

## At a Glance!

### Quick Start Instructions

This document contains abbreviated directions to allow faculty to immediately start using the system.

#### **Getting Started (how to access through MyCCP-- NOT for CCPTRAIN):**

- Log in to MyCCP (this is your personal account)
- **BANNER SELF SERVICE LINKS** are located in the middle column, beneath your email.

There are several menu items that may include:

Employee Information  
Student Services  
My Financial Aid Information  
Faculty and Advisors

- Click on **“Faculty and Advisors”**

You will see the following links:

Faculty Menu  
Advisors Menu  
Student Information Menu

- Click on **“Faculty Menu”**

There are numerous links.

You are now ready to work in Banner!

At any time you may return to the main menu of MyCCP by clicking on the **“back to Home Tab”** in the upper left of the screen under the MyCCP banner. ***You may not be able to use the “back” button on your browser depending on your particular version.***

The rest of these instructions may be used both for MyCCP and for CCPTRAIN.

## How do I find out my teaching schedule?

Click “**Faculty Schedule - Detailed**” from the menu.  
You will need to select a term (semester and year) and click “**Submit**”.

A great deal of information is provided. Basically there is a listing of all courses you are scheduled to teach, the enrollment in each class, scheduled meeting time and room assignments.

You can print the list or simply make note of the **CRN** (course reference number) and section number. This used to be the Sequence and Section number.  
If you happen to select the wrong semester/year, scroll down to the bottom of the page and click on “**Term Selection**” to start over.

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## How do I get my class list?

From “**Faculty Menu**”

Click on “**Class List – Summary**”

You will need to select a term (semester and year) and click “**Submit**”.

You will be asked to select the **CRN** (course reference number) of your class if you are assigned to more than one class.

If you teach multiple courses/sections you will need to get a class list for each class.

After you click “**Submit**” you see a listing of your students.

Print the class list using the “**Print**” icon or menu option in Internet Explorer.

If you are in “**Faculty Schedule - Detailed**” you also have access to your class list. Each course listed has a link to your class list next to “**Rosters**”. Just click on “**Classlist**”. This provides you with an up-to-date class list. You can print your class list using the “**Print**” icon or menu option in Internet Explorer, and then use the Internet Explorer “**back**” button to return to “**Faculty Schedule - Detailed**” and go to another course.

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## How do I submit my 3rd week attendance, midterm grades and final grades?

For security purposes, the system has an automatic time-out. Once you time-out you can log back in, but any work that has not been “submitted” will be lost. It is recommended that you click on the “**Submit**” button (at the bottom of the page) after entering several grades.

These links are only active for a limited time period. For example, 3<sup>rd</sup> week attendance may only be submitted for a limited number of days. You are required to complete your work during this time. The links **cannot** be re-activated once this time period elapses.

During the appropriate time period (which will be advertised via e-mail and print notices) click on the appropriate menu link and select Term and CRN.

There are separate links for entering:

- 3<sup>rd</sup> week attendance (**Attendance Status**)
- Mid-Term Grades (**Grades - Enter Mid-Term Grades**)
- Final Grades (**Grades - Enter Final Grades**).

**Attendance Status.** The options available are either “adequate” or “inadequate”. If you select “inadequate”, you must provide the date the student last attended.

### **Grades - Enter Mid-Term Grade**

AND

### **Grades - Enter Final Grades**

1. There is a drop-down menu under the column “**Grade**”.
2. Click on the arrow to drop down the grade scale and click on the grade for your student.  
*Be careful when using a scroll mouse, you might change a student’s grade by rolling the wheel while a student’s grade is selected.*
3. Click the “**Submit**” button at the bottom of the page.
4. After all of the students grades have been entered, **Print** the list and double check that you entered the grades correctly. You can go back and change a grade as long as the menu is still active.