



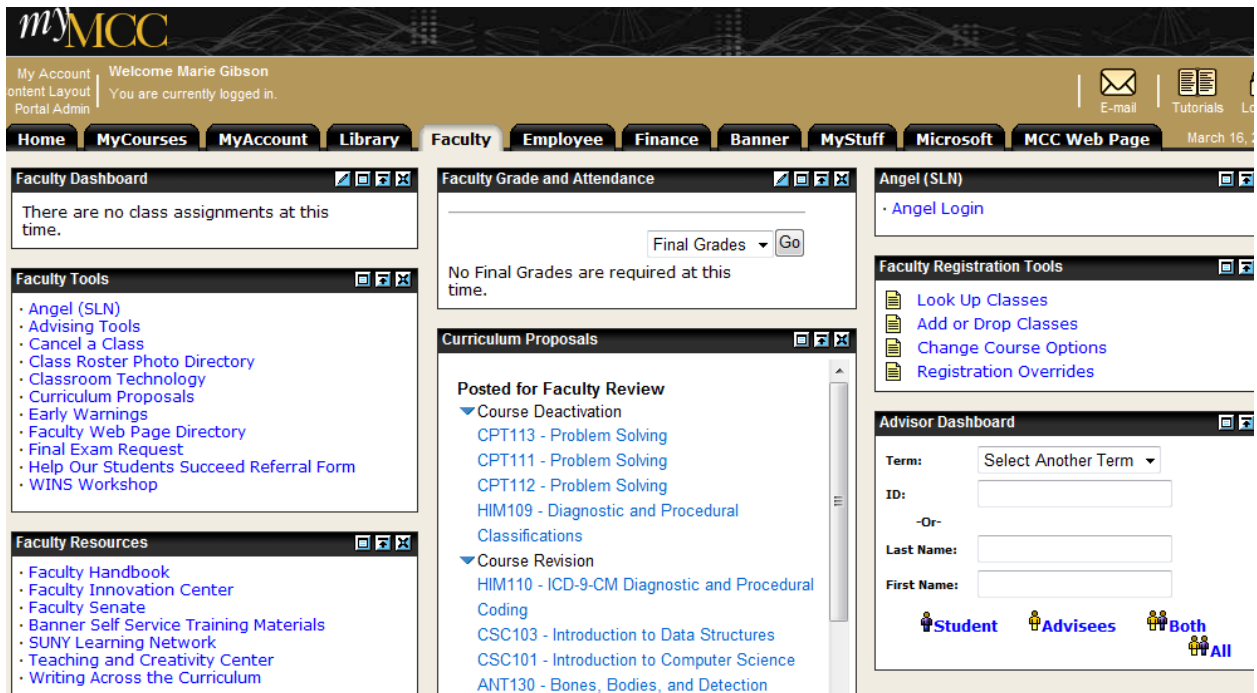
**myMCC**

**Monroe Community College Portal**

**Faculty Tab**

## Contents

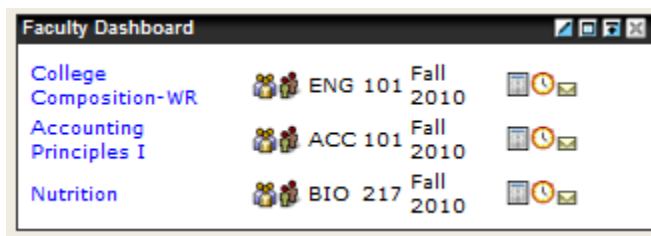
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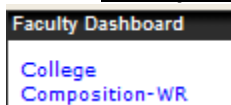
The Faculty Tab is available within myMCC to all employees that have the Faculty or Advisor Role within Banner. The Tab pulls together many MCC internet resources specific to the role of a Faculty or Advisor in terms of Classroom Management and Advisement. Each Channel is described fully within this document. Many of the Channels lead you directly into specific areas of Banner Self Service providing you with more efficient access than using the Banner Tab to generally access Banner Self Service.

## Faculty Dashboard Channel

This Channel will list the classes you have been assigned to for a given term with the added functionality of being able to see Faculty Detail Schedule Information on a class, view the Class List and Wait List for the class, post syllabus or office hours information for the class in Banner Self Service or send emails to the class. The Channel can be edited to suit your preferences. Hovering the mouse over any of the icons within the channel will display text reminding you of the functionality of the icon.



To view **Faculty Detail Schedule Information**, click on the link displaying the name of the class.



Back to Faculty Tab

Personal Information Alumni and Friends Student **Faculty Services** Employee

Search  Go

## Faculty Detail Schedule

Welcome to the Faculty Detail Schedule display. Listed below is your schedule for the

[College Composition-WR - 10048 - ENG 101 - 017](#)

**Status:** Active

**Available for Registration:** Mar 15, 2010 - Sep 13, 2010

**College:** Liberal Arts

**Department:** English / Philosophy

**Part of Term:** 1

**Course Credits:** 3.000

**Course Levels:** Undergraduate

**Campus:** Brighton Campus

**Override:** Yes

**Syllabus:** [Add](#)

**Rosters:** [Classlist](#) [Waitlist](#)

**Office Hours:** [Add](#)


**Enrollment Counts**


|                    | Maximum | Actual | Remaining |
|--------------------|---------|--------|-----------|
| <b>Enrollment:</b> | 26      | 26     | 0         |
| <b>Cross List:</b> | 0       | 0      | 0         |


**Scheduled Meeting Times**

| Type  | Time              | Days Where          | Date Range                  | Schedule Type | Instructors         |
|-------|-------------------|---------------------|-----------------------------|---------------|---------------------|
| Class | 9:00 am - 9:50 am | MWF Building 12 105 | Sep 07, 2010 - Dec 23, 2010 | Lecture       | Marie M. Gibson (P) |

The text in blue represents links to further Banner Self Service information regarding the class.

Click the Back to Faculty Tab Link  in the upper left corner to return to the Faculty Tab of myMCC.


**Class List information** is available by clicking the Class List icon  in the middle of the Faculty Dashboard Channel

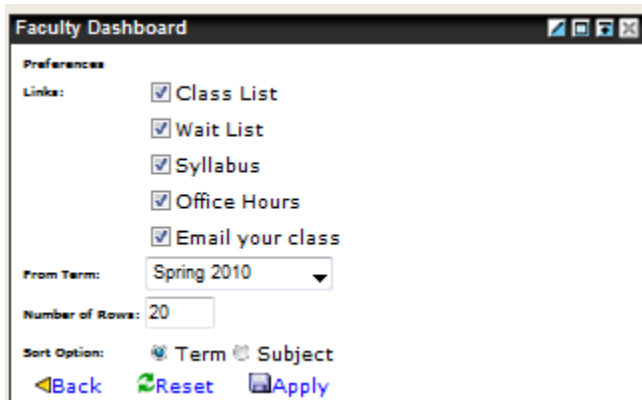
**Wait List information** is available by clicking the Wait List icon  in the middle of the Faculty Dashboard Channel

Add or Edit **Syllabus Information** in Banner Self Service with the Syllabus Icon 

Add or Edit **Office Hour information** in Banner Self Service with the Office Hour Icon 


Email the entire class with the Email Icon 

To Edit the Faculty Dashboard Channel settings, click the Edit Icon  in the upper right of the Channel



- If you do not want all the icons visible within the Channel, deselect the icons you no longer want to see.
- Choose the Term(s) you would like displayed within the Channel. It is possible to display more than one term within the Channel.
- Choose the number of rows of information you would like displayed within the Channel
- Select a sort option by Term or by Subject.

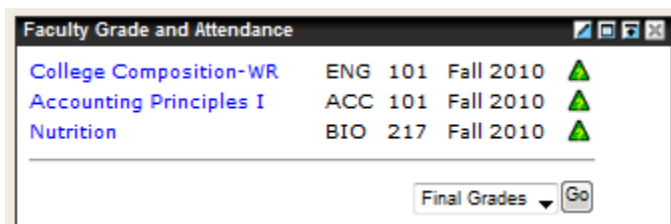
Select the Apply link  to save your changes.

Select the Back link  to return to the Faculty Tab of myMCC.

Select the Reset Link  to return to default settings for the Channel

## Faculty Grade and Attendance Channel

This Channel provides a direct link into Banner Self Service for entering class attendance and final grades for the current term.



To view **Class Schedule Listing Information** for a class, click on the link displaying the name of the class.

Faculty Grade and Attendance  
[College Composition-WR](#)

Search

## Class Schedule Listing

To view a course prerequisite, click the course title.

### Sections Found

[College Composition-WR - 10712 - ENG 101 - 001](#)

**Associated Term:** Fall 2010

**Registration Dates:** Mar 15, 2010 to Sep 13, 2010

**Levels:** Undergraduate

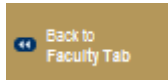
**Attributes:** EG02, HM01, HM04, HM08, HM13, HM14, HM20, HM26, LA01, LA02, SCOM, Writing Intensive Course

**Instructors:** Lloyd J. Milburn (P)


Brighton Campus Campus  
Lecture Schedule Type  
Traditional Instructional Method  
3.000 Credits  
[View Catalog Entry](#)

### Scheduled Meeting Times

| Type  | Time              | Days Where          | Date Range                  | Schedule Type | Instructors          |
|-------|-------------------|---------------------|-----------------------------|---------------|----------------------|
| Class | 8:00 am - 8:50 am | MWF Building 12 105 | Sep 07, 2010 - Dec 23, 2010 | Lecture       | Lloyd J. Milburn (P) |



Click the Back to Faculty Tab link in the upper left corner to return to the Faculty Tab of myMCC.

**To submit attendance or final grades**, click the green triangle icon  on the right side of the Channel. You will be directly on the grading and attendance worksheet for the class in Banner Self Service.

**When entering attendance, remember to code every student on the roster:**


- Enter a '1' in the Attend Hours column if the student is still attending the course.
- Enter a '1' in the Attend Hours column if the student attended on or after the census date - even if they have stopped attending after census.
- Enter a '0' in the Attend Hours column if the student NEVER attended the course.
- Enter a last date of attendance (mm/dd/yyyy) in the Last Attend Date column for students who did attend, but stopped attending before the census date. (No need to enter 1 or 0 in Attend Hours column.)
- Be sure to enter data on all pages of the roster.
- Click the submit button.
- Be sure to check your work to be sure the data was saved. Click to any other Banner tab in self-service, then go back to the attendance form to check that your work has been saved.
- You will get an e-mail confirmation the next business day listing the courses with completed attendance.


**F and W Grades Issued by Faculty Require a Last Attendance Date:**

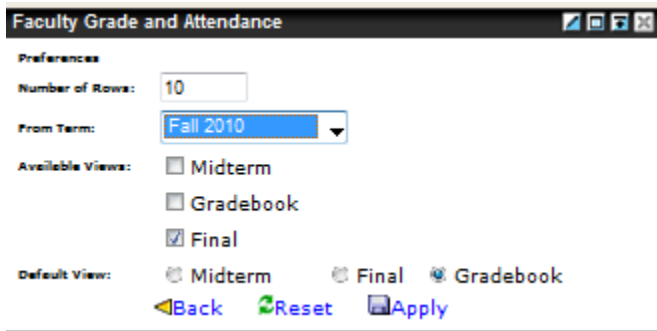
- Reminder: All W and F grades issued by an instructor must also have a last date of attendance submitted when the grade is entered. Remember to use the following format (mm/dd/yyyy).

**Course Information**

**College Composition-WR - ENG 101 017**  
CRN: 10048  
Course Start/End Date: 09/07/2010 to 12/23/2010  
Students Registered: 26  
Students Graded: 0


Click the Back to Faculty Tab link  in the upper left corner to return to the Faculty Tab of myMCC.

To Edit Faculty Grade and Attendance Channel settings, click the edit button  in the upper right of the Channel



The image shows a window titled "Faculty Grade and Attendance" with a dark title bar. Below the title bar, there is a "Preferences" section. It includes a "Number of Rows:" field with the value "10". A "From Term:" dropdown menu is set to "Fall 2010". Under "Available Views:", there are three checkboxes: "Midterm" (unchecked), "Gradebook" (unchecked), and "Final" (checked). The "Default View:" section shows three radio buttons: "Midterm" (selected), "Final" (unselected), and "Gradebook" (unselected). At the bottom of the window, there are three buttons: "Back" (with a left arrow), "Reset" (with a circular arrow), and "Apply" (with a document icon).

Click the Apply link  [Apply](#) to save your changes.

Click the Back link  [Back](#) to return to the Faculty Tab of myMCC.


## Angel (SLN) Channel

The Angel Login link within this Channel will take you directly to the Home Page of ANGEL.

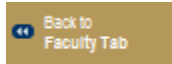


The image shows a window titled "Angel (SLN)" with a dark title bar. Below the title bar, there is a single blue link labeled "Angel Login".

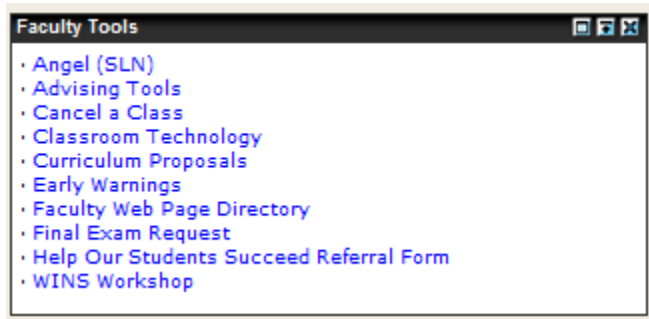
## Faculty Tools Channel

This Channel centralizes a number of faculty resources available through the MCC Website and Banner Self Service. Each link is document below. In most cases, each link opens in a separate window/tab in the browser depending on the version of the browser. Close the window/tab with the Windows Close button  to return to the Faculty Tab of myMCC.

Links taking you into Banner Self Services work differently. Use the Back To Faculty Tab Link



located in the upper right of the screen.



**Angel (SLN)** – direct link to ANGEL Home Page





**Advising Tools** – access to several internet resources pertaining to advising

## Advising Tools

### Advising Programs, Services, & Resources

- [For Faculty](#)
- [Academic Advising Atlas](#)
- [Advising Programs](#)
- [Advising Tools](#)
- [Enriching Advisement: The Workshop Series](#)
- [Workshops for Students](#)
- [ACCUPLACER Placement Testing](#)
- [Advisement Centers](#)
- [Program Changes](#)
- [Advising Students with Disabilities](#)
- [Advising Undeclared Students](#)
- [Advising EOP Students](#)
- [Student Orientation](#)
- [College Orientation Seminars](#)
- [Evening Advisement](#)
- [Frequently Asked Questions](#)
- [SUNY General Education](#)

### Academic & Career Planning

- [Academic Policies & Information](#)
- [Academic Planning](#)
- [Programs of Study](#)
- [Career Counseling](#)
- [Career Development Lifestyle Seminar](#)
- [DISCOVER](#)
- [Career Resource Center](#)
- [Career Planning Guides](#)
- [Career Checklist](#)
- [Adult and Experiential Learning Programs](#)
- **Internet Links to:**
  - [Academic Planning](#)
  - [Career Exploration](#)
  - [Study Skills Sites](#)
- [Frequently Asked Questions](#)

### Admissions & Financial Aid

- [Admissions Application Checklist](#)
- [Financial Aid Application Procedure](#)
- [Federal Financial Aid Programs](#)
- [New York State Financial Aid Programs](#)
- [MCC Scholarships](#)
- [Tuition and Fees](#)
- [Refund Schedule](#)
- [Frequently Asked Questions - Admissions](#)

### Graduation

- [Graduation Information](#)
- [SUNY General Education](#)

### Registration Information

- [Registration Office](#)
- [Advisement & Registration Brochure](#)
- [Step By Step Guide](#)

**Cancel a Class** – create a class cancellation or view current class cancellations by date.

**Class Cancellations**

| Class Date        | Campus   | Course #                   | Title  | Professor        | Time     |
|-------------------|----------|----------------------------|--------|------------------|----------|
| ▼ Tue, 11/16/2010 |          |                            |        |                  |          |
|                   | Brighton | <a href="#">ENG101-096</a> | ENG101 | Jonathan Graca   | 08:00 AM |
|                   | Brighton | <a href="#">ENG101-110</a> | ENG101 | Jonathan Graca   | 11:00 AM |
|                   | Brighton | <a href="#">IDC195-001</a> | IDC195 | Ann Tippett      | 12:30 PM |
|                   | Brighton | <a href="#">MTH210-003</a> | MTH210 | Christine Abbott | 08:30 AM |
|                   | Brighton | <a href="#">MTH211-002</a> | MTH211 | Bonnie Connell   | 09:30 AM |
|                   | Brighton | <a href="#">MTH225-001</a> | MTH225 | Bonnie Connell   | 08:00 AM |
|                   | DCC      | <a href="#">TRS094-007</a> | TRS094 | Mary Gleason     | 12:30 PM |
|                   | DCC      | <a href="#">TRS094-010</a> | TRS094 | Mary Gleason     | 11:00 AM |
| ▼ Wed, 11/17/2010 |          |                            |        |                  |          |
|                   | Webster  | <a href="#">PEC253-881</a> | PEC253 | Mindy Harris     | 06:00 PM |
| ▼ Mon, 11/22/2010 |          |                            |        |                  |          |
|                   | Brighton | <a href="#">ENG101-010</a> | ENG101 | Jae Newman       | 08:00 AM |
|                   | Brighton | <a href="#">ENG101-020</a> | ENG101 | Jae Newman       | 09:00 AM |
| ▼ Tue, 11/23/2010 |          |                            |        |                  |          |
|                   | Brighton | <a href="#">ENG101-126</a> | ENG101 | Jae Newman       | 03:30 PM |
| ▼ Wed, 11/24/2010 |          |                            |        |                  |          |
|                   | Brighton | <a href="#">BIO117-009</a> | BIO117 | Mark Finke       | 08:00 AM |
|                   | Brighton | <a href="#">ENG101-010</a> | ENG101 | Jae Newman       | 08:00 AM |
|                   | Brighton | <a href="#">ENG101-020</a> | ENG101 | Jae Newman       | 09:00 AM |
|                   | Brighton | <a href="#">TRS094-022</a> | TRS094 | Frances McCabe   | 02:00 PM |

[Create a Class Cancellation](#)

**Classroom Technology** - Policies and Procedures regarding audio visual support and training to the Monroe Community College community. Equipment and Services available and support for classroom technology as well as support and training to Faculty and Staff.

## Instructional Technologies

Overview Locations Staff

Classroom Technology Database Services Distance Learning Faculty Innovation Centers Instructional Development  
Call Center Learning Centers Multimedia Production Printing/Copying Technology Training Word Processing

Educational Technology Services

### Classroom Technology

We provide audio visual support and training to the Monroe Community College community. Our services include support for classroom technology as well as support and training to Faculty and Staff.

**Description of services:**

- Classroom audiovisual delivery, setup, removal, and training. (See [a list of available AV equipment](#).)
- [Smart Classroom](#) support and training
- Provide audiovisual consumables such as acetate rolls, overhead projector markers, and overhead projector lamps. (See [a list of the locations of Department AV Supply Kits](#).)

**Please follow these Policies and Procedures so we can effectively and efficiently meet your needs:**

**Curriculum Proposals** – link to the Curriculum Database for development, submission, review and approval of curriculum proposals

## Curriculum Proposals

Home Resources Create Proposals View Proposals Archives Calendar

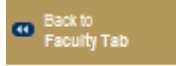
Search

**GO/CURRICULUM**  
Welcome to the Curriculum Database.  
Curriculum Committee Meeting November 16, 2010  
Room: 11-111  
3:30 - 5:00 pm



The purpose of the Curriculum Database is to have a web-enabled electronic system for development, submission, review and approval of curriculum proposals.

**Early Warnings** – link into Banner Self Service for the generation of warning letters from Academic Services VP and Student Services VP indicating poor academic performance, poor attendance or both.



Click the Back to Faculty Tab Link in the upper left corner to return to the Faculty Tab of myMCC.

**Faculty Web Page Directory** – listing of faculty at MCC that currently have web pages.

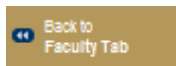
## Faculty Web Sites

|                                  |   |                             |   |                                   |
|----------------------------------|---|-----------------------------|---|-----------------------------------|
| <a href="#">Main Addresses</a>   | <a href="#">Faculty and Staff</a>       | <a href="#">Departments</a> | <a href="#">Presidents Office</a>         | <a href="#">Academic Services</a> |
| <a href="#">Student Services</a> | <a href="#">Administrative Services</a> | <a href="#">ETS</a>         | <a href="#">Learning Resource Centers</a> | <a href="#">Quick Index</a>       |

Below is a listing of the FACULTY at MCC that currently have web pages.

| Faculty                              | Department ▲                 |
|--------------------------------------|------------------------------|
| <a href="#">Avery, Jannette</a>      | Mathematics                  |
| <a href="#">Benz, Ilene</a>          | Visual and Performing Arts   |
| <a href="#">Biehler, Chris</a>       | Business Administration      |
| <a href="#">Blanchard, Charlene</a>  | Health Professions           |
| <a href="#">Boettrich, Christian</a> | Office and Computer Programs |
| <a href="#">Bower, Marsha</a>        | Health Professions           |
| <a href="#">Buckert, Kathy</a>       | English/Philosophy           |
| <a href="#">Bulin, Judy</a>          | Business Administration      |
| <a href="#">Coble, Susan</a>         | Law/Criminal Justice         |

**Final Exam Request** – link to Banner Self Service to submit a Final Exam Request.



Click the Back to Faculty Tab Link in the upper left corner to return to the Faculty Tab of myMCC.

**Help Our Students Succeed Referral Form** – form used to refer students for the following concerns: academic, classroom behavior, personal issues, adjustment to college or financial.

## Student Services Division

|                           |                               |                                   |                                 |   |                                     |  |
|---------------------------|-------------------------------|-----------------------------------|---------------------------------|---|-------------------------------------|--|
| <a href="#">Welcome</a>   | <a href="#">Mission</a>       |                                   |                                 |   |                                     |  |
| <a href="#">Athletics</a> | <a href="#">Campus Center</a> | <a href="#">Career Center</a>     | <a href="#">Campus Events</a>   | <a href="#">Counseling and Advising</a> | <a href="#">DOO Student Offices</a> |  |
| <a href="#">EQP</a>       | <a href="#">Financial Aid</a> | <a href="#">Graduation Office</a> | <a href="#">Health Services</a> | <a href="#">Public Safety</a>           | <a href="#">Residence Halls</a>     |  |

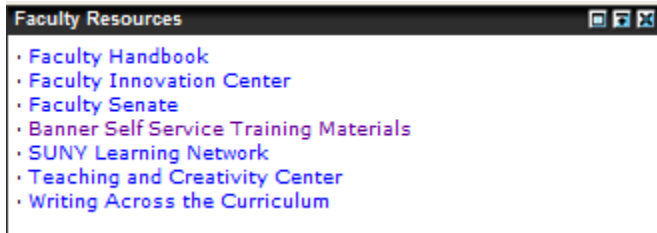
### Help Our Students Succeed Referral Form

This form can be used to refer students for academic concerns, classroom behavior concerns, personal concerns, adjustment to college concerns, and/or financial concerns. Once submitted, this form is reviewed by the Student Services Offices and the next steps of action are determined.

**WINS Workshop** – as an alternative to cancelling class, request a workshop from the Office of Counseling and Advising through the WINS program designed to help students learn more about how to succeed in college.

## Faculty Resources Channel

A collection of faculty internet resources .



**Faculty Handbook** – access to a pdf file of the Faculty Handbook

**Faculty Innovation Center** – detailed information regarding the Faculty Innovation Center(s) located at the Brighton and Damon campuses providing users with the technology, resources, and support to meet their development needs.

## Instructional Technologies

[Overview](#) [Locations](#) [Staff](#)

Educational  
Technology  
Services

Educational Technology Services

[Classroom Technology](#) [Database Services](#) [Distance Learning](#) [Faculty Innovation Centers](#) [Instructional Development](#)  
[Call Center](#) [Learning Centers](#) [Multimedia Production](#) [Printing/Copying](#) [Technology Training](#) [Word Processing](#)

## Faculty Innovation Centers

### What are the Faculty Innovation Centers?

The Faculty Innovation Centers provide users with the technology, resources, and support to meet their development needs.

These facilities are equipped with high-end computers and peripherals (scanners, color printers, CD burners, digital cameras, etc.) and are available to faculty and staff. The centers are staffed on a regular basis to provide users with one-to-one assistance and training. The FICs also provide a quiet environment to access self-paced computer training programs.

**Faculty Senate** – link to the Faculty Senate Web Page. The Faculty Senate carries out the academic governance process through judicious and timely deliberations. The Faculty Senate structure provides for an organized liaison between the faculty and the President of the College, other administrative officers, and the College Community at large.



**Banner Self Service Training Materials** – training tutorials and a printable file documenting how to use Banner Student Self Service and Banner for Finance Self Service and running Web Focus reports.



### Online Training and Reference Resources

- Banner Student Self Service for Faculty and Staff
  - [Training Videos](#)
  - [Documentation](#) pdf, 3.5 MB
    - Text files on this page require the Adobe Reader.  
[Click here to download the Adobe Reader.](#)
- Banner for Finance Self Service
  - [Training Videos and Documents](#)
- Running WebFocus Reports through the Web
  - [Training Video](#)
  - [Documentation](#) pdf, 860 KB

**SUNY Learning Network** – a link to information regarding Online Learning and the SUNY Learning Network

## Online Learning



[How to Enroll](#)   [Info for Students](#) ▾   [Info for Faculty](#) ▾   [Courses](#) ▾   [Financial Aid](#)   [FAQs](#)

### SLN (SUNY Learning Network)

#### What is the SUNY Learning Network (SLN)?

An online Course Management System (CMS) allows courses to be taught online via the Internet. Possibly you have heard of BlackBoard, WebCT, or Angel. Those are all commercial CMS's. At MCC we use the Angel Course Management System with support from the SUNY Learning Network (SLN). 60+ SUNY campuses use SLN in order to offer fully online, web-enhanced, and hybrid courses.

- [Hybrid Courses](#)
- [Web-Enhanced Courses](#)
- [Technical Support](#)

**Teaching and Creativity Center** – Link to the Teaching and Creativity Center (TCC) Web Site. The Center's mission is to inspire and enable faculty to enhance teaching potential and effectiveness such that students are more likely to achieve desired learning outcomes. The TCC will promote the scholarship of teaching and promote the principles and practices of teaching at the individual, departmental and college-wide level at MCC



Teaching and Creativity Center  
Monroe Community College

## Welcome to the Teaching & Creativity Center

[Click here to view details for upcoming events!](#)

The Teaching & Creativity Center is an innovative initiative supported by the Monroe Community College Administration and Faculty members. The Center's mission is to inspire and enable faculty to enhance teaching potential and effectiveness such that students are more likely to achieve desired learning outcomes. The TCC will promote the scholarship of teaching and promote the principles and practices of teaching at the individual, departmental and college-wide level at MCC. It is our hope to create an environment for faculty to exchange ideas and resources, be assisted with course and lesson development, and have the opportunity to learn new skills.

**Writing Across the Curriculum** -- Writing Across the Curriculum is a program that promotes writing as an effective way of teaching and learning in any discipline: anthropology, chemistry, mathematics, physics, or any other subject.

## Writing Across the Curriculum

[WAC Objectives](#)

[Writing Intensive \(WR\) Degree Option](#)

[Faculty Resources](#)

[History of WAC at MCC](#)

### All Write!

Writing Across the Curriculum is a program that promotes writing as an effective way of teaching and learning in any discipline: anthropology, chemistry, mathematics, physics, or any other subject.



In writing-intensive (WR) courses, students have the opportunity to learn the course content through both formal and informal writing assignments. Formal assignments, written for a reader, require a minimum of 2000 to 2500 words per course; informal assignments, written largely for one's self, are instructor-specific. They help the student to think on paper and work through the course content.

## Faculty Registration Tools Channel

This Channel provides direct links into Banner Self Service to help with Registration and Advisement of students.



Each selection will require you to Submit a Term, enter a specific student and enter their student PIN to continue on with the action.

### Select Term or Date range

**Search by Term:**

### ID Selection

Enter the ID of the Student/Advisee you want to process then press the Submit ID button.  
**IMPORTANT: DO NOT select the STUDENT or ADVISEE radio buttons. These buttons will only return students that are assigned to you for the selected term.**

Student or Advisee ID:

OR

#### Student and Advisee Query

Last Name:

First Name:


Search Type:  Students  
 Advisees  
 Both  
 All

## Faculty Student PIN

Information for [Marie M. Gibson](#)

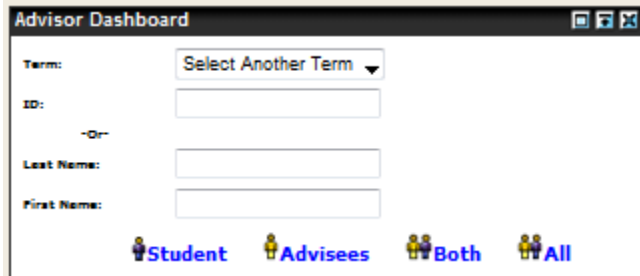
Enter the PIN for the student listed. If you wish to select a different student, click ID Selection.

Student PIN:

Select the Back to Faculty Tab link  in the upper left of the screen to return to the Faculty Tab of myMCC.

## Advisor Dashboard Channel

The Advisor Dashboard Channel, once set up with a student, will allow you to reference Degree Evaluation Information, general student information, student transcript and test scores and a link to email the student.

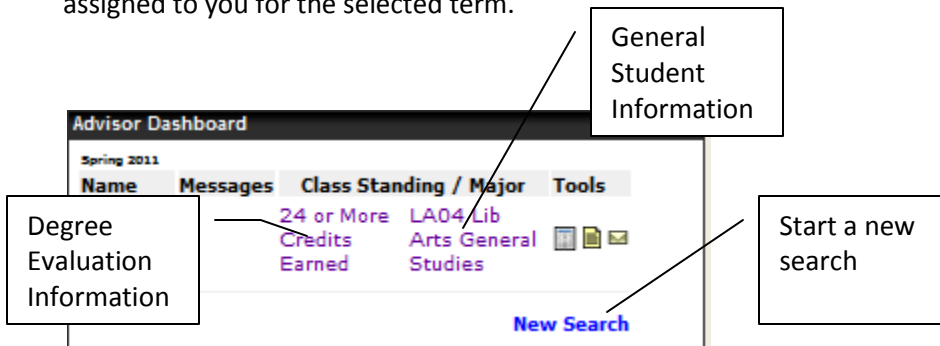


The screenshot shows the 'Advisor Dashboard' search interface. It includes a 'Term:' dropdown menu with 'Select Another Term' selected, an 'ID:' text input field, a '-Or-' separator, 'Last Name:' and 'First Name:' text input fields, and four filter buttons: 'Student', 'Advisees', 'Both', and 'All'.




To begin, select a Term by clicking the down arrow to view the list of terms, and enter a student's MNumber or Social Security Number. If you do not have this information, enter the student's last name and first name in the appropriate fields.

Select the All link  to retrieve the student's information

**Note:** do not select the Student or Advisees links as these will only return students that are specifically assigned to you for the selected term.





The screenshot shows the results page for the 'All' filter. It features a table with columns: 'Name', 'Messages', 'Class Standing / Major', and 'Tools'. The table contains one row with the following data: '24 or More Credits Earned', 'LA04/Lib Arts General Studies', and icons for transcript, test scores, and email. A 'New Search' link is located below the table. Callout boxes point to 'General Student Information' (from the Major column), 'Degree Evaluation Information' (from the Credits Earned column), and 'Start a new search' (from the New Search link).

| Name                      | Messages                      | Class Standing / Major  | Tools |
|---------------------------|-------------------------------|---|-------|
| 24 or More Credits Earned | LA04/Lib Arts General Studies |    |       |

Click on the Class Standing link to run Degree Evaluations for the Student.

Click on the Major link to reference general student information

Click on the Transcript Icon  to reference transcript information

Click on the Test Score Icon  to reference Test Score information

Click on the email icon  to email the student

Click the New Search link [New Search](#) to look up information on a different student



## Curriculum Proposals Channel

The purpose of the Curriculum Database is to have a web-enabled electronic system for development, submission, review and approval of curriculum proposals.

This channel provides direct access to Curriculum Proposals Posted for Faculty Review. To review a proposal, click the link within the channel to go directly to the proposal.

