



Mineral Area College



MyMAC Faculty Orientation

Revised 12/15/08

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Step-by-step Instructions for Faculty to Login to JICS

- At the MAC home page, www.mineralarea.edu, click *My MAC*.
- Your page should look similar to the screenshot below.



- **Fulltime** faculty: your *User Name* and *Password* will be your Novell login and password (the same login and password you use to login to your computer on campus).
- **Adjunct** faculty: your *User Name* will be system generated (a number).
- **Adjunct** faculty: to obtain your *User Name*, enter your social security number in the *Look up User Name-Student ID* and click *Submit*. This number is your *User Name*.
- **Adjunct** faculty: your *Password* will be in a **NEW** birthdate format: yymmdd.

After logging in, more tabs are available.



The Instructional Tab

- Look for the *Faculty Course Control* portlet
- Next to the *Title* of your course, click the drop down menu in *Go Directly To* for more options; i.e. *Course Details*, *Class List*, *Gradebook*, etc.

The screenshot shows a web browser window with the URL http://my.mineralarea.edu/jics/Faculty_2008-06-02107-55-27-337/. The page features a navigation bar with tabs: **Instructional**, **Advising**, **Academics**, **Admissions**, and **My Pages**. A yellow arrow points to the **Instructional** tab. Below the navigation bar, there are several portlets: **Navigating the Faculty Page**, **Announcements**, and **Calendar**. The **Faculty Course Control** portlet is highlighted with a red header and contains a table for the Fall 2008 term. A yellow arrow points to the **Go Directly To** dropdown menu for the course CIS 1700 A, which is open, showing options: **Select Area ...**, **Select Area ...**, **Course Details**, **Class List**, **Grade Entry**, and **Textbooks**.

Course	Title	Go Directly To
CIS 1700 A	DESKTOP PUBLISH	Select Area ... Select Area ... Course Details Class List Grade Entry Textbooks

- **Important Note: do not click the BACK button, navigate using the JICS links only...it will log you out if you click BACK**

Faculty Course Control

The *Faculty Course Control* portlet displays course loads for selected terms and divisions for faculty members. The default screen displays your course list (Course and Title) and allows you to do the following:

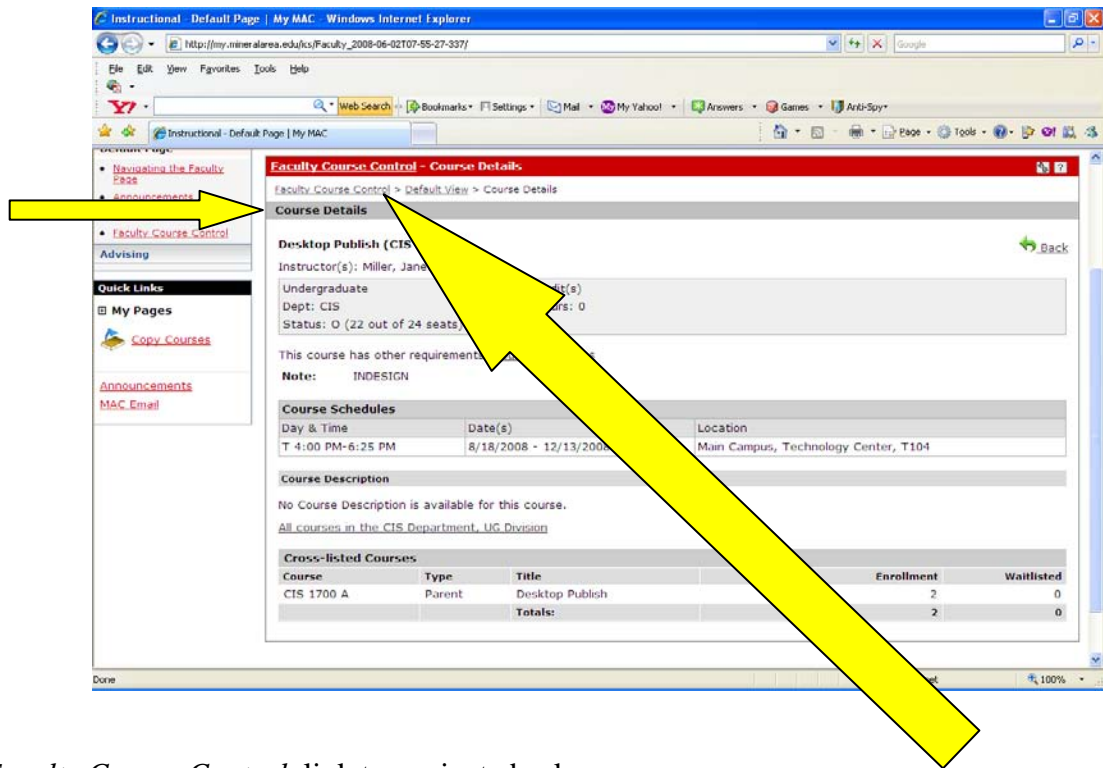
- View details
- View your schedule via the *View My Faculty Schedule* link.
- Access *Course Details*, *Class List*, *Grade Entry* (*Update Student Grades*), and *Textbook Entry* screens from the *Go Directly To* drop-down.

Open the main screen by clicking the *Faculty Course Control* link. The main screen displays your course list and allows you to do the following:

- Enter different Term and Division search criteria.
- View your schedule and course details via the *View My Faculty Schedule* link.
- Access *Course Details*, *Class List*, *Grade Entry (Update Student Grades)*, and *Textbook Entry* screens from the *Go Directly To* drop-down.

Course Details

The *Course Details* screen displays information about the selected course and provides links to additional information. Information on this screen includes name (course code), term, division, credit hours, clock hours, instructor, meeting days, department, location, and status (O=open, C=closed (number of open seats)/(total number of seats)), note (if any), and course description.



Click the *Faculty Course Control* link to navigate back

Click the drop down arrow, click *Class List*.

The screenshot shows the 'My MAC' website interface. The top navigation bar includes 'Home', 'Instructional', 'Advising', 'Academics', 'Admissions', and 'My Pages'. The 'Instructional' section is active, displaying 'Navigating the Faculty Page', 'Announcements', and 'Calendar'. The 'Faculty Course Control' section is also visible, showing 'Course List for Janet M Miller'. A dropdown menu is open, with a yellow arrow pointing to the 'Class List' option. Other options in the menu include 'Select Area ...', 'Course Details', 'Grade Entry', and 'Textbooks'.

The screenshot shows the 'My MAC' website interface, specifically the 'Faculty Course Control - Class List' page. The top navigation bar includes 'Home', 'Instructional', 'Advising', 'Academics', 'Admissions', and 'My Pages'. The 'Instructional' section is active, displaying 'Navigating the Faculty Page', 'Announcements', and 'Calendar'. The 'Faculty Course Control' section is also visible, showing 'Course List for Janet M Miller'. A yellow arrow points to the 'Class List' link in the navigation bar. Below the navigation bar, there is a table with course details and a list of students.

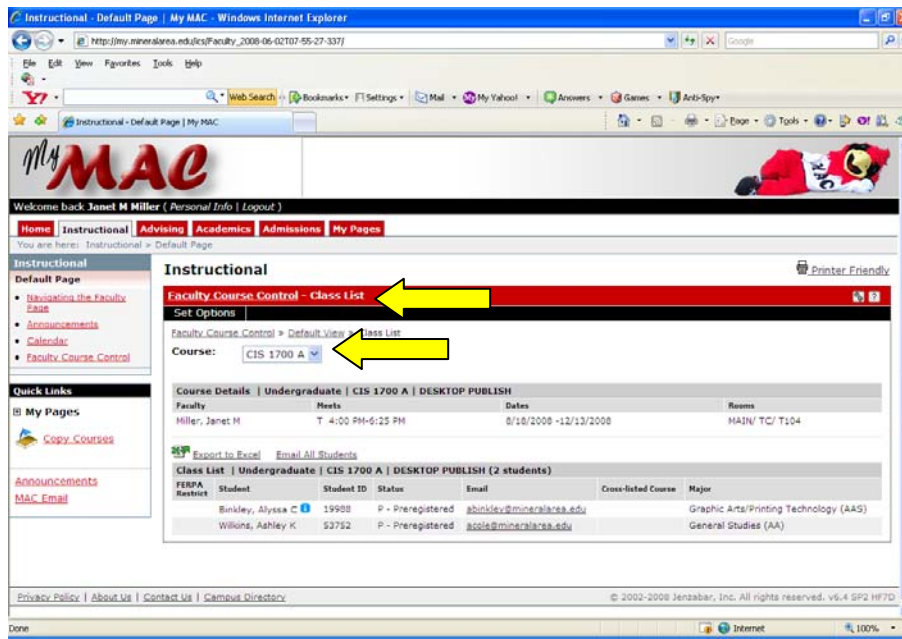
Course	Title	Go Directly To
CIS 1700 A	DESKTOP PUBLISH	Select Area ... Select Area ... Course Details Class List Grade Entry Textbooks

Course Details	Undergraduate	CIS 1700 A	DESKTOP PUBLISH
Faculty	Meets	Dates	Rooms
Miller, Janet M	T 4:00 PM-6:25 PM	8/18/2008 -12/13/2008	MAIN/ TC/ T104

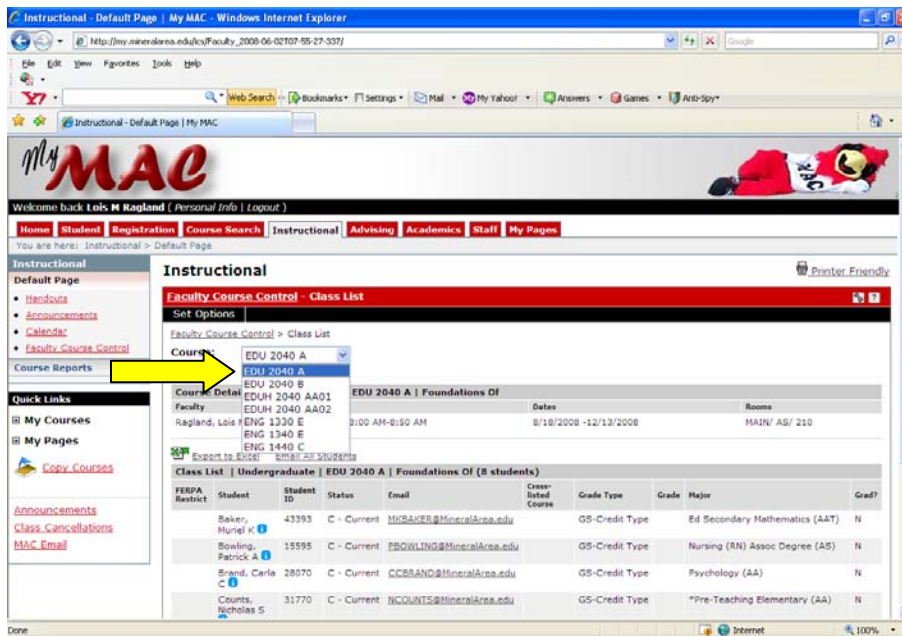
Class List	Undergraduate	CIS 1700 A	DESKTOP PUBLISH	(2 students)		
FERPA Restrict	Student	Student ID	Status	Email	Cross-Listed Course	Major
	Binkley, Alyssa C	19900	P - Preregistered	abinkley@mineralarea.edu		Graphic Arts/Printing Technology (AAS)
	Wilkins, Ashley K	53752	P - Preregistered	acols@mineralarea.edu		General Studies (AA)

Class List

The *Class List* screen opens when you click the *Class List* option in the *Go Directly To* drop-down. The screen displays the list of students who are registered for the selected course. If you do not have permission to view the *Class List* for this course, the following message displays: "You do not have access to the Class List for this course."



You can view the *Class Details* and a *Class List* for a different course by selecting that course in the *Course* drop-down list. However, if you need to change the *Term* and *Division*, you must make that change on the *Faculty Course Control* screen.



The following information is displayed for the selected course:

Field	Description
Course Detail	Displays Year/Term, Division, Course Code, Course Title
Catalog	Displays the Catalog if applicable (only available for CX)
Crosslisted Courses	Displays any crosslisted courses
Faculty	Displays names of faculty teaching the course
Meets	Displays meeting times including days of the week and meeting times (e.g., MWF 8:00-8:55 AM)
Dates	Displays the begin and end dates
Rooms	Displays the location of the course (Campus/Building/Room)

The *Class List* table may display the following information:

Field	Description
FERPA Restrict	Displays if a FERPA restriction exists in the Name Master table in EX
Student	Displays name of student; may also display the My Info popup icon
Status	Displays registration status
Email	Displays the student's email address
Crosslisted Course	Displays crosslisted course (if any)
Grading Type	Displays the grading type (if applicable)
Grade	Displays current final grade (if applicable)
Major	Displays name of major
Grad?	Displays Y or N (if applicable)

Class List Set Options

When you click the *Set Options* link in the menu bar, the *Class List Options* screen displays and is used to set and display global preferences for the *Class List* screen . Options include both *Search* and *Display* options, which are detailed in the tables below.

Search Options	Explanation
Include Registered	If selected, the search will retrieve all registered students for the class.
Include Withdrawn	If selected, the search will retrieve all students who have withdrawn from the class.
Show Only Graduating Students	If selected, the search will retrieve ONLY students registered for the class who are scheduled to graduate in that same year and term.

Display Options	Explanation
Show if Graduating	If selected, the Class List will display whether or not students listed in the search results for the class are graduating.
Show Grading Type	If selected, the Class List will display the grading type for students.
Show Grade (If Permission)	If selected, the Class List will display grades for listed students (if allowed).

Setting Class List Options

- From the *Class List* screen, click *Set Options* in the toolbar.
- Select the options you want to include in searches.
- Select the display options for the class list.
- Click the *Save* button to save the preferences and return to the *Class List* screen.
- Click the *Cancel* button to not save any of the preferences and return to the *Class List* screen.

The screenshot shows a web browser window displaying the MyMAC Faculty Course Control interface. The page title is "Instructional - Default Page: My MAC - Windows Internet Explorer". The URL is "http://my.mineralarea.edu/ce/faculty_2008-06-02107-05-27-337/". The page features a navigation menu with "Home", "Instructional", "Advising", "Academics", "Admissions", and "My Pages". A sidebar on the left contains "Default Page", "My Pages", "Quick Links", and "Announcements". The main content area is titled "Instructional" and "Faculty Course Control - Class List". It includes a "Set Options" button, a "Course:" dropdown menu set to "CIS 1700 A", and a table of course details. The table shows the faculty member as Janet H. Miller, with a class time of 4:00 PM-6:25 PM on 8/18/2008-12/13/2008 in room HAIN/TC/ T104. Below the course details is a "Class List" for CIS 1700 A (DESKTOP PUBLISH) with 2 students. The student list includes Alyssa C. Binkley and Ashley K. Wilcox, both pre-registered.

FERPA Restrict	Student	Student ID	Status	Email	Cross-listed Course	Major
	Binkley, Alyssa C	19988	P - Pre-registered	abinkley@mineralarea.edu		Graphic Arts/Printing Technology (AAS)
	Wilcox, Ashley K	53752	P - Pre-registered	awilcox@mineralarea.edu		General Studies (AA)

Emailing All Students from Instructional, Class List

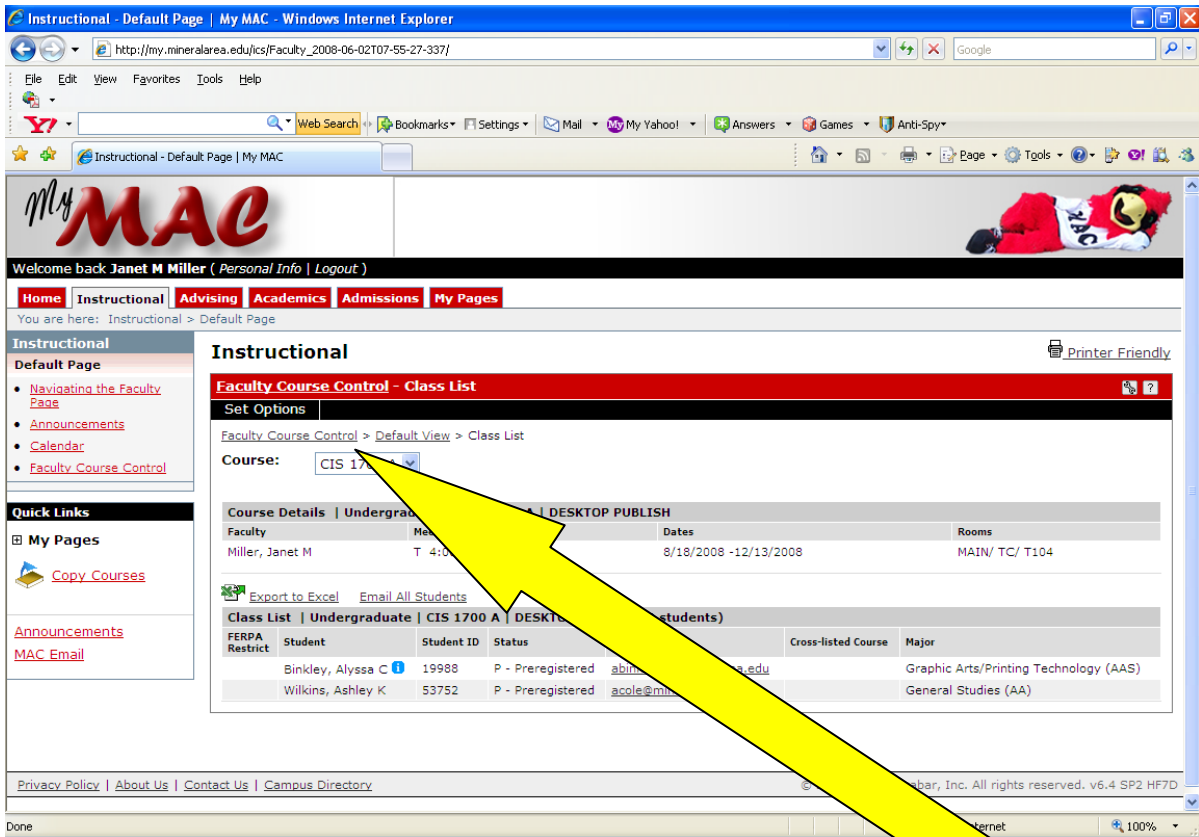
- Emailing all students enrolled in a class is now an option.

The screenshot shows a web browser window displaying the My MAC portal. The page title is 'Instructional - Default Page | My MAC - Windows Internet Explorer'. The URL is 'http://my.mineralarea.edu/faculty_2008-06-02T07:55-27-337/'. The page features a navigation menu with 'Home', 'Instructional', 'Advising', 'Academics', 'Admissions', and 'My Pages'. The 'Instructional' section is active, showing 'Faculty Course Control - Class List'. The course selected is 'CIS 1700 A'. Below the course details, there are two tables. The first table shows course details for 'CIS 1700 A | DESKTOP PUBLISH' with faculty 'Miller, Janet M', meeting times 'T 4:00 PM-6:25 PM', dates '8/18/2008 -12/13/2008', and rooms 'MAIN/ TC/ T104'. Below this table are links for 'Export to Excel' and 'Email All Students', with a yellow arrow pointing to the latter. The second table is the 'Class List' for 'CIS 1700 A | DESKTOP PUBLISH (2 students)', listing students Binkley, Alyssa C and Wilkins, Ashley K with their IDs, statuses, and email addresses.

FERPA Restrict	Student	Student ID	Status	Email	Cross-listed Course	Major
	Binkley, Alyssa C	19988	P - Preregistered	abinkley@mineralarea.edu		Graphic Arts/Printing Technology (AAS)
	Wilkins, Ashley K	53752	P - Preregistered	acole@mineralarea.edu		General Studies (AA)

- **Important Note:** for the *Email All Students* feature to work with MAC's Google Mail system, you will need to install Google talk at home. Instructions are available at the MAC IT Department web page:
<http://www.mineralarea.edu/ComputerResources/default.aspx>

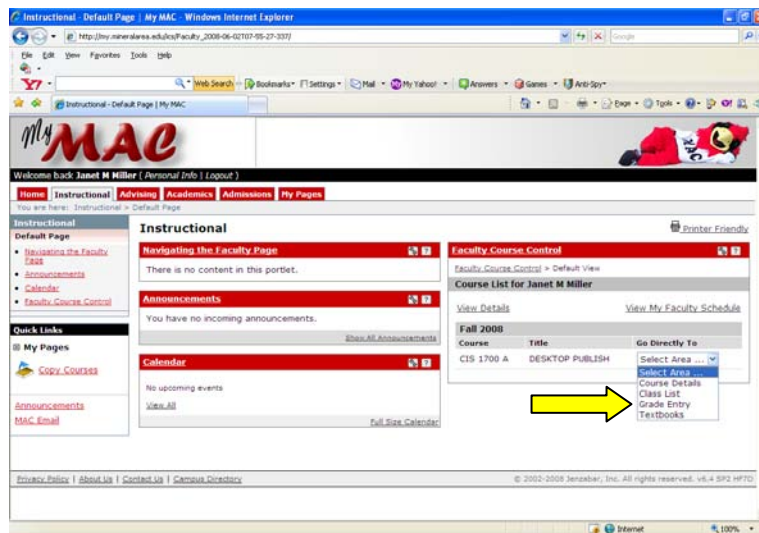




Click the *Faculty Course Control* link to navigate back

Grade Entry

Click the drop down arrow, click *Grade Entry*



- The *Grade Entry* portlet allows you to assign grades to students in courses for which you are responsible.
- **If the grading period is open**, you can enter midterm and/or final grades and update existing grades for students in your courses. However, it is possible that you may only be able to view grades for students.
- ***Grade Entry* will only appear during grading period.**
- **Currently, faculty is only able to view ungraded courses.**
- **Important: Please review/verify your grade selections prior to clicking *Save*. You cannot edit grades after you have clicked *Save*, you will have to contact the Registrar's office.**
- A grade entry of "W" or "T" cannot be selected. You will have to contact the Registrar's office.

- Look for the *Grading Calendar* in the *Instructional, Handouts* section.

MyMAC
Welcome back Lois M Ragland (Personal Info | Logout)

Home | Student | Registration | Course Search | **Instructional** | Advising | Academics | Staff | My Pages

You are here: Instructional > Default Page

Instructional Printer Friendly

Handouts

- Instructor Information
 - Faculty Instructions for JICS (.pdf, 1479K)
 - Setting Up GoogleTalk at Home (.pdf, 235K)
 - Class Lists/Rosters (.pdf, 62K)
 - Grading Calendar for Fall 2008 (.pdf, 234K)**

Faculty Course Control

Course List for Lois M Ragland

View Details | View My Faculty Schedule

Fall 2008

Course	Title	Go Directly To
EDU 2040 A	Foundations Of	Select Area ...
EDU 2040 B	Foundations Of	Select Area ...
EDUH 2040 AA01	Found of Ed-Hr	Select Area ...
EDUH 2040 AA02	Found of Ed-Hr	Select Area ...
ENG 1330 E	English Comp I	Select Area ...
ENG 1340 E	English Comp II	Select Area ...
ENG 1440 C	Public Speaking	Select Area ...

GRADING CALENDAR FALL 2008

16 week term B/18 - 12/13		
Mid term grades	Window for grade entry opens 10/6 at 12:01 am	Window for grade entry closes 10/13 at 12:01 am
Final grades	Window for grade entry opens 12/5 at 12:01 am	Window for grade entry closes 12/15 at 10:00 am

1 st 8 week term B/18 - 10/10		
Mid term grades	Window for grade entry opens 9/10 at 12:01 am	Window for grade entry closes 9/15 at 12:01 am
Final grades	Window for grade entry opens 10/10 at 12:01 am	Window for grade entry closes 10/15 at 11:59 pm

2 nd 8 week term 10/13 - 12/5		
Mid term grades	Window for grade entry opens 11/5 at 12:01 am	Window for grade entry closes 11/10 at 12:01 am
Final grades	Window for grade entry opens 12/5 at 12:01 am	Window for grade entry closes 12/15 at 10:00 am

THERE ARE NO MID TERM GRADES FOR THE FOLLOWING TERMS:

5 week courses B/18 - 9/22		
Final grades	Window for grade entry opens 9/22 at 12:01 am	Window for grade entry closes 9/26 at 11:59 pm

5 week courses 9/24 - 10/27		
Final grades	Window for grade entry opens 10/27 at 12:01 am	Window for grade entry closes 10/31 at 11:59 pm

9 week courses B/18 - 10/17		
Final grades	Window for grade entry opens 10/17 at 12:01 am	Window for grade entry closes 10/21 at 11:59 pm

9 week courses B/23 - 10/18		
Final grades	Window for grade entry opens 10/18 at 12:01 am	Window for grade entry closes 10/22 at 11:59 pm

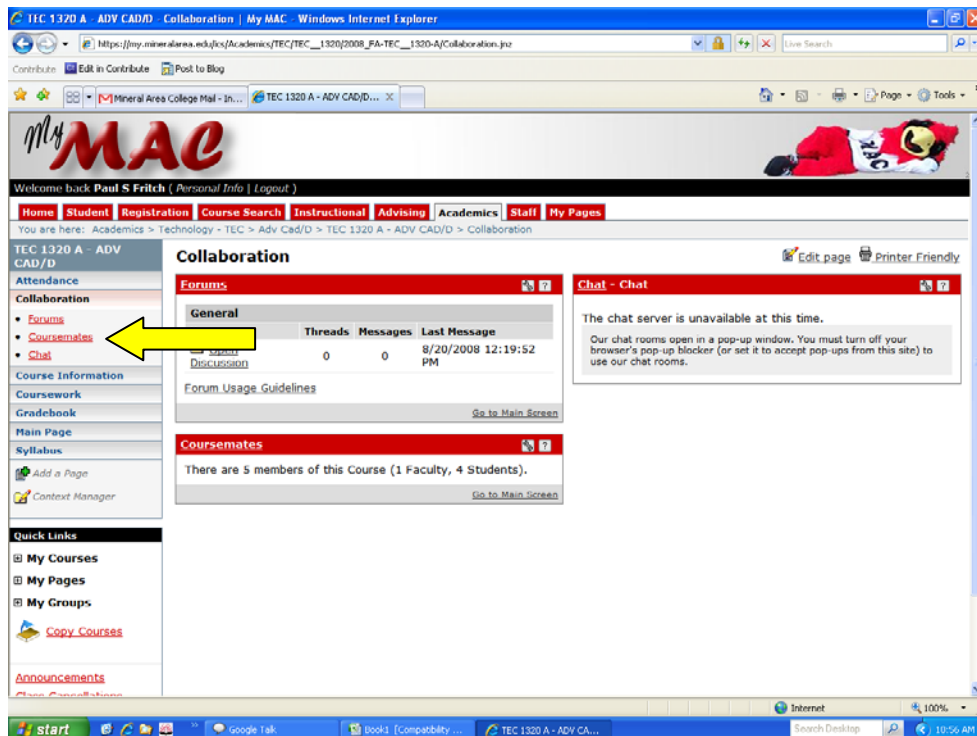
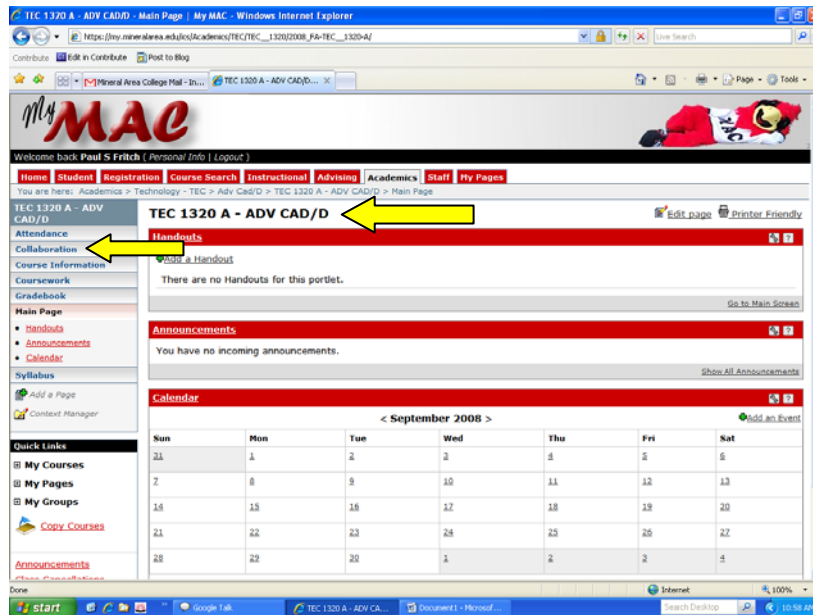
10 week courses B/18 - 10/24		
Final grades	Window for grade entry opens 10/24 at 12:01 am	Window for grade entry closes 10/28 at 11:59 pm

10 week courses 10/6 - 12/13		
Final grades	Window for grade entry opens 12/05 at 12:01 am	Window for grade entry closes 12/15 at 10:00 am

If you need assistance with on-line grading, please contact the Registrar's Office at 518-2130 or 518-2204. 9/4/08

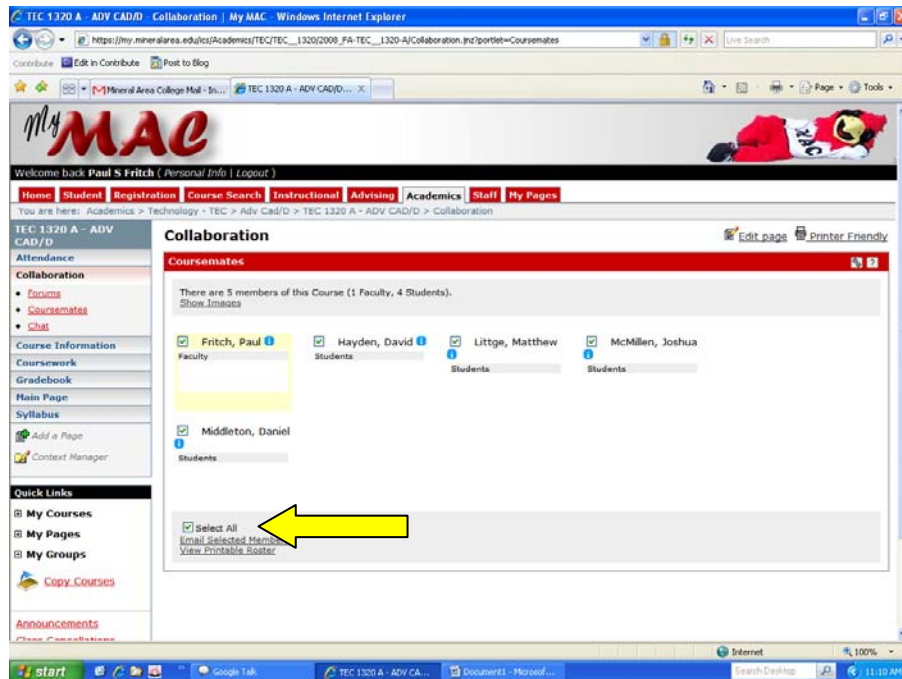
How to use JICS E-mail Features: Faculty Workshop #1

- Another option available for instructors to *email all students* is through a specific course, then *Collaboration, Coursemates*.
- The advantage of using *Coursemates* is that it is more convenient and accessible within a course. You don't have to click back into *Class List*.
- The disadvantage is that you will **NOT** have a copy in your MAC Google *SENT MAIL*.





- However, to receive a copy of the email you sent, choose *Select All*, and an email will be sent to the instructor.



- Here's a sample of *emailing all students* from *Coursemates*.
- Note that this instructor, Paul Fritch, chose *Select All* and that his email address is included.
- The email will appear in your MAC email inbox.

