


Faculty PiratesNet Quick Study

This is a quick study, for Faculty, on how to access your class information via the web using PiratesNet. PiratesNet can be found by clicking the PratesNet icon  on the new MJC website - www.gomjc.org. More detailed documentation is available. Training sessions will be scheduled throughout the summer on all the items covered below:

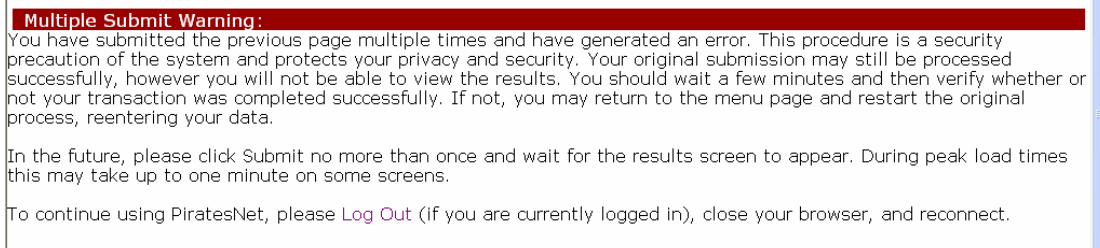
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4. How to drop students for non-attendance
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6. How to retrieve your class roster and look at student profiles
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1. Quick Note – warnings:

- You will be asked to change your default password (birth date MMDDYY) upon login. If you have already done this in response to the e-mail sent out, please skip above items 2. and 3.
- Always Log Out by clicking the Log Out link (shown below), and close your browser to protect both your ID and our Students' information.



- Double submissions – Most screens on PiratesNet contain a 'Submit' button. Only click on the 'Submit' button once. Double clicking on this button will result in the following error screen:



The best thing to do if you get this error screen is to logout, close the browser, and reconnect. Any other action may cause unexpected results.

2. How to retrieve your Login ID

Once in PiratesNet, you can retrieve your Login ID by clicking on the What's my Login ID link. Enter your Last Name and Social Security Number then click the submit button. This will give you your login ID. It may or may not match your desktop login ID – sometime this Fall we will go to a single sign-on and take care of this issue; for now please be patient.

3. How to change your password

Once you log in using your new Login ID and default birth date password, you will be asked to change your password. Your new password must be between 6-9 characters and must be composed of both letters and numbers. Passwords are case sensitive, so they must be typed in exactly the same every time (four44 is not the same as Four44). To change your password,

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please type in your Login ID, new password, confirming password (confirms password is not mistyped), optional hint, and then click the submit button.

Please note that your password hint is not a required field, but can be helpful in remembering the correct password. However, a password hint is visible to anyone who knows the user's login id. This hint should be obscure enough that anyone who knows the user will not be able to figure out the password. You will be taken back to the menu screen on a successful password change.

4. How to drop students for non-attendance

You drop students from classes by clicking the Grading link. You will need to select a term by pulling down (click on the down arrow on the selection box) the term and moving your mouse over the term you wish to select, then clicking it. Terms with CC represent Columbia College and MJC represent Modesto Jr. College. After selecting a term click the submit button and your class list will appear. An example of the screen is shown above. Select Midterm grading and select one class to work with

Choose One	Class Name and Title	Start Date	End Date	Days	Room	Meeting Times	Days of Week	Loc	Term
<input type="checkbox"/>	MCMPSC-275-3417 Database Mgmt Microcomp	08/30/04	12/18/04	MFND	152	06:30PM - 09:35PM	TH	MJCE	2004MFA
<input type="checkbox"/>	MCMPSC-275-3417 Database Mgmt Microcomp	08/30/04	12/18/04	MFND	152	06:30PM - 09:35PM	TH	MJCE	2004MFA

Grade Entry
Drops must be done in a timely manner. The date the drop is put on the system is the effective date of the drop. To drop students who have never attended the class, give a grade of ?N? (No Show) as the intermediate grade. To drop students who originally attended the class but have stopped attending, give a grade of ?Z? (No Longer Attending Class) as the intermediate grade. No notation (?W? or other) shall be made on the academic record of the student who withdraws or is withdrawn by the instructor during the first four weeks or 30% of a term (course), whichever is less. Between this time and the 75% point of the class, a student will receive a ?W? for any classes dropped. After the 75% completion point, a student must be issued a grade. A process will be run on a nightly basis to drop students with an ?N? or a ?Z? in this field. They should no longer appear on class rosters or grade lists after the process has been run.

Class Name: MCMPSC-275-3417
 Title: Database Mgmt Microcomp
 Location: Modesto Jr. College East
 Term: MJC Fall 2004

Instructors
 David J. Steffy

Student	ID	Instructor Drop	Class	Status	Credits	CEUs
1				New	3.00	
2				New	3.00	

by clicking on the desired class' checkbox. A class roster will be displayed as shown to the left.

Enter the appropriate

drop code (explained below) in the Midterm Grade column.

Drops must be done in a timely manner. The date the drop is put on the system is the effective date of the drop. To drop students who have never attended the class, give a grade of 'N' (No Show) as the intermediate grade. To drop students who originally attended the class but have stopped attending, give a grade of 'Z' (No Longer Attending Class) as the intermediate grade. No notation ('W' or other) shall be made on the academic record of the student who withdraws or is withdrawn by the instructor during the first four weeks or 30% of a term (course), whichever is less. Between this time and the 75% point of the class, a student will

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receive a 'W' for any classes dropped. After the 75% completion point, a student must be issued a grade.

A process will be run on a nightly basis to drop the students. Thereafter, the student will no longer appear on class rosters or grade lists.

5. How to retrieve your class schedule

You can retrieve your class schedule by clicking the My class schedule link. You will need to select a term by pulling down (click on the down arrow on the selection box) the term and moving your mouse over the term you wish to select, then clicking it. Terms with CC represent Columbia College and MJC represent Modesto Jr. College. After selecting a term click the submit button and your class list will appear. An example of a class schedule is shown at the right.

	Class Name and Title	Days of Week	Start Time	End Time	Bldg/Room	Start Date	End Date	Add Code	Wait
1	MCMPSC-275-3417 Database Mgmt Microcomp	TH	06:30PM	09:35PM	MFND 152	08/30/04	12/18/04	2586	0
2					MFND 152	08/30/04	12/18/04	2586	0

The Class Name and Title column contain

links to other pages which contain more information on each class. If there is a number in the Wait column, you can click on that number to display the students on your wait list. You can press the Return To Menu link above to go back to the Faculty menu.

6. How to retrieve your class roster and look at student profiles

You can retrieve your Class roster from the faculty menu. This will show all of the students currently enrolled in your class. The information on your web roster is live; therefore, as students add or drop your class they will appear or disappear from your roster. You can view your roster by clicking on the Class roster link, selecting a term, and clicking on the desired

class's check box – shown at the right.

Below is an example of a typical class roster.

To view a student's profile and contact information, please click on the

Choose One	Course Name and Title	Term	Bldg/Room	Meeting Times	Days of Week
<input type="checkbox"/>	MCMPSC-275-3417 Database Mgmt Microcomp	2004MFA	MFND 152	06:30PM - 09:35PM	TH

appropriate check box and click the submit button at the bottom of your class roster. A new

Display Classes
To view the profile for one student, select the Student Profile checkbox next to that student's information and click 'Submit.'

Course Name and Title
MCMPSC-275-3417 Database Mgmt Microcomp

Instructors
1 David J. Steffy
2 David J. Steffy

Student	ID	E-mail address	Pass Aud	Class	Status	Credits	CEUs	Student Profile
					New	3.00		<input type="checkbox"/>
					New	3.00		<input type="checkbox"/>
								<input type="checkbox"/>

window will appear with the student's information. Please only select one student at a time. When completed click the Return To Menu link to get back to the menu.

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7. How to enter final Grades

Final grades are entered by clicking the Grading link. You will need to select a term by pulling down (click on the down arrow on the selection box) the term and moving your mouse over the term you wish to select, then clicking it. Terms with CC represent Columbia College

and MJC represent Modesto Jr. College. After selecting a term click the submit

Choose One	Class Name and Title	Start Date	End Date	Day/Room	Meeting Times	Days of Week	Loc	Term
<input type="checkbox"/>	MCMPSC-275-3417 Database Mgmt Microcomp	08/30/04	12/18/04	MFND 152	06:30PM - 09:35PM	TH	MJCE	2004MFA
<input type="checkbox"/>	MCMPSC-275-3417 Database Mgmt Microcomp	08/30/04	12/18/04	MFND 152	06:30PM - 09:35PM	TH	MJCE	2004MFA

button and your class list will appear. An example of the screen is shown above. Select Final

grading and select one class to work with by clicking on the desired class' checkbox. A class roster will be displayed as shown below. Enter the students' final grades in the grade column. For

Grade Entry

[Click here to view a legend of MJC grading codes.](#)

Class Name: MCMPSC-275-3417
 Title: Database Mgmt Microcomp
 Location: Modesto Jr. College East
 Term: MJC Fall 2004

Instructors
 David J. Steffy

Student	ID	Grade	Expire Date	Midterm Grade	Class Level	Status	Credits	CEUs
						New	3.00	
						New	3.00	

incomplete grades only, an expiration date MUST be filled in. Be sure to click on 'Submit' at the bottom of the screen to save the grades.

Once all grades are entered and saved, print a copy of this page, sign it, and turn it in to the Records Office, Morris 107.

More extensive training is available through the District IT department.