



Cambridge College

Office of Student Records & Data Management



**Faculty Course Control
Faculty Handbook**

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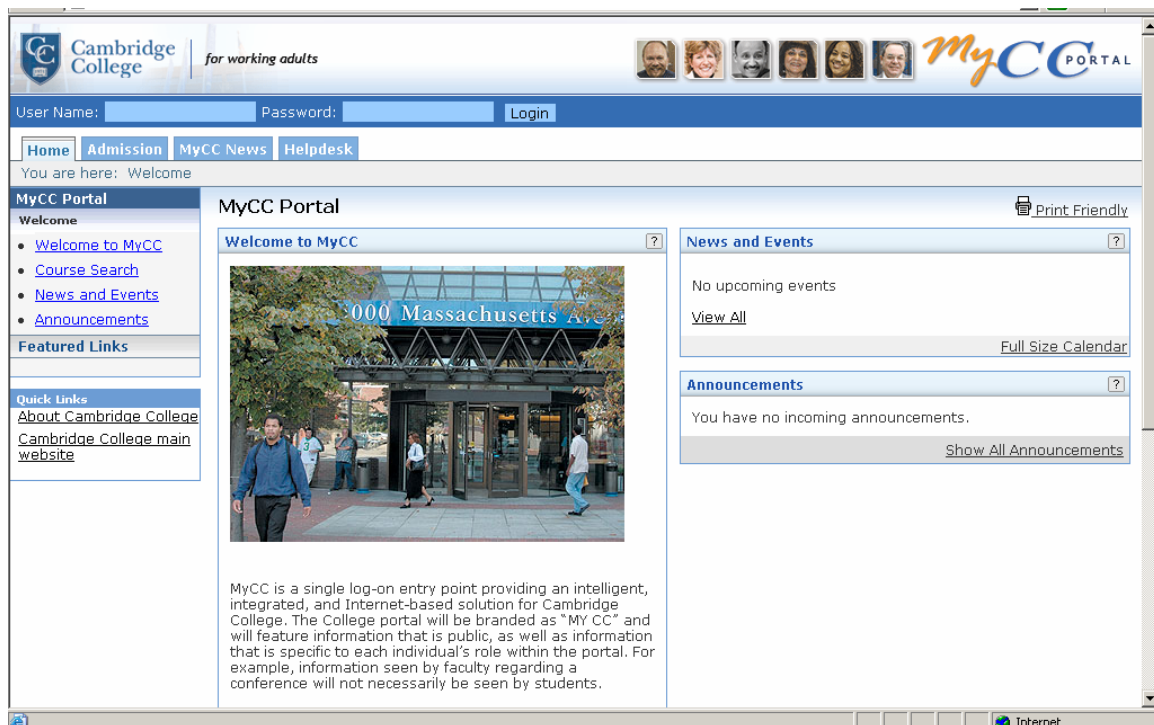
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Faculty Course Control

The faculty course control portlet of My CC provides access to faculty members to the faculty course schedule, course detail, class lists, and grade entry. It also enables faculty members to e-mail individual students in the class list or all students in the class.

To access the faculty course control portlet take the following steps.

1. Using a web browser, go to the Cambridge College website, www.cambridgecollege.edu.
2. Click on the 'My CC web portal' link (yellow box). The My CC login screen will display.



3. Enter your Login ID and Password. Your personal My CC default page will display.
4. Click on the Faculty tab as shown below.

The screenshot shows the Faculty Course Control portlet with the following content:

Faculty Course Control

Course List for Joseph W. Angelo Ed.D.

View Details View My Faculty Schedule

2006-2007 Summer

| Course | Title | Go Directly To |
|--------------|-----------------|-----------------|
| ELM 790 CA01 | Practicum/Libra | Select Area ... |
| ELM 791 CA01 | Practicum Semin | Select Area ... |

2006-2007 Spring Semester 1

| Course | Gradebook | Schedule |
|---|-----------|----------|
| Practicum/Library Teacher (200hrs) (All Levels) | Gradebook | Unknow |
| Practicum Seminar | Gradebook | |

This tab gives you access to three portlets. The Faculty Course Control, Grade Entry and the LMS course schedule. The Faculty course control portlet displays the default registration term, while the course schedule – LMS portlet displays the current academic term. At the beginning of the term, both the Faculty Course Control and the All My Courses – LMS both default to the current term. Once continuing student registration begins, the faculty course control reflects the registration term and the All My Courses – LMS reflect the current active term.

Class Lists

You can access your class lists via the Faculty Course Control portlet.

The screenshot shows the Faculty Course Control portlet with a dropdown menu open for the 'Go Directly To' column. The dropdown menu contains the following options:

- Select Area ...
- Select Area ...
- Course Details
- Class List
- Grade Entry
- Textbooks

1. Click on the 'Go Directly To' dropdown next to the course you wish to view.
2. Select Class List. The class list screen will display.....

Faculty Course Control - Class List

Set Options

Faculty Course Control > Class List

Course:

Course Details | Graduate | ELM 790 CA01 | Practicum/Libra

| Faculty | Meets | Dates | Rooms |
|-------------------|-------|---------------------|-------|
| Angelo, Joseph W. | - | 1/30/2007 -6/1/2007 | CAMB/ |

[Export to Excel](#) [Email All Students](#)

Class List | Graduate | ELM 790 CA01 | Practicum/Libra

| FERPA Restrict | Student | Status | Email | Cross-listed Course | Major |
|----------------|--------------------|-------------|--|---------------------|--------------------------------|
| | Huff, Jenna L. | C - Current | Jenna.Huff@cambridgecollege.edu | | Library Teacher (all levels) I |
| | Kane, Martha C. | C - Current | Martha.Kane@cambridgecollege.edu | | Library Teacher (all levels) I |
| | Karam, Patricia A. | C - Current | Patricia.Karam@cambridgecollege.edu | | Library Teacher (all levels) I |

Once on the class list, you can export the list to excel, you can e-mail to individual students on the list, or you can e-mail the entire class.

If the course section is a cross listed one, only the parent course will display on the course control portlet. However, when you go to see the class list, the children or cross-listed courses will be listed next to the faculty name. See screen below....

Cambridge College for working adults

Welcome back **Maria Mastrocola M.Ed.** ([Personal Info](#) | [Logout](#))

[Home](#) [Admission](#) [Academics](#) [Advising](#) [Faculty](#) [MyCC News](#) [Resources](#) [Helpdesk](#) [Personal](#)

You are here: Faculty > Default Page

Faculty [Print Friend](#)

Faculty Course Control - Class List

Set Options

Faculty Course Control > Class List

Course:

Course Details | Graduate | ELM 691N CA01 | ProSem I -Libra

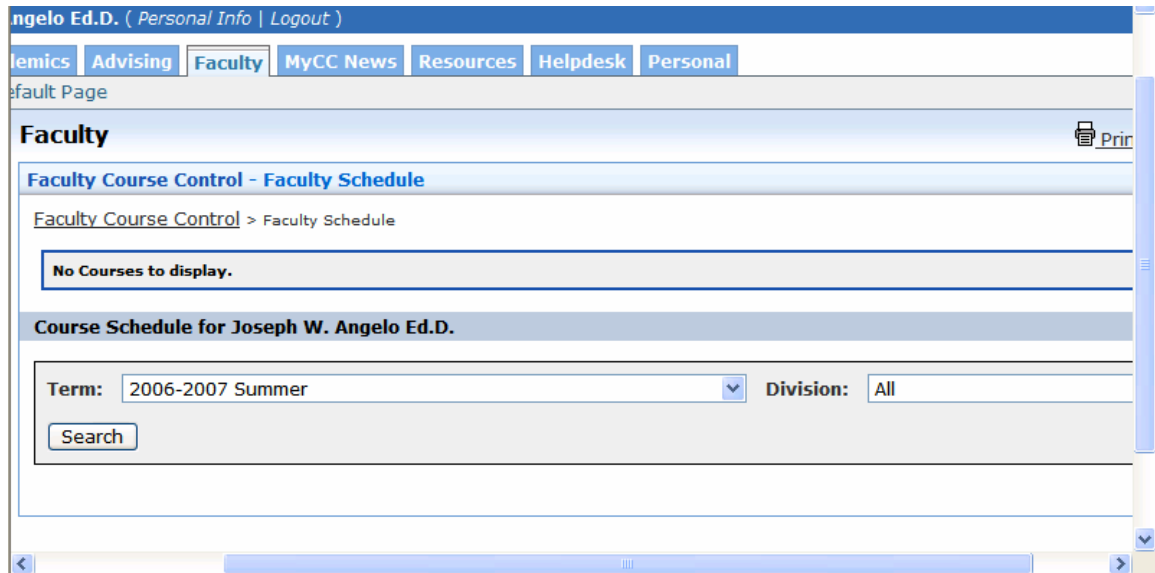
| Cross-listed Courses | Faculty | Meets | Dates | Rooms |
|----------------------|-------------------|-------------------|----------------------|-------|
| ELM 692N CA01 | Mastrocola, Maria | W 8:30 AM-6:00 PM | 6/27/2007 -7/25/2007 | CCSC/ |
| ELM 693N CA01 | | | | |

There are no students registered for the selected course.

The appropriate course code will also display next to the appropriate student on the class list.

If the class list you wish to see is from a term other than the default term.....

1. Under the faculty course control portlet, click on the view my faculty schedule link. The following screen will display.....



This screen will enable to search for your course schedule for the term or sub-term you wish to see. It also enables you to narrow the search by division. (Undergraduate, Graduate, C.A.G.S., Doctorate or Professional Development)

2. Once you have made your selections, click on the 'Search' button. Your course schedule will display.

View Course Details

The course details screen enables you to see all the details for each individual course section on your faculty schedule. The details include, course credits, maximum and current enrollment, course description, location, etc.

To access the course details.....

1. Click on the 'Go Directly To' dropdown next to the course you wish to view.
3. Select Details. The details screen will display.....

Faculty Print Friendly

Faculty Course Control - Course Details ?

Faculty Course Control > Course Details

Course Details

Lit. for Childr (ELM 523 W301) Back

Instructor: Mastrocola, Maria

Graduate 3.00 Credit(s)

Dept: ELM Clock Hours: 0

Status: Open (22 out of 25 seats)

Note: No note is available for this course.

Course Schedules

| Day & Time | Date(s) | Location |
|----------------------|----------------------|---------------------------------|
| MTHF 8:30 AM-6:00 PM | 7/9/2007 - 7/13/2007 | N.I.T.E. North East, Milton, MA |

Course Description

This course enhances and extends students' knowledge in the field of literature for children through in-depth involvement with books. The course focuses on selection, evaluation, and methods of sharing and discussing various types of literature, using print and other media. Students read widely from a broad range of literature and develop methods of incorporating literature into classroom and library experiences.

[All courses in the ELM Department](#)

Cross-listed Courses

| Course | Type | Title | Capacity | Enrollment | Waitlisted |
|----------------|--------|-----------------|-----------|------------|------------|
| ELM 523 W301 | Parent | Lit. for Childr | 25 | 3 | 0 |
| Totals: | | | 25 | 3 | 0 |

For the above course, the Capacity is 25 and the current enrollment is 3, therefore, there are still 22 seats available. It is a parent course and there are no cross-listed or child courses attached to this parent course.

Grade Entry

Grade entry is no longer a global operation. We can now open grade entry by course and by date. The grade entry opens for each individual course section on the last scheduled day of the course. For example if the course end date is 3/25/2007, grade entry opens for that course section on 3/25/2007.

Therefore, when looking at your grade list, you will see under the "Enter/Change final Grades?" column, a 'Y' if your course is open for grade entry and an 'N' if your course is not open for grade entry.

There are two methods for accessing your grade lists, via the course control or via the grade entry portlet.

Grade Entry Method I

1. Go to the course control portlet.
2. Click on the 'Go Directly To' dropdown next to the course you wish to view.
4. Select Grade Entry. The Grade entry screen will display.
 - a. If grade entry is open for that course section, the grades drop-down window will display under the 'Final Grade' column.
 - b. If grade entry is not open for that course section, the grades drop-down window will not display.

- Once you have assigned all the grades, click on the 'Save' button at the bottom of the list. The grades will then be stored directly on the Jenzabar student database.

Grade Entry Method II

- Go to the Grade Entry portlet and click on the 'view course list' link. The following screen will display.....

To enter/change grades, first select a Division and Term, and click the Search button. When the list of courses has been displayed, click on a course title to see the class list.

Search Criteria:

Division: Term:

| Course | Title | Cr Hrs | Clock Hrs | Enter/Change Final Grades? |
|------------------------------|-----------------|--------|-----------|----------------------------|
| MMG 509 CA01 | Pol., Soc., and | 3.00 | 0 | N |
| MMG 693 CA02 | Management Semi | 2.00 | 0 | N |
| MMG 733 CA01 | Marketing Manag | 3.00 | 0 | N |

- Select the appropriate term for which you need to enter grades and click on search. The courses for that term will now display.....

To enter/change grades, first select a Division and Term, and click the Search button. When the list of courses has been displayed, click on a course title to see the class list.

Search Criteria:

Division: Term:

| Course | Title | Cr Hrs | Clock Hrs | Enter/Change Final Grades? |
|------------------------------|-----------------|--------|-----------|----------------------------|
| MMG 692 CA02 | Management Semi | 2.00 | 0 | N |
| MMG 733 CA01 | Marketing Manag | 3.00 | 0 | Y |
| MMG 733 VN06 | Marketing Manag | 3.00 | 0 | N |
| MMG 800 CA04 | Indep.Learning | 3.00 | 0 | N |
| MMG 801 CA07 | ILP | 3.00 | 0 | N |

As you can see, on this example MMG 733 CA01 has a 'Y' under the 'Enter/Change Final Grades?' column heading. The rest of the course sections are all 'N'. This means that grade entry is only open for MMG 733 CA01.

- Click on the course number link to go to the Grade list and assign the grades to the students on the list by selecting the grade from the drop-down window.
- Once you have assigned all the grades, click on the 'Save' button at the bottom of the list. The grades will then be stored directly on the Jenzabar student database.