

INFONLINE FOR INSTRUCTORS

MATC instructors use INFOnline to view their class rosters, to view their teaching schedule, and to post their grades.

Accessing INFOnline requires a USER ID and a PASSWORD. If you do not presently have one or both of these items, refer to the “**ACCESSING INFONLINE**” document.

Please Note: In order to get an INFOnline Password, you will need access to your **MATC Groupwise E-mail account.**

If you have never accessed your MATC Groupwise email account, have forgotten your Groupwise Password, or if your Groupwise password has elapsed, then please refer to the “**ACCESSING YOUR MATC GROUPWISE E-MAIL ACCOUNT**” document.

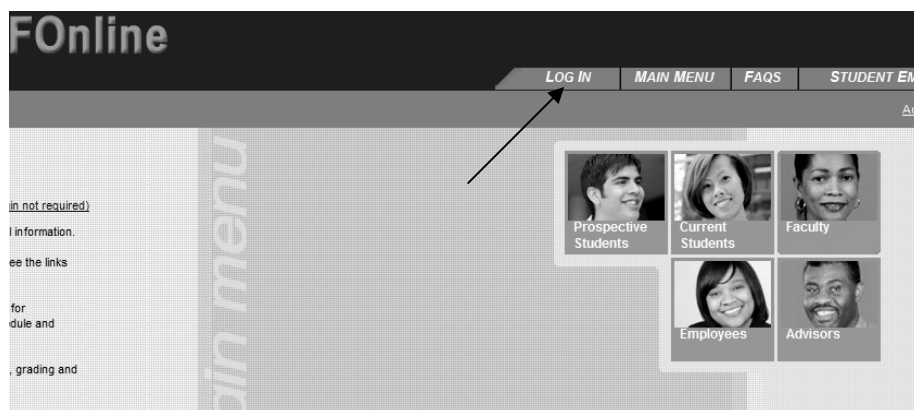
OPENING INFONLINE

To open **Infonline**:

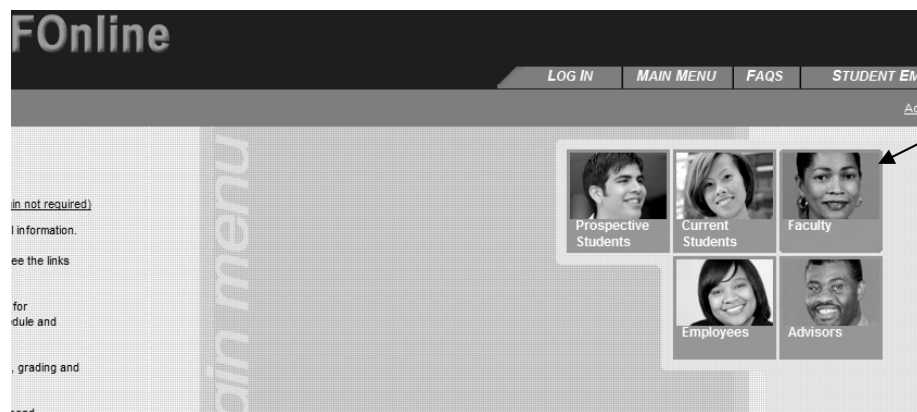
- Go to the **MATC HomePage** at www.matc.edu
- You will find a **link** to Infonline in the **left margin** menu. Click on it.



- **Infonline** will now open.
- You must now log in.....Click on the “**LOG IN**” link found in the upper menu.

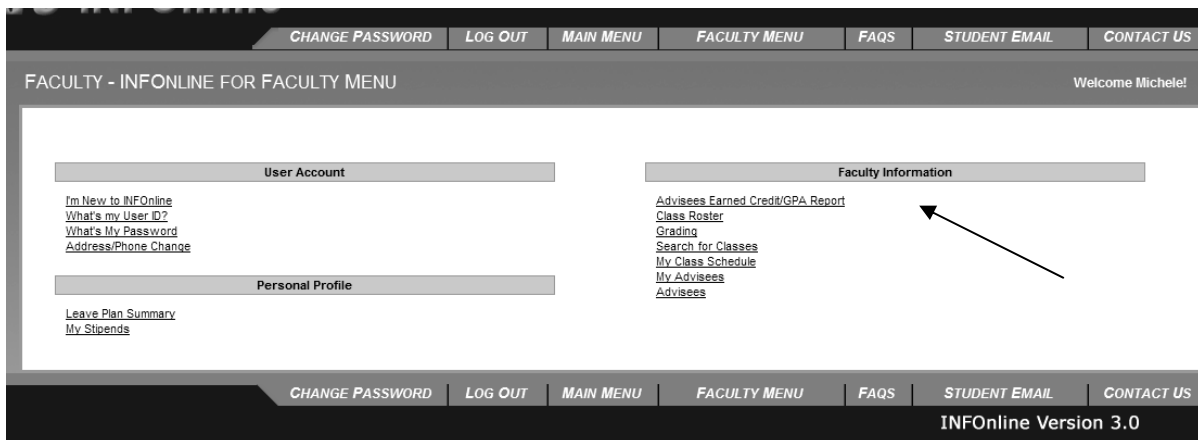


- Enter your User ID and your Password and click on “SUBMIT”.
- The **MAIN MENU** page will now open. Click on the “**FACULTY**” icon.



- You will now be on the “**Faculty – Infoline for Faculty Menu**”

The **links** for your **Class Roster**, for **Grading**, and for your **Class Schedule** can be found on this page under “**Faculty Information**”.



CLASS ROSTER

After clicking on the **Class Roster** link, the “**Class Roster**” page will open.

- You must first choose a **TERM** by clicking on the arrow on the term box and then clicking on the term you are interested in. Then click on “**SUBMIT**”.

Class Roster

If the term you need is not in the drop down box, enter approximate term start and end dates to view course section rosters for a time period. Example: 08/15/04 - 12/31/04 will show all sections during that period.

Select a Term
or Enter a Date Range

FA2009 - Fall 2008
SU2009 - Summer 2008
SP2008 - Spring 2008

SUBMIT

CHANGE PASSWORD LOG OUT MAIN MENU FACULTY MENU HELP FAQs STUDENT EMAIL CONTACT US
INFOnline Version 3.0

- A page will now open listing all the courses you are teaching for the term you chose. **Click in the box** next to the course you want a class roster for and then click on “**SUBMIT**”.

Class Roster

This form displays a list of your classes for the term or date range you selected. You may display the roster for any class in the list by clicking the app Submit. The system will then display the roster for the selected course. The selections listed are active course sections, which have registrations.

If you select a course that is stacked or cross-listed, the roster will include all students from all the stacked or cross-listed sections. The vendor is wo

Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days of Week
<input type="checkbox"/>	MATH 100 203 Math Concepts	SP2008	MICE	C381	11:00AM - 11:55AM	MTWTH
<input type="checkbox"/>	MATH 113 211 Coll Tech Math 1A (Appld Alg)	SP2008	MICE	C381	08:00AM - 09:55AM	MW
<input checked="" type="checkbox"/>	MATH 275 600 Math Exploration/Elem Tchrs 1	SP2008	MICE	C383	04:00PM - 05:25PM	TTH

SUBMIT

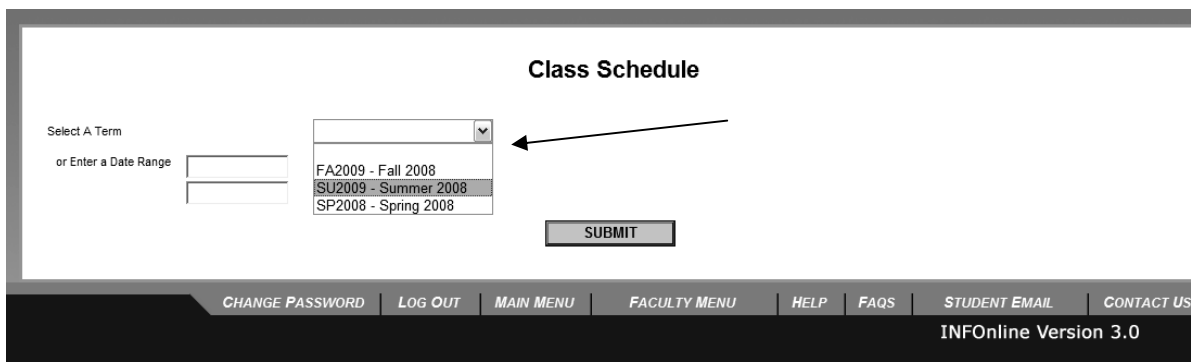
- A page will open with a **list of all students currently enrolled in the class**. Make a hard copy of this page by either using the **printer icon** found in the browser toolbar or by using **FILE and Print** from the menu bar of your browser. When complete, click on “**SUBMIT**” and you will be back at the **MAIN MENU**.
- Repeat the steps to get a copy of all of your class rosters.

You can now Log Out of Infonline by clicking on the LOG OUT link found in the top menu.

CLASS SCHEDULE

After clicking on the **My Class Schedule** link, the “**Class Schedule**” page will open.

- You must first choose a **TERM** by clicking on the arrow on the term box and then clicking on the term you are interested in. Then click on “**SUBMIT**”.



The screenshot shows a web interface titled "Class Schedule". On the left, there are two input fields: "Select A Term" and "or Enter a Date Range". To the right of these is a dropdown menu with a downward arrow. The dropdown menu is open, showing three options: "FA2009 - Fall 2008", "SU2009 - Summer 2008" (which is highlighted), and "SP2008 - Spring 2008". An arrow points from the text in the instructions to the dropdown arrow. Below the dropdown menu is a "SUBMIT" button. At the bottom of the page is a navigation bar with links: "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", "FACULTY MENU", "HELP", "FAQS", "STUDENT EMAIL", and "CONTACT US". The version number "INFOnline Version 3.0" is displayed in the bottom right corner.

- A page will open with your class schedule for the term you chose. The schedule is very detailed and includes Start/End date of the class, the Room Number the class will be meeting in, the Days and Times it meets, and whether or not it's an Online or Blended format.
- After making a **hard copy** of your schedule, click on “**SUBMIT**” to return to the **Main Menu**.

You can now Log Out of Infonline by clicking on the LOG OUT link found in the top menu.

GRADING

After clicking on the **Grading** link, the “**Grading**” page will open.

- You must first choose a **TERM** by clicking on the arrow on the term box and then clicking on the term you are interested in. Then click on “**SUBMIT**”.

The screenshot shows the 'Grading' page with a 'Term' dropdown menu and a 'Start Date' field. The 'Start Date' field is set to 'SP2008 - Spring 2008'. A 'SUBMIT' button is visible below the form. The page header includes 'FACULTY' and 'Grading'. A footer contains navigation links: 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'FACULTY MENU', 'HELP', 'FAQS', 'STUDENT EMAIL', and 'INFOnline Versi'.

Part II of the “**Grading**” screen will now open and you will find a list of all classes you are presently teaching.

- You must signify if these grades are final or midterm grades by clicking on the arrow in the “**Final or Midterm Grading**” box.
- **Then choose the class** you are posting grades for by **clicking in the circle** next to the name of the class. When complete, click on “**SUBMIT**”.

The screenshot shows the 'Grading' page with a 'Final or Midterm/Intermediate Grading' dropdown menu and a table of classes. The dropdown menu is open, showing options for 'F - Final' and 'I - Midterm/Intermediate'. The table has columns for 'Choose One', 'Class Name and ID', 'Start Date', 'End Date', 'Bldg', 'Room', 'Meeting Times', 'Days of Week', 'Loc', and 'Term'. A 'SUBMIT' button is visible below the table.

Choose One	Class Name and ID	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	MATH-100-203 Math Concepts	01/23/08	05/22/08	MICE	C381	11:00AM - 11:55AM	MTWTH	60	SP2008
<input type="radio"/>	MATH-113-211 Coll Tech Math 1A (Appld Alg)	01/23/08	05/21/08	MICE	C381	08:00AM - 09:55AM	MW	60	SP2008
<input checked="" type="radio"/>	MATH-275-600 Math Exploration/Elem Tchrs 1	01/31/08	05/22/08	MICE	C383	04:00PM - 05:25PM	TTH	60	SP2008

- A window will open with a **list of all students presently enrolled in your class**. **Enter their grades** in the designated spot.
- It's a good idea to make a hardcopy of this page so you have a record of the grades you submitted. When finished, click on “**SUBMIT**”

You can now Log Out of Infonline by clicking on the LOG OUT link found in the top menu.