

SPH Comment Cards - Faculty

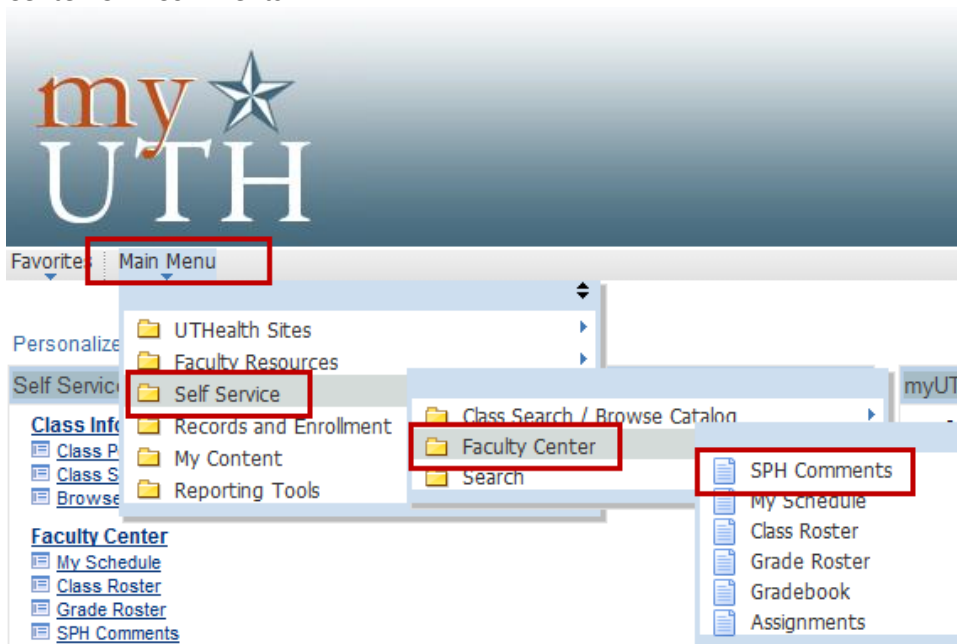
SPH Comment Card entry has been modified so that a single entry box will be used for an entire Comment, without having to add any subsequent entry boxes. This change required the access point in myUTH to be relocated.

Faculty access to SPH Comments is now by one of two methods.

1. A new direct link to SPH Comments has been added to the myUTH Faculty home page. Log in and locate the link in the Self Service Faculty Center list.



2. Access is also available using the Faculty navigation menus by selecting Main Menu>Self Service>Faculty Center>SPH Comments.



Either of these access paths will take you to the SPH Comments Search page, which looks like:



SPH Comments

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Instructor ID:	begins with ▼	1334144
Academic Institution:	begins with ▼	<input type="text"/> 🔍
Term:	begins with ▼	<input type="text"/> 🔍
Class Nbr:	= ▼	<input type="text"/>
Empl ID:	begins with ▼	<input type="text"/>
Last Name:	begins with ▼	<input type="text"/>
First Name:	begins with ▼	<input type="text"/>

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

You should notice that your Campus Solutions Emplid is defaulted into the Instructor ID search criteria. Assuming you have grade entry authority for one or more classes, as either a faculty member or a faculty designee, anyone who is in one of your classes who meets the other criteria entered will be listed for you. An example is:



[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Faculty Center](#) > [SPH Comments](#)

SPH Comments

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Instructor ID:	begins with ▼	1334144	
Academic Institution:	begins with ▼		
Term:	begins with ▼	2142	
Class Nbr:	= ▼		
Empl ID:	begins with ▼		
Last Name:	begins with ▼	B	
First Name:	begins with ▼		

[Search](#)

[Clear](#)

[Basic Search](#)



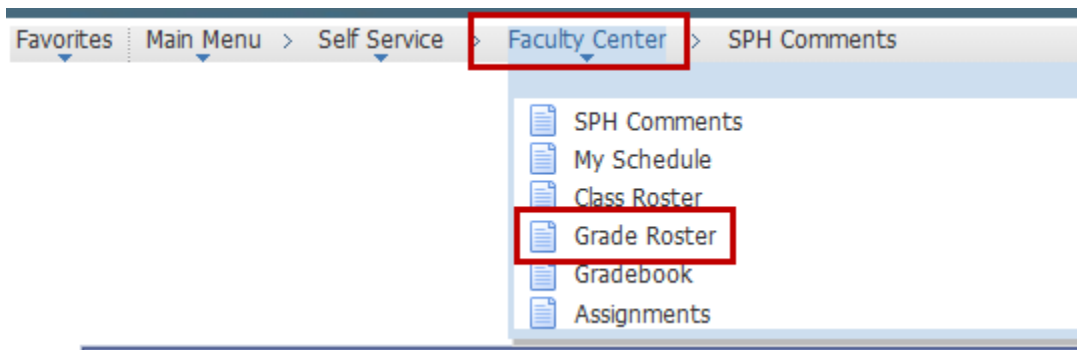
[Save Search Criteria](#)

Search Results

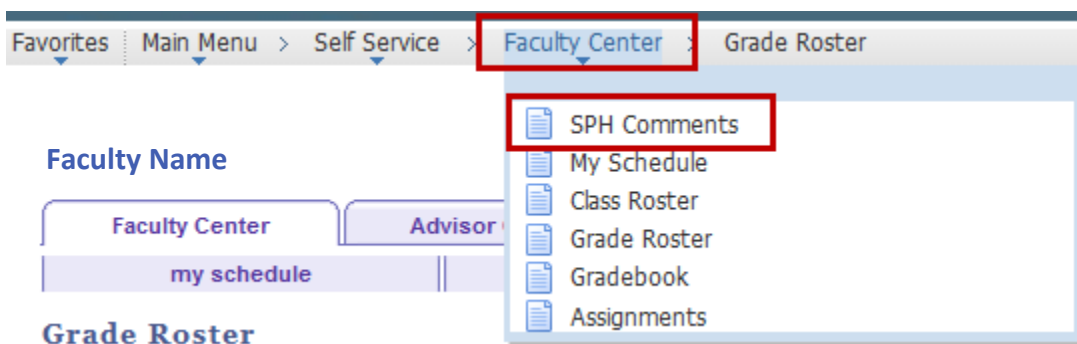
View All		First 1-3 of 3 Last			
Academic Institution	Term	Class Nbr	Empl ID	Last Name	First Name
UTHSC	2142	6974	2043172	BELLENY	DEANNA
UTHSC	2142	6974	2043195	BENINATO	MICHELLE
UTHSC	2142	6974	1923057	BRYANT	WILLIAM

This example shows that students in 2014 Summer whose last name begins with B who are in a class taught by the Instructor ID indicated are listed for selection when the Search button is clicked.

Normal procedures for Comment entry would be immediately following the entry of grades into a Grade Roster. It is easy to toggle between SPH Comments and Grade Roster, since both are listed under the Faculty Center in the navigation menus. Use the menu “bread crumbs” across the top of the myUTH page to select Faculty Center and then Grade Roster:



Then switch back from Grade Roster to SPH Comments by selecting Faculty Center and then SPH Comments



Another method of “toggle” between these two Campus Solutions pages is to

1. navigate to one of these pages, then
2. open a second window, using the New Window link in the upper right corner of the page, then
3. navigate to the other page so that you may
4. toggle between windows

NOTE: SPH Comments may be entered after the Grade Roster is created but only until grades for the class are Posted. Once the class is Posted, Comments for all students in that class are locked.