



Face Sheet Procedure

When a set of face sheets are needed, please send an Excel file with the following information to the EdTech Support office

1. Access ID
2. First Name
3. Last Name
4. Grouping*

For example:

	A	B	C	D
1	Access ID	First Name	Last Name	Grouping*
2	ab1234	Leonard	McCoy	Room 2115
3	ab2234	Beverly	Crusher	Room 2333
4	ab3234	Julian	Bashier	Room 2525

*This field may have any name so long as it denotes how the students are to be divided

Notes:

1. If you do not have a list with the Access ID, please contact the EdTech Support office for a file with the needed information.
2. Please allow five (5) business days for your face sheets
3. The point of contact in the EdTech Support office is:

Mark Stephens

313.577.5954

mstephen@med.wayne.edu