

## Faculty myMCAD Quick Instructions

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Log in to **myMCAD** via the Intranet main page or by navigating to **my.mcad.edu**. Use your short MCAD username and the same password you use for MCAD email.

You will see several tabs in a bar across the top of the screen. Most faculty have **Home**, **Faculty Info**, and **Registration**. Several useful links have been placed on the Home page for your convenience.

The functions described below are on **Faculty Info**. Click the tab to access those functions.

The first set of information at the top of the Faculty Info page is contact information for the Academic Affairs and Records offices.

In the middle of the page on the left, you will find the following:

**Faculty Course Center**—Look here for class rosters and both midterm and final grading.

How to Use Your Class List (Roster and Grading):

Click the [View Details](#) link. ([View My Faculty Schedule](#) is only a summary for the term.)

Use the **Term** menu to set the correct term. Pay attention to this, as myMCAD may be defaulted to a prior or future semester.

Use the **“Go Directly To”** dropdown menu next to each course to access three different functions:

1. **Course Details:** View a course description, enrollment overview, and other general details about a course section.
2. **Class List:** View the course roster. This includes student photos, legal names, ID numbers, institutional email addresses, advisors, crosslisted section information, major, and division.

To turn off photos on your roster:

Go to the blue **Set Options** box that you see on the left of the top bar.

Check or uncheck any relevant boxes in the list of checkboxes for a limited range of customization of your roster view.

Click **Save**. This function will now be in effect for all sections and will stay set if you return to teach in future semesters.

3. **Grade Entry:** Enter your final and midterm grades here. You will see a list of your students. Dropdown grade menus correspond to available grades for each student's degree program and credit type.

Midterm and final grading are required in myMCAD. There are posted deadlines for grade entry on the Academic Calendar on the Intranet.

myMCAD grading is generally available two to three weeks before the deadline and becomes unavailable once each grade deadline has passed. You are expected to submit grades in a timely manner and no later than the posted deadline.

myMCAD grade entry is completely separate from any optional grade entry you may perform in Canvas.

Faculty cannot assign W (withdrawal) grades and cannot give incompletes via myMCAD. Those occur through separate processes.

When a student fails a course and earns an F, faculty must enter a last date of attendance, which will be reported to Financial Aid.

If a student does not withdraw from a course by the posted deadline, the student is subject to receiving a regular letter grade, including F. Withdrawal is the student's responsibility.

Other items on the Faculty Info tab include:

**Class List With Institutionally Recognized Names and Pronouns:** This is a custom roster that displays institutionally recognized names and pronouns for any students in your class(es) who have chosen to notify the Records Office via webforms that they would like specific names and/or pronouns used for them on campus. You should still gather that information from all of your students during the first class meeting.

**Room Scheduling:** This will allow you to generate and view a report of room usage for a given semester. Note that room change requests must come to Records from department chairs, not directly from faculty.

**Course Schedule:** The current semester's course schedule is posted here. There is a full version that includes course descriptions and a summary version that only displays course number, title, day, time, faculty, and room.

**Faculty Syllabus Template:** Link to instructions for creating and submitting your syllabus.

**Class Attendance Verification Form:** Use this form to report discrepancies between class attendance and your roster, or to confirm that class attendance matches your roster. Due to the Records Office at the end of the second week of classes each semester.

For further questions, contact the Records Office at [records@mcad.edu](mailto:records@mcad.edu).