

Faculty Quick Guide to myCommNet

Go to: <http://my.commnnet.edu> and login to secured area

- Click on the “*Faculty*” tab
- In the 3rd block down on the left, click on “*Click here to access the Faculty Self Service system*”

Select *Northwestern CT Community College*

Select *Faculty Services*

****Class Lists (Rosters)** – Provides class list and summary information for each student.

- ❑ Select a Term
- ❑ Select a CRN
- ❑ Select *Summary Class List* – clicking on the student name will bring you to that student’s address information
- ❑ Click on *Printable Class List* at the bottom of the page for a user friendly printable page. You can then click on *Spreadsheet* to bring your roster information into an excel spreadsheet.

Faculty Schedules – Faculty schedule detailed information and by day and time that provides a visual schedule of your classes as well as links to other pages.

- ❑ Select a Term
- ❑ Select a CRN
- ❑ **Faculty Detail Schedule** – clicking on the highlighted CRN will provide detailed section information
- ❑ **Faculty Schedule by Day and Time** – will provide a visual schedule of your class days and times

Final Grades – Final grades are entered via a pull down menu. Grades should be submitted (using the *Submit Grades* button) every 20 minutes. A user friendly Roster/Grade Print link is at the bottom of the page.

- ❑ Select Term
- ❑ Select CRN
- ❑ Select *Final Grades*
- ❑ Enter Grades
- ❑ Select *Submit Grades*

Registration Overrides – Provides an instructor the ability to override class enrollment limits and prerequisites for their **own** sections. From the Faculty Services menu:

- ❑ Select Term
- ❑ Enter Student’s ID number
- ❑ Select CRN and Override type from pull-down menu and click *Submit*
 - NWCC Permission Req Override – to override a full/closed class
 - NWCC Pre-requisite Waiver – to override/waive prerequisite requirement
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****Student Transcript** – Faculty can view transcript information for students in their class sections and advisors can view any student's transcript.

- ❑ From the Faculty Services menu, select *Student Menu*
- ❑ Select *Display Student Transcript*
- ❑ Select Term and click *Submit*
- ❑ Enter the Student ID# or search by name
- ❑ Select *NWCC Credit* and click *Display Transcript*

****Degree Evaluation** – To help determine if a student is eligible to graduate in their current major OR to see how many requirements they've met for a different major.

- ❑ From the Faculty Services menu, select *Student Menu*
- ❑ Select *Degree Evaluation*
- ❑ Select Term and click *Submit*
- ❑ Enter the Student ID# or search by name and click *Submit*
- ❑ To perform a degree evaluation for their **CURRENT** major, click *Generate New Evaluation*
 - Click on the correct program and click the *Use In Progress Courses* box if you want the courses they are currently registered for to be included in the evaluation and click *Generate Request*
 - Select *Detail Requirements* and click *Submit*

Note: The final area “Non Program Courses” will ALWAYS show as being NOT MET. That is because this area is designed to simply show all remaining courses a student has taken that are not required for the selected program of study.

- ❑ To perform a degree audit for a **DIFFERENT** major (“What If Analysis”) click *What-If Analysis*
 - Select the entry term (this is the catalog term they would be following for the new major)
 - Select the new major and click *Continue*
 - Select the new major from the pull-down menu and click *Submit*
 - Select the evaluation term (the term they expect to graduate) and click *Use In Progress Courses* box if you want the courses they are currently registered for to be included in the evaluation and click *Generate Request*
 - Select *Detail Requirements* and click *Submit*

Note: The final area “Non Program Courses” will ALWAYS show as being NOT MET. That is because this area is designed to simply show all remaining courses a student has taken that are not required for the selected program of study.

****CONFIDENTIALITY:** This information is disclosed to you as a “school official” having a legitimate educational interest. It does NOT constitute authorization to share this information with a third party without the student's written consent. Such information, when it has fulfilled its original specified purpose, should be destroyed or returned to the originating office for appropriate disposition.