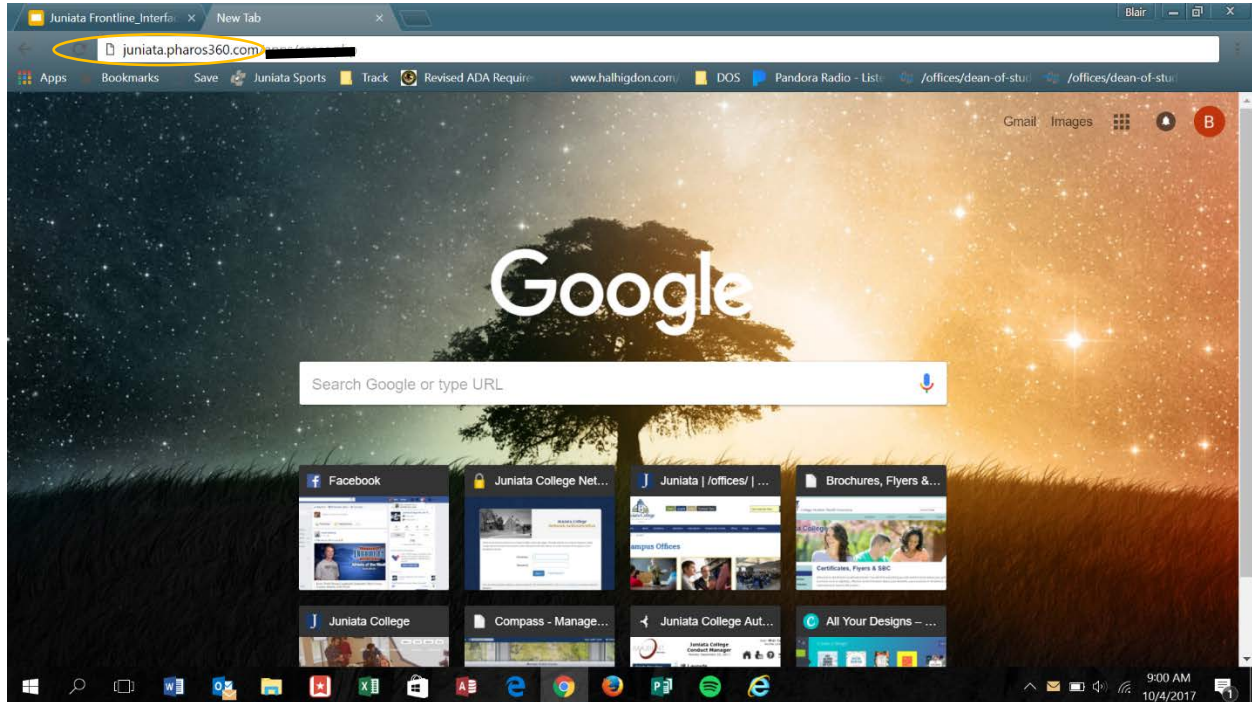


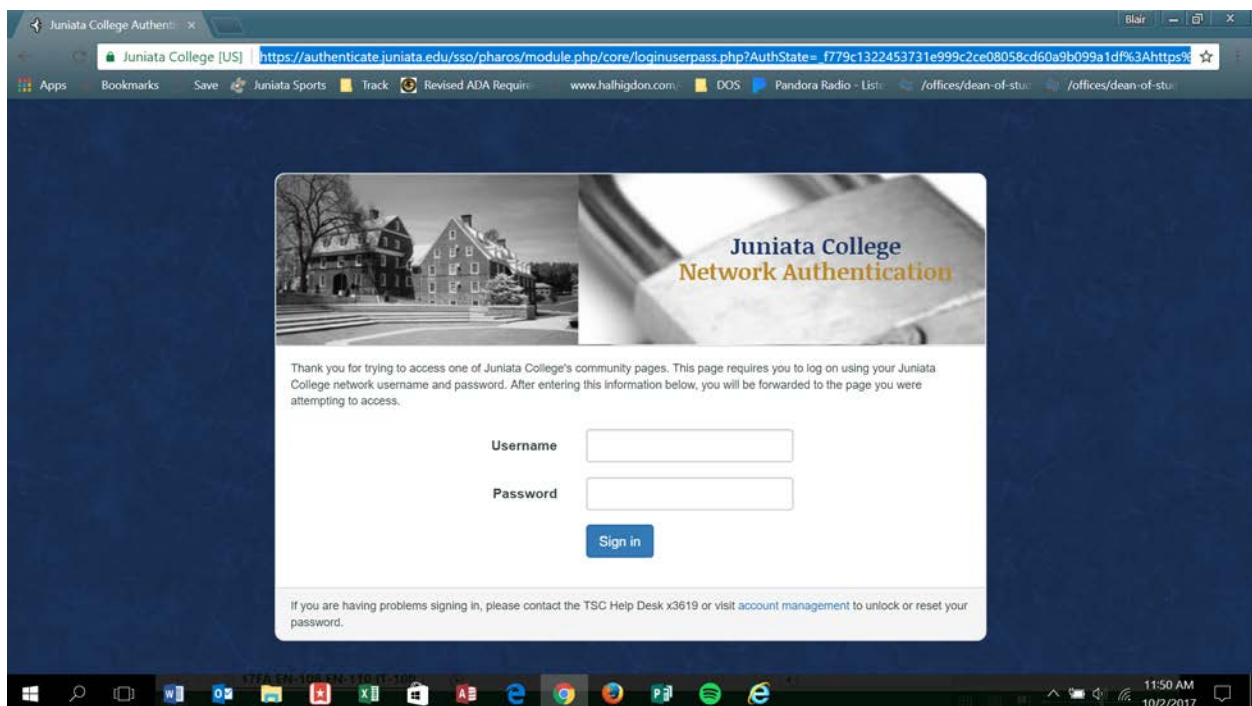
Midterm Notice for Pharos 360

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

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



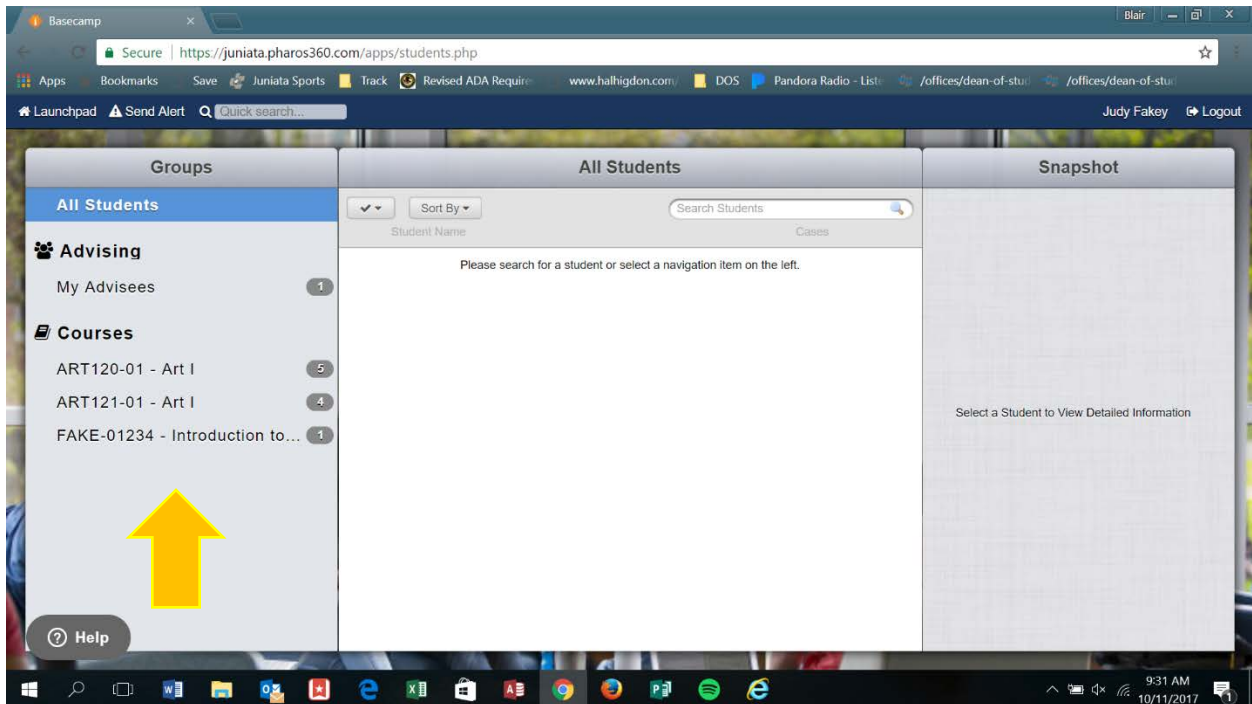
Step 2: Log In using your Juniata Username and Password



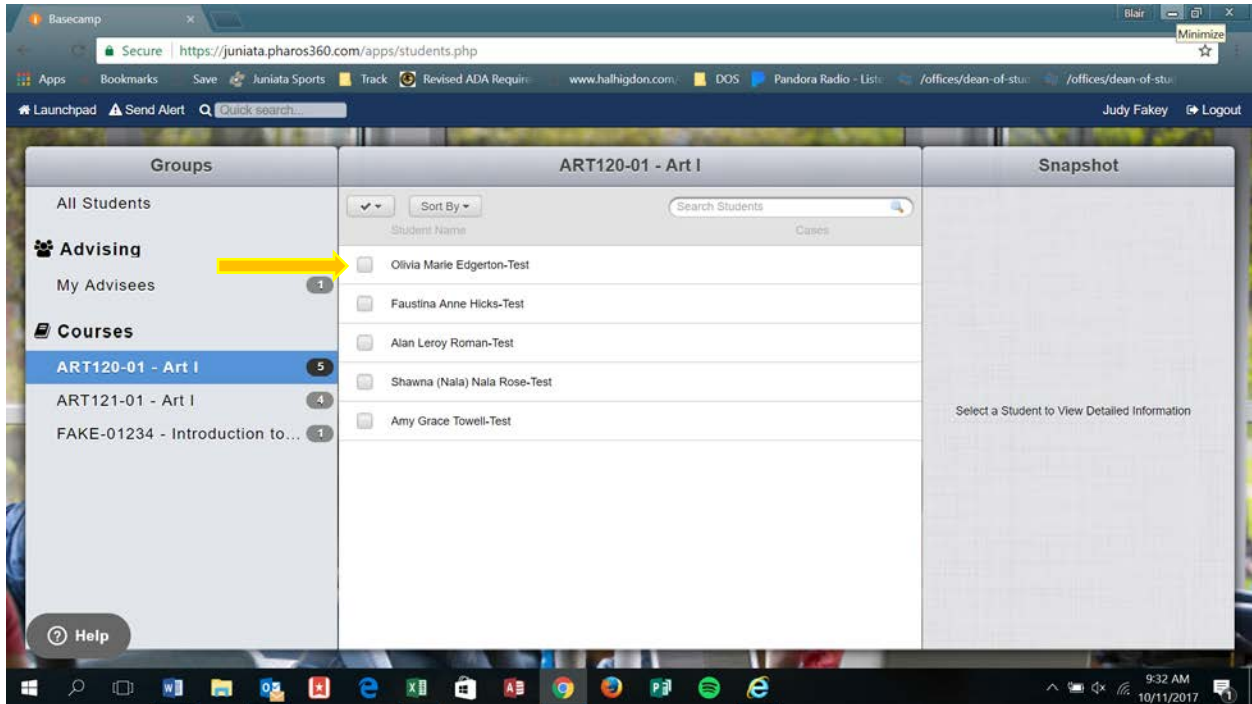
Step 3: You will see your Launch Pad, Select the “My Students” tab.



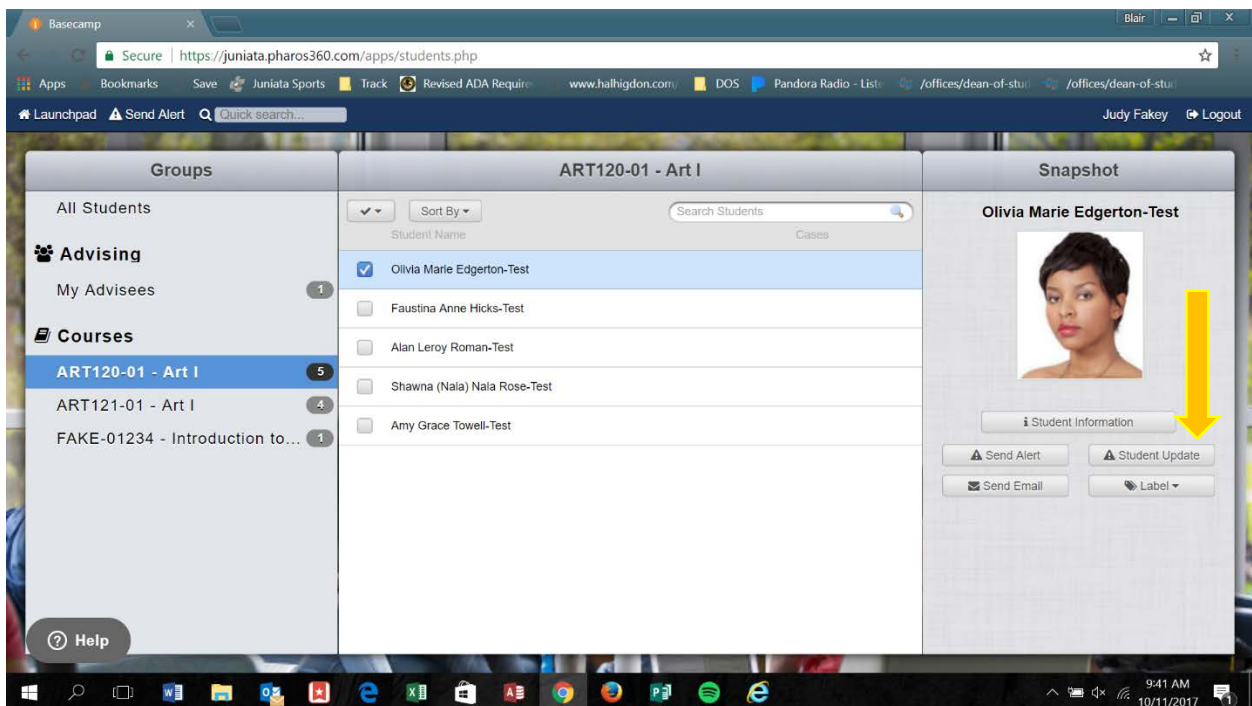
Step 4: This brings you to this screen. You should see on the left a list of your courses.



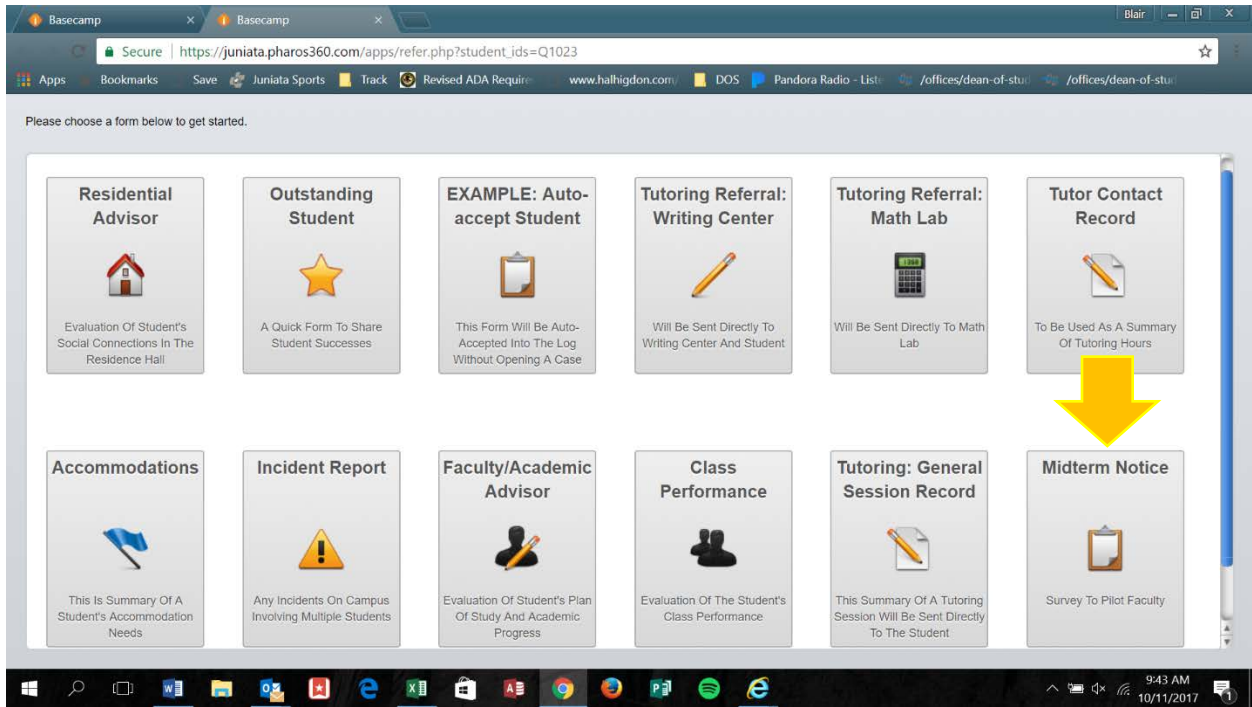
Step 5: When you select your course it'll bring a list of students in the course into the center. Select the student you want to submit a Midterm Notice on by checking the box next to their name.



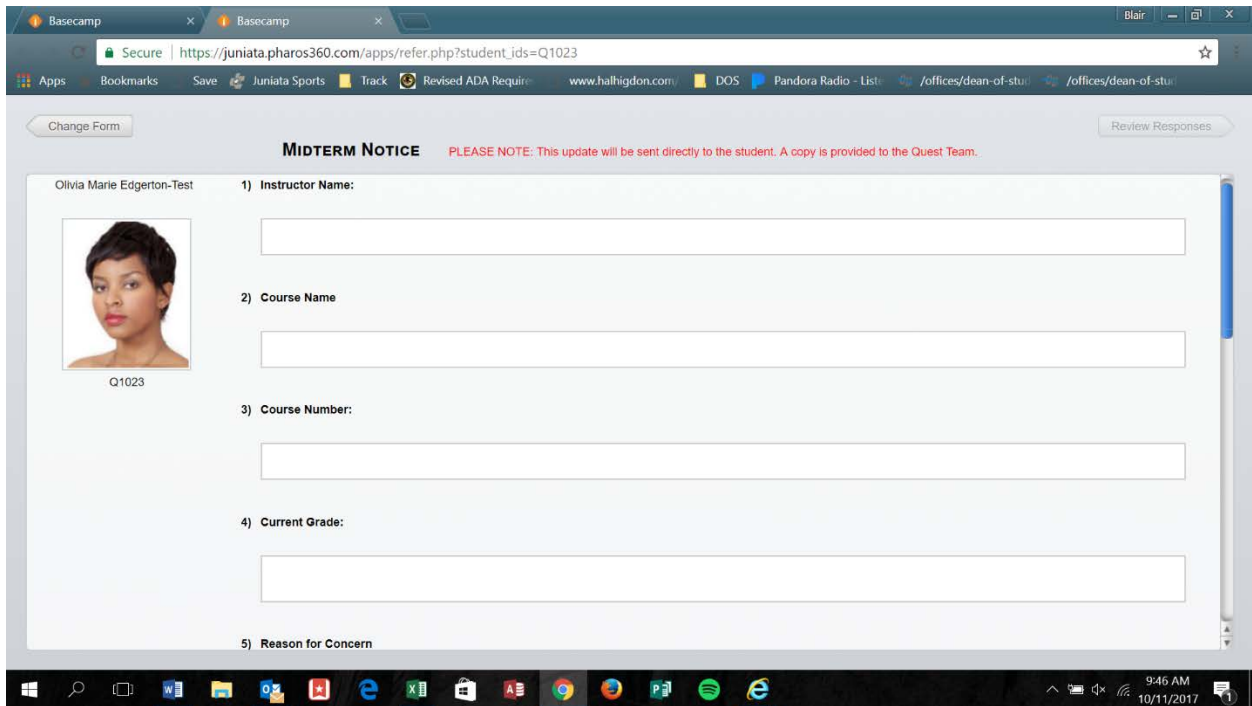
Step 6: Once selected the student's information populates into the far right column. Select "Student Update"



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.



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


Basecamp | Basecamp | Blair

Secure | https://juniata.pharos360.com/apps/refer.php?student_ids=Q1023

Apps | Bookmarks | Save | Juniata Sports | Track | Revised ADA Require | www.halhigdon.com | DOS | Pandora Radio - List | /offices/dean-of-stu | /offices/dean

Change Form | **MIDTERM NOTICE** | PLEASE NOTE: This update will be sent directly to the student. A copy is provided to the Quest Team. | Review Responses

Olivia Marie Edgerton-Test



Q1023

1) Instructor Name:
Judy Fakey

2) Course Name:
ART I

3) Course Number:
ART 120 - 01

4) Current Grade:
F

9:59 AM
10/11/2017

Step 10: Submit your Response


Basecamp | Basecamp | Blair

Secure | https://juniata.pharos360.com/apps/refer.php?student_ids=Q1023

Apps | Bookmarks | Save | Juniata Sports | Track | Revised ADA Require | www.halhigdon.com | DOS | Pandora Radio - List | /offices/dean-of-stu | /offices/dean

Edit Responses | **Submit Responses**

Please review your changes below to ensure their accuracy. PLEASE NOTE: This update will be sent directly to the student. A copy is provided to the Quest Team.

 **Olivia Marie Edgerton-Test**

Instructor Name:: Judy Fakey

Course Name: ART I

Course Number:: ART 120 - 01

Current Grade:: F

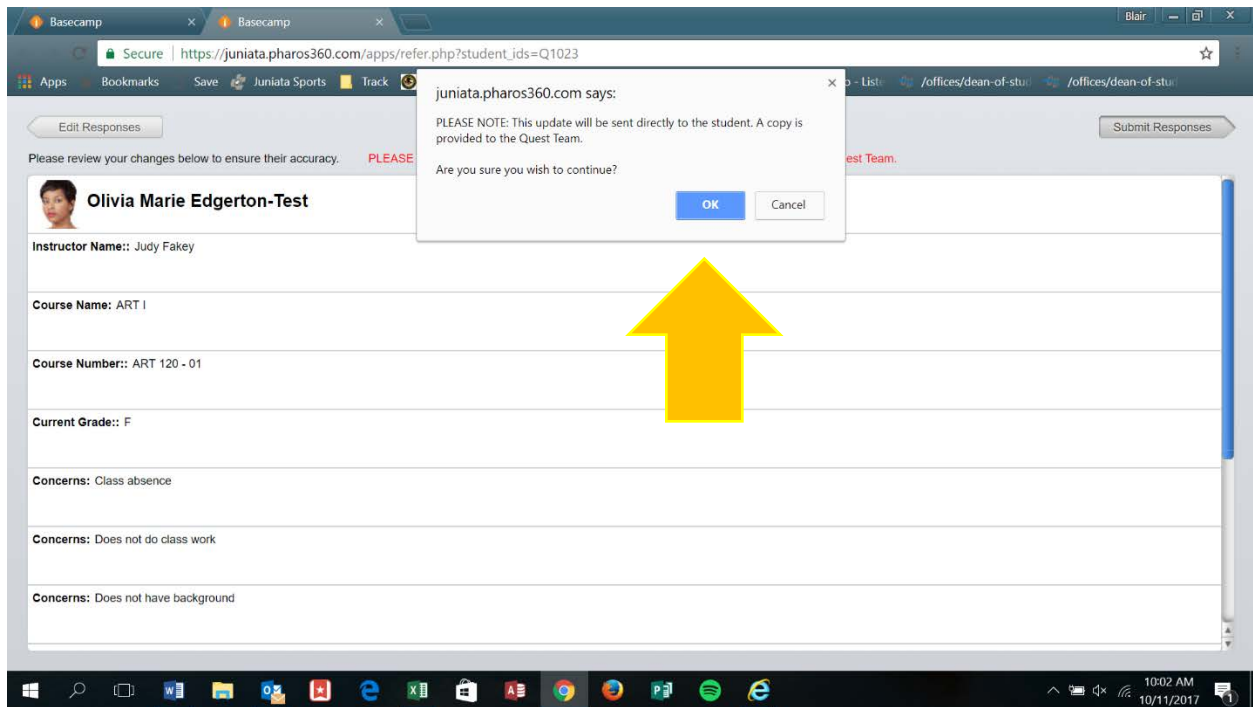
Concerns: Class absence

Concerns: Does not do class work

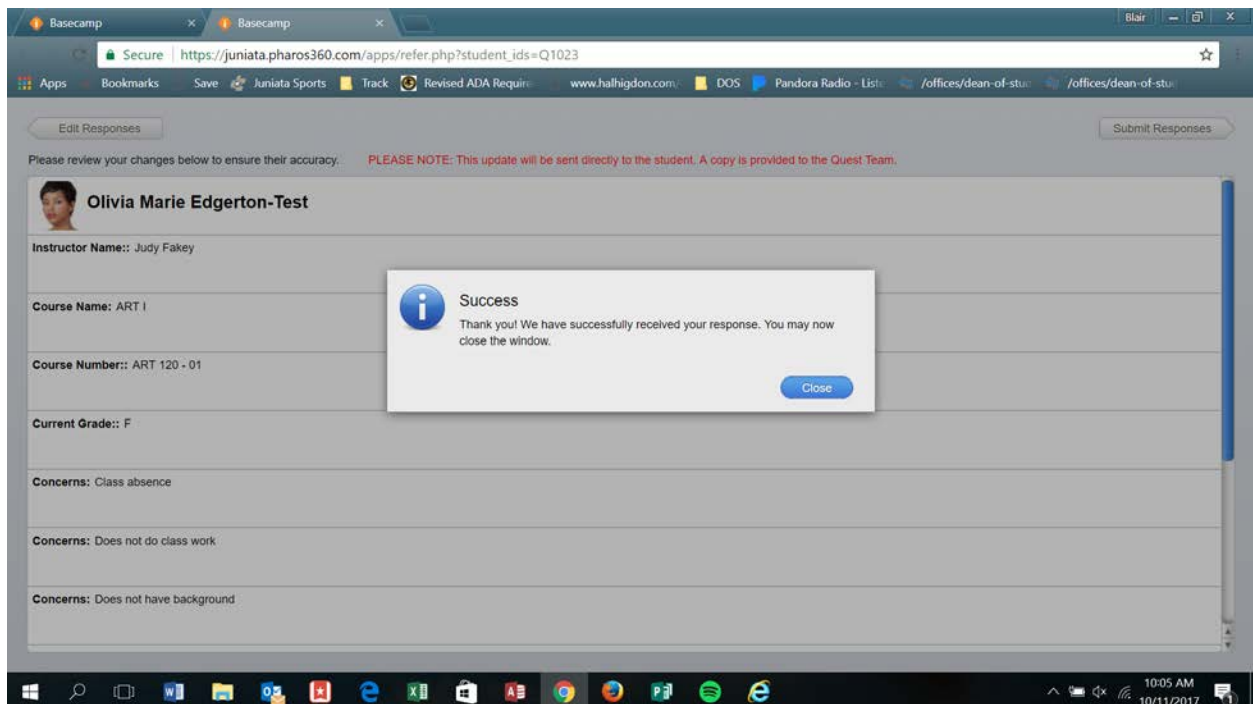
Concerns: Does not have background

10:01 AM
10/11/2017

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



Once successfully submitted you'll get this notification:



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