

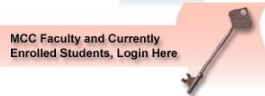
MiddleNet Instructions: New Faculty Orientation

Banner (MiddleNet) System User Confidentiality Statement


Access to the College's BANNER system is restricted to authorized College personnel only. Authorized College personnel understand and acknowledge that personal and confidential student, employee and vendor information is available through the BANNER system and may be accessed only for the purpose of conducting specific job related duties and activities. Authorized College personnel further acknowledge that such information may not be released to any third-party, including but not limited to co-workers, absent a lawful or job related basis for such disclosure. The College may, at any time, revoke an individual's access to the BANNER system and consider appropriate disciplinary action in the event that misuse of information is detected.

Use MiddleNet to:

- Add/Change your home address and telephone number. Consider entering your cell phone number **to receive emergency text notifications from the college**
 - Look up your **class schedule** for the term
 - View your **class lists** selecting from the list of courses (CRN – Course Reference Numbers) you are assigned to teach for the selected term
 - View a list of **assigned advisees** for the term
 - View **student information (schedules, academic transcript, active holds, etc.)**
 - **Send an email** to one student or to your entire class list or list of advisees
 - **Enter Mid Term and Final Grades**
 - **Execute a DegreeWorks academic audit**
1. **Log in** – Click the MiddleNet link located on the college homepage. Click Gateways and Resources/ MiddleNet (<https://www.middlesex.mass.edu/>), or on the college portal (Quick Links/MiddleNet - <https://mymcc.middlesex.mass.edu/>).



- a. **Click**
 - b. **Enter** your college network username in the "UserID" field
 - c. **Enter** your college network password in the "Password" field
2. **Personal Information (Click link)**
 - a. **Change Security Question** – select a question and provide an answer. This will assist you if you forget your account information in the future
 - b. **Add/change home address and telephone numbers**
 3. **Faculty Services (Click Link)**
 - a. **View your Class Schedule...**
 - i. **...Detail** – contains course enrollment; days and times, room location
 - ii. **...by Day and Time** – grid by day and time
 1. **Click on Class CRN** for more details
 2. **Tip:** If no classes appear Click "Next Week" on right

- b. **Select your class CRN number** to generate a Class List
 - i. **Select your class** from the drop down box **and Click “Submit”**
 - ii. **Click “View Your Class List”** (of the CRN selected above)
 1. **Click** on the Student’s name for address and telephone information
 2. Note that you can email an individual student or the entire roster 
- c. **Student Menu - Tip:** Select student from Class List rather than typing in an A number or name. Once the student is selected other screens will populate with the student’s data
- d. **Enter Mid Term and Final Grades** – available only during grading cycle
 - i. After entering all grades on page 1, **Click Submit**
 - ii. Note: more than 25 students make sure you click on “Page 2”
 - iii. After entering all grades on page 2, **Click Submit**

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registra
1	, Doris M.	A00	3.000	**Registered** Jun 27, 2012	None			11
2	, Timothy L.	A001	3.000	**Registered** Jun 07, 2012	None			7
9	, Christine B.	A00:	3.000	**Registered** Jun 29, 2012	None			12

- e. **Advisors Menu**
 - i. **List of Advisees** – Click to see your assigned advisees for the selected term
 1. **Tip:** When meeting with Fall enrolled students for Spring registration, select the Fall term
 - ii. **Execute a DegreeWorks audit**
 1. **Click DegreeWorks - List of Advisees** to have all of your advisees populate in DegreeWorks and then select them from a drop down list
 2. **Click DegreeWorks – Enter a Student ID** to manually enter a student ID in DegreeWorks
 3. **Once in DegreeWorks**, to go back to MiddleNet click the MiddleNet link at top right of page
- f. **Look Up Classes** – list of courses offered
 - i. **Click on Advanced Search** then make selections
 - ii. **Tip: Use DegreeWorks** when advising students for course selections

4. Call the MCC Help Desk at extension 3301 if you have questions or problems