



Mid-Term Progress

1. Go to purchase.edu/faculty-and-staff.
2. Click on **myHeliotrope** and login with your Purchase College ID and password.
3. Click **Faculty Services**.
4. Click **My Courses**.
5. Click **Class List with Pictures**.
6. Select the term of the class list you are looking for.

Pick Term:

7. Select the course to view the Class List.
8. For each student, we're requesting a status update on **Attendance, Class Participation, Assignments, Exams, Reviews, Juries**, and an **Estimated Grade**. You can answer any or all of these categories, depending on the nature of your class.

Attendance:	<input type="radio"/> Strong	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Weak	<input type="radio"/> Failed	<input type="radio"/> N/A
Class Participation:	<input type="radio"/> Strong	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Weak	<input type="radio"/> Failed	<input type="radio"/> N/A
Assignments:	<input type="radio"/> Strong	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Weak	<input type="radio"/> Failed	<input type="radio"/> N/A
Exams, Reviews, Juries:	<input type="radio"/> Strong	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Weak	<input type="radio"/> Failed	<input type="radio"/> N/A
Estimated Grade:	<input type="text"/>					<input type="button" value="Save"/>

9. Some students will be marked as **Monitored**. While it is requested that information be submitted for all students, at minimum, please submit feedback for students in your classes marked as Monitored.

Attendance:	<input type="radio"/> Strong	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Weak	<input type="radio"/> Failed	<input type="radio"/> N/A	Monitored
Class Participation:	<input type="radio"/> Strong	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Weak	<input type="radio"/> Failed	<input type="radio"/> N/A	
Assignments:	<input type="radio"/> Strong	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Weak	<input type="radio"/> Failed	<input type="radio"/> N/A	
Exams, Reviews, Juries:	<input type="radio"/> Strong	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Weak	<input type="radio"/> Failed	<input type="radio"/> N/A	
Estimated Grade:	<input type="text"/>					<input type="button" value="Save"/>	

10. ***This times out after 5 minutes, so please SAVE as you go, especially if you have a large class.*** There is a **Save** button for each student for your convenience and each time you **Save** it resets the time-out clock. The **Save All** button will save all data entered prior to a time-out.