
Section 12 - Web Access and Entering Grades

Introduction

The MyCC Web Portal allows faculty to access their course schedule, class lists, and other faculty course information and most importantly, to enter grades. The term schedule and student roster are available through this option.

A login ID and PIN number are required to login into the MyCC Web Portal as a faculty member.

The Registrar's Office requires that you verify your class roster at the beginning of each term (**at the second class**). For weekend intensive formats, you should verify your class roster at the first class session. Please print your class roster from the MyCC Web portal on our Web site and take it to class and verify that the names listed on the roster are the same as those who are attending. You may handwrite on the roster the names of students that do not appear on the roster. For students who have not come to class but their names are on the roster, please cross-out their names and note the reason. Then print and sign your name with the date and fax it to the Registrar's Office at 617-349-3560.

How to Obtain Your ID and PIN Numbers

You may obtain your Faculty ID and PIN numbers by contacting Nelleen Chandler Knight, Faculty Data and Contracts Administrator. She can be reached by calling (617) 873-0125 or emailing nelleen.knight@cambridgecollege.edu. For your protection and the protection of your records, it is the policy of the College not to email PIN numbers.

How to Login

1. Go to <http://www.cambridgecollege.edu> and click on MyCC Web Portal "Register for Classes, Log on to the MyCC Web Portal" (yellow button).
2. Enter your ID and PIN numbers and click on the "Sign In!" button. This will take you to the main page of the MyCC Web Portal.

Please note that for the first time you use the MyCC Web Portal, you will be required to accept two policies: (1) Student Registration Agreement, and (2) Cambridge College Network and Computer Acceptable Use Policy.

How to View Your Course Schedule and Print Your Class Roster

This option shows a list of all courses you are scheduled to teach during the semester, as well as the number of students enrolled, the dates and the place where the course meets. It also allows you to view and print your class roster.

1. At the main page of the MyCC Web Portal, click on the “Faculty Schedule” button. This is located under the “Faculty Resources” section (middle column of page).
2. Verify the default term is the desired one. Should you need to change the term, see “How to change Terms” below.
3. Next you will see a table with the current course(s) you are teaching. To view the names of your students, click on the word “View” which is located under the “Roster” Column.
4. Click on “Reformat as a printable form” at the bottom of the roster.
5. Click on the printer icon at the top of the screen (or select File, print from your tool bar at the top of the page).

How to Change Terms

1. At the main page of the MyCC Web Portal, find the “Selected Term” box located at the right of your screen.
2. Click on the drop-down arrow key and highlight the desired term.
3. Click on the “Change” button at the left of the box. The term change will now take place.

How Enter Grades

1. At the main page of the MyCC Web Portal, click on the “Faculty Schedule” button, which is located under the “Faculty Resources” section (middle column of page).
2. Verify the default term is the desired one. Should you need to change the term, see “How to change Terms” above.
3. Next you will see a table with the current course(s) you are teaching. To view the names of your students, click on the word “View” which is located under the “Roster” Column.
4. At the top of your screen, click on the “Enter Grades for Final” option and then click on the “Go” button.
5. At the grade entry screen, enter the student grades by selecting the appropriate grade on the drop-down window. To see the dropdown window, click on the arrow key next to the box where the grade is entered.
6. Repeat step five for each student on the list. Then, click on the “Update Grades” button at the bottom of the list.
7. Finally, click on “Submit Grades”. You will then be informed that your grades have been successfully submitted. Please wait until you see this response.

Printing and Mailing/Faxing a Grade Sheet

1. Once you have submitted the grades for a course, at the grade entry screen, click on “Reformat as a printable form”.
2. Click on the printer icon at the top of the screen.
3. Print and sign your name, on the space provided on the form as well as date it. Then, mail the form to Mr. Denny Voutsinas, Cambridge College, Registrar’s Office, 1000 Massachusetts Avenue, Cambridge, MA 02138. **If you prefer, you may fax it to the Registrar’s Office at (617) 349-3560.**