myMCC Faculty Tab Quick Reference Guide

Contents
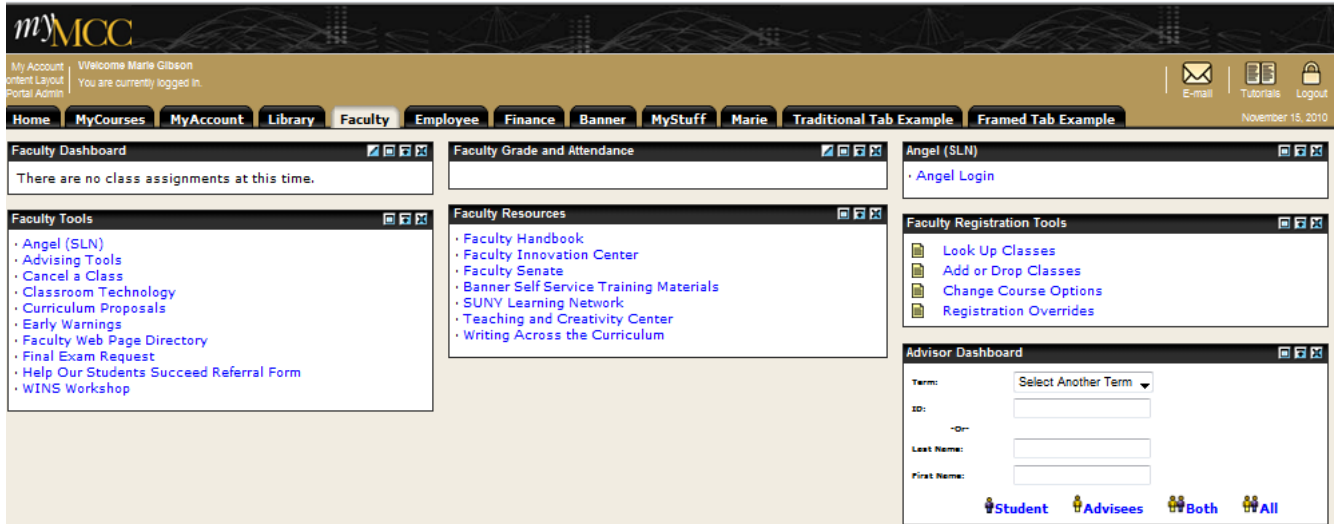
The Faculty Tab is available within myMCC to all employees that have the Faculty or Advisor Role within Banner. The Tab pulls together many MCC internet resources specific to the role of a Faculty or Advisor in terms of Classroom Management and Advisement. Many of the Channels lead you directly into 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.
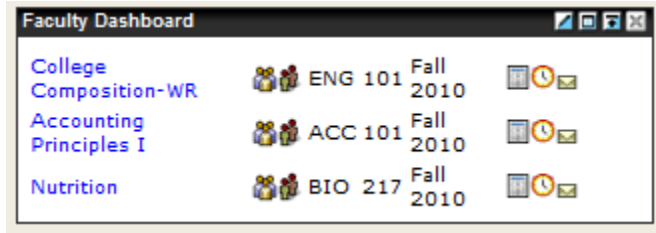
To view **Faculty Detail Schedule Information for the class**, click on the link displaying the name of the class. The text in blue represents links to further Banner Self Service information regarding the class.

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

Wait List information is available by clicking the Wait List icon

Faculty Dashboard Channel (cont)

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
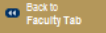
This Channel provides a direct link into Banner Self Service for entering class attendance and final grades for the current term.
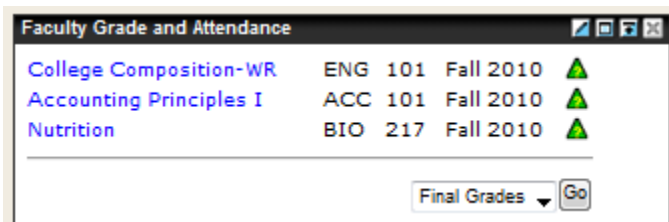
To view **Class Schedule Listing Information** for a class, click on the link displaying the name of the class.

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.

Faculty Grade and Attendance Channel (cont)

Click the Back to Faculty Tab link ![Back to Faculty Tab] 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 ![edit] in the upper right of the Channel

Click the Apply link ![Apply] to save your changes.

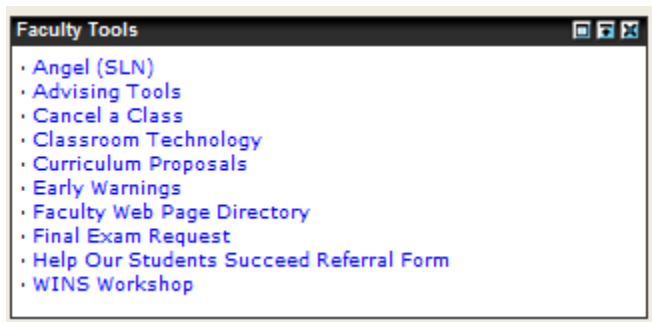Click the Back link ![Back] to return to the Faculty Tab of myMCC.

Angel (SLN) Channel

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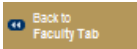
Faculty Tools Channel

This Channel centralizes a number of faculty resources available through the MCC Website and Banner Self Service.

 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 ![X] to return to the Faculty Tab of myMCC.

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

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

Faculty Tools Channel (cont)

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.

Curriculum Proposals – link to the Curriculum Database 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.

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

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

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.

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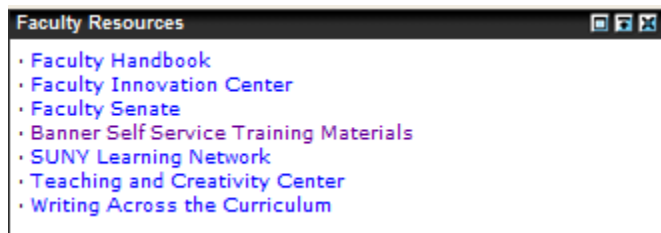
Faculty Handbook – access to a pdf file of the Faculty Handbook

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 heir development needs.

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.

Faculty Resources Channel (cont)

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.

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

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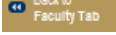
Writing Across the Curriculum -- Writing Across the Curriculum is a program that promotes writing as an effective way of teaching and learning in any discipline: anthropology, chemistry, mathematics, physics, or any other subject.

Faculty Registration Tools Channel

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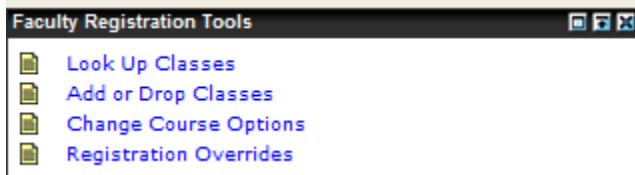

Each selection will require you to Submit a Term, enter a specific student and enter their student PIN to continue on with the action.

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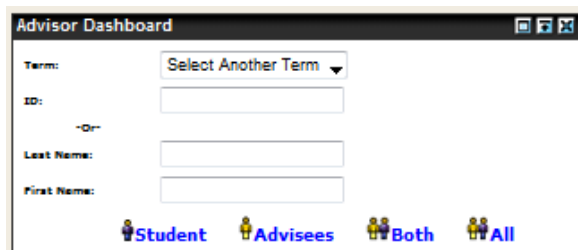
To begin, select a Term by clicking the down arrow to view the list of terms, and enter a student's MNumber or Social Security Number. If you do not have this information, enter the student's last name and first name in the appropriate fields.

Select the All link [icon] All 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.
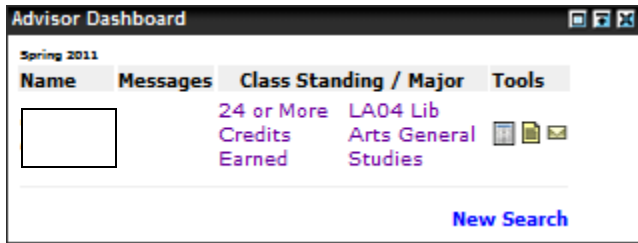
Click on the Class Standing link to run Degree Evaluations for the Student.

Click on the Major link to reference general student information

Click on the Transcript Icon [icon] to reference transcript information

Click on the Test Score Icon [icon] to reference Test Score information

Click on the email icon [icon] to email the student

Click the New Search link [icon] 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.