



**NORTHWEST**  
MISSISSIPPI COMMUNITY COLLEGE

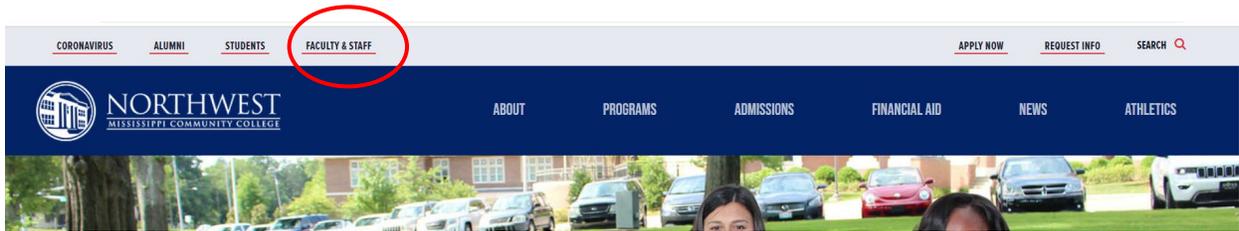
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**Adjunct Instructor  
User Guide 2021**

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INSTRUCTOR  
INFORMATION  
CENTER  
TRAINING  
GUIDE

Go to the Northwest homepage, [www.northwestmse.edu](http://www.northwestmse.edu) and click on Faculty & Staff toward the left -side top of the page.



Click on '[Staff and Faculty Forms & Login Links](#)'

## LOGIN

 This page requires a passkey. Please provide the passkey to view this page.

Page Passkey

SUBMIT

Enter the password on the left and click submit

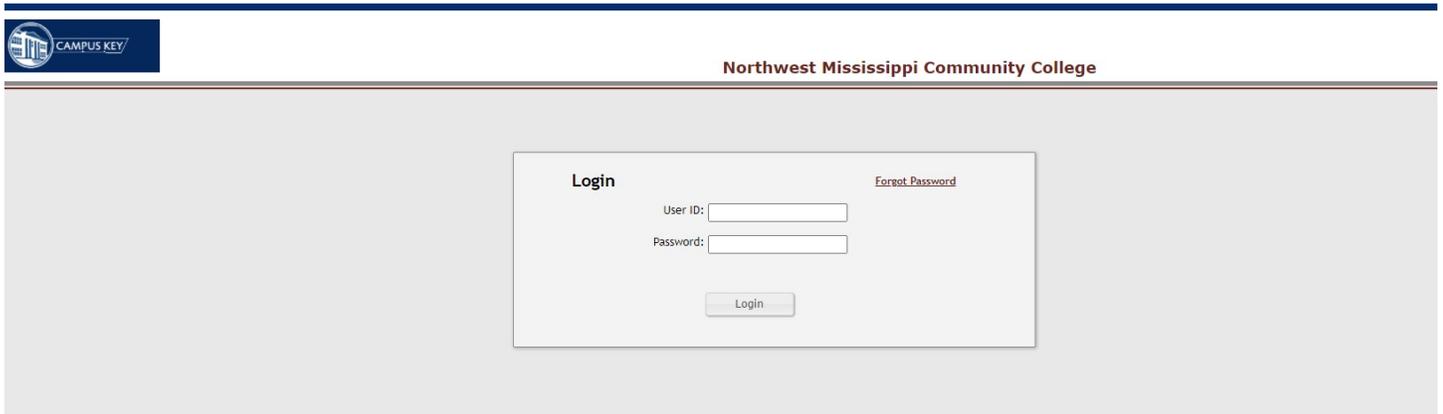
Click on the link 'Employee Information Center'

## FACULTY & STAFF LINKS

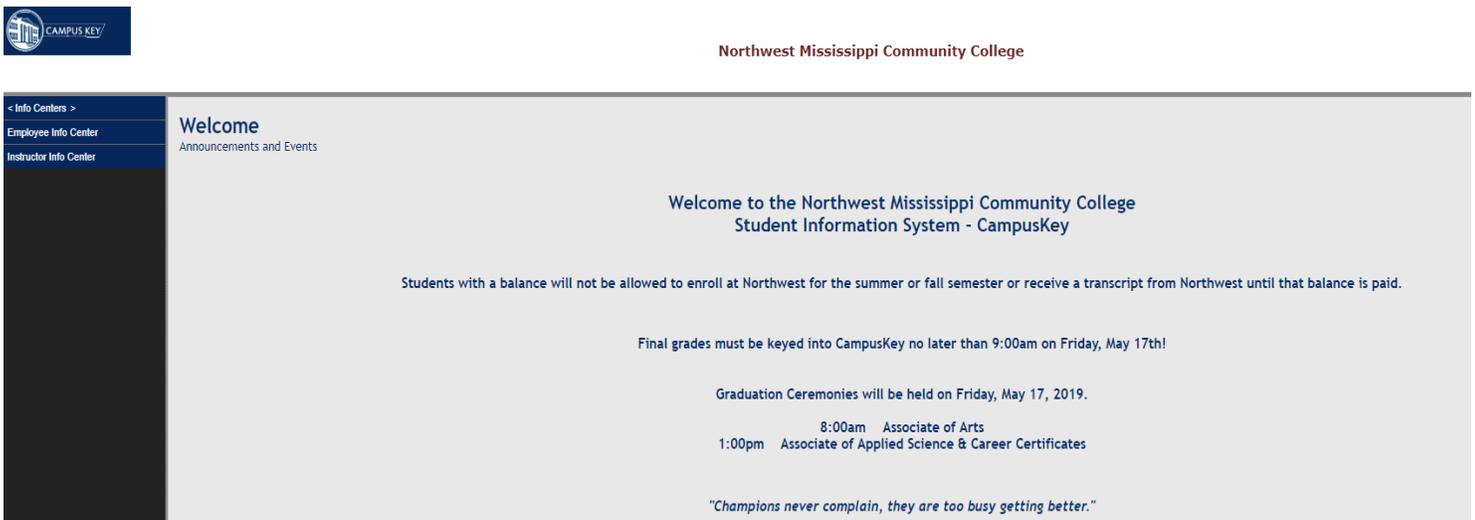
### System Login Links

- [Campuskey](#)
- [Employee Information Center](#)
- [Employee Self Service Portal](#)
- [H-Drive Store](#)
- [Total Card](#)
- [Xitracs](#)

Login using your Employee ID #. Your password will be whatever you have set. If you do not know it, please call or email the Help Desk, 562-3934, [helpdesk@northwestms.edu](mailto:helpdesk@northwestms.edu).



The following screen will appear:



Anything that is underlined is a searchable list. If it is underlined at the heading of a list, it is sortable. Any information entered should be entered in ALL CAPS in order to process searches and sorts correctly. The font on the screen may be increased/decreased by clicking the font icons  in the top right corner of the screen.

Screens can be printed using the printer icon  in the top, right-hand corner of the screen. To the right of the printer icon is the expansion icon . This icon expands the data Window and removes the Menu list. It works like a toggle switch (on/off)

Click on “Instructor Information Center”. This will display all the courses you are teaching.

**Instructor Information Center**  
 IINIC - Instructor Information Center

Course Administration | Miscellaneous Options

Term: SP2019 Instructor: \_\_\_\_\_

Selected Course: \_\_\_\_\_ Selected Option: \_\_\_\_\_

Course	Call Num	Title	Status	Mini-Term	Pre-Reg	Reg	Campus	Grade Status	Attendance	Show All Details
ENG1113 D104	22830	ENGLISH COMPOSITION I	Open	1	0	19	62	Y	<input checked="" type="checkbox"/>	Show Details
ENG1113 D105	22831	ENGLISH COMPOSITION I	Closed	1	0	14	62	Y	<input checked="" type="checkbox"/>	Show Details
ENG1113 D109	22864	ENGLISH COMPOSITION I	Closed	1	0	20	62	Y	<input checked="" type="checkbox"/>	Show Details
ENG1123 D204	22832	ENGLISH COMPOSITION II	Open	2	0	19	62		<input checked="" type="checkbox"/>	Show Details
ENG1123 D205	22833	ENGLISH COMPOSITION II	Closed	2	0	16	62		<input checked="" type="checkbox"/>	Show Details
ENG1123 D209	22865	ENGLISH COMPOSITION II	Open	2	0	19	62		<input checked="" type="checkbox"/>	Show Details
ENG1123 82	22696	ENGLISH COMPOSITION II	Open		0	16	02	I	<input checked="" type="checkbox"/>	Show Details

Click on the Course, and then click “Course Administration”. First, select the course, and then select the option from the Course Administration menu.

**Instructor Information Center**  
 IINIC - Instructor Information Center

Course Administration | Miscellaneous Options

Instructor: \_\_\_\_\_

Selected Option: \_\_\_\_\_

Title	Status	Mini-Term	Pre-Reg	Reg	Campus	Grade Status	Attendance	Show All Details
ENGLISH COMPOSITION I	Open	1	0	19	62	Y	<input checked="" type="checkbox"/>	Show Details
ENGLISH COMPOSITION I	Closed	1	0	14	62	Y	<input checked="" type="checkbox"/>	Show Details
ENGLISH COMPOSITION I	Closed	1	0	20	62	Y	<input checked="" type="checkbox"/>	Show Details
ENGLISH COMPOSITION II	Open	2	0	19	62		<input checked="" type="checkbox"/>	Show Details
ENGLISH COMPOSITION II	Closed	2	0	16	62		<input checked="" type="checkbox"/>	Show Details
ENGLISH COMPOSITION II	Open	2	0	19	62		<input checked="" type="checkbox"/>	Show Details
ENGLISH COMPOSITION II	Open		0	16	02	I	<input checked="" type="checkbox"/>	Show Details

Create Student Alerts – You can send an email alert to your entire class or to just specific students using this option.

Click on Create Student Alerts

Click the ‘Select All’ button or click on the box next to the students you wish to receive the alert.

## Create Student Alerts

IINIIC - Create Student Alerts

Limit Course: ENGLISH COMPOSITION I

Term: SP2019

Instructor:

Records Per Page: 20 ▼

Position: Student Number ▼ To:  Go

Student Number	Last/First/Middle	Email	Campus Email
<input type="checkbox"/>	ALLISON ALICIA KATELYNN	<a href="mailto:SUHDUDE852@GMAIL.COM">SUHDUDE852@GMAIL.COM</a>	<a href="mailto:aalison1645@northwestms.edu">aalison1645@northwestms.edu</a>
<input type="checkbox"/>	DILTZ RAVEN S	<a href="mailto:DILTZ_RAVEN@GMAIL.COM">DILTZ_RAVEN@GMAIL.COM</a>	<a href="mailto:rdiltz082801@northwestms.edu">rdiltz082801@northwestms.edu</a>
<input type="checkbox"/>	FRENCH JACINDA MEREDITH K	<a href="mailto:KILLJOYJMK@GMAIL.COM">KILLJOYJMK@GMAIL.COM</a>	<a href="mailto:jfrench8071@northwestms.edu">jfrench8071@northwestms.edu</a>
<input type="checkbox"/>	GARCIA MADISON P	<a href="mailto:MADISONGARCIA333@GMAIL.COM">MADISONGARCIA333@GMAIL.COM</a>	<a href="mailto:mgarcia9398@northwestms.edu">mgarcia9398@northwestms.edu</a>
<input type="checkbox"/>	GRANT KENNA MICHEL	<a href="mailto:KENNAGRANT6502@GMAIL.COM">KENNAGRANT6502@GMAIL.COM</a>	<a href="mailto:kgrant1657@northwestms.edu">kgrant1657@northwestms.edu</a>
<input type="checkbox"/>	GREGORY Benjamin ALEXANDE	<a href="mailto:BEN.GREGORY923@GMAIL.COM">BEN.GREGORY923@GMAIL.COM</a>	
<input type="checkbox"/>	INABINET GARRETT TROY	<a href="mailto:GTINABINET9637@GMAIL.COM">GTINABINET9637@GMAIL.COM</a>	<a href="mailto:glinabinet1652@northwestms.edu">glinabinet1652@northwestms.edu</a>
<input type="checkbox"/>	LEONARD MILANO BIANCA AMB	<a href="mailto:CCONNER@PALMERHOME.ORG">CCONNER@PALMERHOME.ORG</a>	<a href="mailto:mleonard5216@northwestms.edu">mleonard5216@northwestms.edu</a>
<input type="checkbox"/>	MOORE SYDNEE N	<a href="mailto:SYDNEENMOORE19@GMAIL.COM">SYDNEENMOORE19@GMAIL.COM</a>	<a href="mailto:smoore7601@northwestms.edu">smoore7601@northwestms.edu</a>
<input type="checkbox"/>	O'NEIL CYRAH ANN	<a href="mailto:1CYRAHONEL@GMAIL.COM">1CYRAHONEL@GMAIL.COM</a>	<a href="mailto:coneil3702@northwestms.edu">coneil3702@northwestms.edu</a>
<input type="checkbox"/>	PRIDDY ANDREW XAVIER	<a href="mailto:PRIDDYAX@ATT.NET">PRIDDYAX@ATT.NET</a>	<a href="mailto:apriddy2288@northwestms.edu">apriddy2288@northwestms.edu</a>
<input type="checkbox"/>	SCOTT KENEZEUNA LUCRECIA	<a href="mailto:KENZEYSCOTT17@GMAIL.COM">KENZEYSCOTT17@GMAIL.COM</a>	
<input type="checkbox"/>	WALKER BRAYDEN A	<a href="mailto:BRAYDENWALKER46@GMAIL.COM">BRAYDENWALKER46@GMAIL.COM</a>	<a href="mailto:bwalker7612@northwestms.edu">bwalker7612@northwestms.edu</a>
<input type="checkbox"/>	WARREN NATALIE C	<a href="mailto:NATALIEWWARREN21@GMAIL.COM">NATALIEWWARREN21@GMAIL.COM</a>	<a href="mailto:nwarren7613@northwestms.edu">nwarren7613@northwestms.edu</a>

Click the Submit Selected button.

Enter the Alert Description and Message.

### Create Student Alerts

IINIIC - Create Student Alerts

Select Saved Alert

Alert Description:

Alert Message:

Priority:  1  2  3  4  5

Save Alert:  Send Emails:

Click the box to Send Emails and then click the Continue button.

Cut-Outs – Shows all students in your class. Here you select ‘Cut-Out’ if the student has met the criteria to be cut out of your class due to absences. From this point on, when you record attendance, this student’s attendance will be automatically be populated with “CO”.

**Instructor Information Center**  
IINIC - Cut-Outs

Term: SP2019 Course: ENG1113 D105 Instructor: [REDACTED]

Cancel

	Student Number	Student Name	Exit Date	Status	Grade	Last Date Attended
No Absences		ALLISON ALICIA KATELYNN				03/04/2019
Cut Out		DILTZ RAVEN S				03/04/2019
Cut Out		FRENCH JACINDA MEREDITH K				03/01/2019
Cut Out		GARCIA MADISON P				03/04/2019
No Absences		GRANT KENNA MICHEL				03/04/2019
No Absences		GREGORY Benjamin ALEXANDE				03/04/2019
Cut Out		INABINET GARRETT TROY				03/04/2019
No Absences		LEONARD MILANO BIANCA AMB				03/04/2019
No Absences		MOORE SYDNEE N				03/04/2019
Cut Out		O'NEIL CYRAH ANN				03/04/2019
No Absences		PRIDDY ANDREW XAVIER				03/04/2019
No Absences		SCOTT KENEZEUNA LUCRECIA				03/04/2019
Cut Out		WALKER BRAYDEN A				03/04/2019
Cut Out		WARREN NATALIE C				03/04/2019

No Shows – Displays a list of students that have never attended class

**Instructor Information Center**  
IINIC - No Shows

Term: SU2021 Course: BIO1213 HY01 Instructor: [REDACTED]

Cancel

	Student Number	Student Name	Exit Date	Status	Grade	Last Date Attended
No Show	320023	HULETTE DETRICIA S				

Official Course Roll– Displays pre-registered and registered students enrolled in the course.

**Official Course Roll**  
IINIC - Official Course Roll

Term: SP2019 Course: ENG1113 D105 Records Per Page: 20

Title: ENGLISH COMPOSITION I Primary Instructor: [REDACTED] Pre: Total: 14

Enr Category: [REDACTED] Reg: 14

Position: Name To: Go

Cancel

Action	Show Image	Student ID	Name	Telephone	Cell Phone	Program	Option	TD	Source	Enrollment	Grade	Abs	Show All Details
			ALLISON ALICIA KATELYNN			UND	NCA	Reg	'D		A		Show Detail
			DILTZ RAVEN S			UND	NCA	Reg	'D		B	3	Show Detail
			FRENCH JACINDA MEREDITH K			UND	NCA	Reg	'D		B	4	Show Detail
			GARCIA MADISON P			UND	NCA	Reg	'D		A	3	Show Detail
			GRANT KENNA MICHEL			UND	NCA	Reg	'D		A		Show Detail
			GREGORY Benjamin ALEXANDE			UND	NCA	Reg	'D		A		Show Detail
			INABINET GARRETT TROY			UND	NCA	Reg	'D		D	1	Show Detail
			LEONARD MILANO BIANCA AMB			UND	NCA	Reg	'D		B		Show Detail
			MOORE SYDNEE N			UND	NCA	Reg	'D		A		Show Detail
			O'NEIL CYRAH ANN			UND	NCA	Reg	'D		D	4	Show Detail
			PRIDDY ANDREW XAVIER			UND	NCA	Reg	'D		B		Show Detail
			SCOTT KENEZEUNA LUCRECIA			UND	NCA	Reg	'D		A		Show Detail
			WALKER BRAYDEN A			UND	NCA	Reg	'D		B	2	Show Detail
			WARREN NATALIE C			UND	NCA	Reg	'D		B	1	Show Detail

Course Schedule Inquiry – Displays the course information; date, time, campus, building, room, start/end dates, pre-registered students, enrolled students.

**Instructor Information Center**  
 IINIC - Course Schedule Inquiry

Faculty:  Term: SP2019

Course: ENG1113 D105 Course Title: ENGLISH COMPOSITION  
 Status: Closed Mini-Term: 1

Start Date: 01/14/2019 End Date: 03/05/2019  
 CrHrs/Week: 3.0

Close at Value: 20 Lock at Value: 20  
 Total Enrolled: 14 Registered: 14 Pre-Registered: 0

Day	Meeting Times	Minutes	Campus	Building	Room
Monday	12:05P 01:35P	45	62		
Tuesday	12:05P 01:35P	45	62		
Wednesday	12:05P 01:35P	45	62		
Thursday	12:05P 01:35P	45	62		
Friday	12:05P 01:35P	45	62		

Print Registered Course Roll – Generates a list of students enrolled in your course. Click on “Show Report”. You can save a .PDF file if you choose. Once you have the report click “Delete and Return”, so it is not saved in your reports list.

**Print Registered Course Roll**  
 IGRIRG - Print Registered Course Roll

Report generation complete. Click Show Report to view the report.

Click Return To Selection to generate another report or Delete and Return to delete the report and return to the previous screen.

Print Merged Course Roll – Generates a list of pre-registered and registered students in your course. Click on “Show Report”. You can save a PDF file if you choose. Once you have the report, click “Delete and Return” so it is not saved in your reports list.

**Print Merged Course Roll**  
 IGRIRG - Print Merged Course Roll

Report generation complete. Click Show Report to view the report.

Click Return To Selection to generate another report or Delete and Return to delete the report and return to the previous screen.

Print Signature Course Roll – Generates a list of registered students with a signature line.

Identify Course Roster – Generates a list of registered students; includes a signature line and form of ID line.

**Identify Course Roster**  
IINIC - Identify Course Roster

Course: ENG1113 D105 - ENGLISH COMPOSITION I Term: SP2019 Instructor: \_\_\_\_\_

Student	Name	Signature	Form of ID
	ALLISON ALICIA KATELYNN	_____	_____
	DILTZ RAVEN S	_____	_____
	FRENCH JACINDA MEREDITH K	_____	_____
	GARCIA MADISON P	_____	_____
	GRANT KENNA MICHEL	_____	_____
	GREGORY Benjamin ALEXANDE	_____	_____
	INABINET GARRETT TROY	_____	_____
	LEONARD MILANO BIANCA AMB	_____	_____
	MOORE SYDNEE N	_____	_____
	O'NEIL CYRAH ANN	_____	_____
	PRIDDY ANDREW XAVIER	_____	_____
	SCOTT KENEZEUNA LUCRECIA	_____	_____
	WALKER BRAYDEN A	_____	_____
	WARREN NATALIE C	_____	_____

As the instructor of record for this course I verify that I have authenticated the identity of each student enrolled in this course through means of commonly accepted photo identification. Each student has signed this form in my presence.

Record Final Grades – Enter student grades for the end of Term. Students will be listed alphabetically. Enter grade in the space provided. Then click the “Post” button on the top, right.

**Record Final Grades**  
IGRIRG - Record Final Grades

Term: SP2019 Course: ENG1123 D209 Instructor: \_\_\_\_\_ Records Per Page: 20

Grade	Name	Student ID	LDA	Number Grade	Exit Status	Exit Date	High School	Enrollment	Title 4
<input type="checkbox"/>	BEASLEY ISABELLA ALEXANDR		05/01/2019					*D	
<input type="checkbox"/>	BONNER LAUREN DALE		05/01/2019					*D	
<input type="checkbox"/>	BROWN ALIYA CEDONNIA		05/01/2019					*D	
<input type="checkbox"/>	EDWARDS ALLEN JESSE		05/01/2019					*D	
<input type="checkbox"/>	ENGELKE IAN ALEXANDER		05/01/2019					*D	
<input type="checkbox"/>	FLORES JESUS		05/01/2019					*D	
<input type="checkbox"/>	GLOVER HANNA ELIZABETH		05/01/2019					*D	
<input type="checkbox"/>	HENRY GRACE M		05/01/2019					*D	
<input type="checkbox"/>	JONES JAMARIUS J		05/01/2019					*D	
<input type="checkbox"/>	LANE RACHEL ANN		04/29/2019					*D	
<input type="checkbox"/>	LEWIS BRIANNA NICOLE		05/01/2019					*D	
<input type="checkbox"/>	MAHAN GABRIEL RUSSELL		05/01/2019					*D	
<input type="checkbox"/>	MCDONALD RANDY		04/30/2019					*D	
<input type="checkbox"/>	MOBLEY ALEXANDRA ELIZABET		05/01/2019					*D	
<input type="checkbox"/>	PIXLEY ERICA GAYLE		04/30/2019					*D	
<input type="checkbox"/>	SMITH J'MIYAH NICOLE		05/01/2019					*D	
<input type="checkbox"/>	STROWDER MARTAVIOUS DAKEL		05/01/2019					*D	
<input type="checkbox"/>	TAYLOR SAMONIA LADORA		05/01/2019					*D	
<input type="checkbox"/>	TELLES AUTUM ELIZABETH		05/01/2019					*D	



January 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	TBA	TBA
TBA	TBA	TBA	TBA	TBA	TBA	TBA

Green links indicates there are blank statuses for that day. Gold links indicates all the statuses have been populated. Attendance can only be accessed/edited when the link is green or gold. If there are any blank statuses, the day will remain green.

**Record Attendance**  
IINIC - Record Attendance

Term: SP2019      Course: ENG1123 82      Instructor: [REDACTED]

Legend      Cancel

May 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1 6:30 PM - 8	2	3	4
5	6	7	8 6:30 PM - 8	9	10	11
12	13	14	15 6:30 PM - 8	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Red links mean it has been submitted and cannot be edited. Red links redirect to the submit attendance page.

**Record Attendance**  
IINIC - Record Attendance

Term: SP2019      Course: ENG1113 D105      Instructor: [redacted]      Legend      Cancel

< today February 2019 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2
3	4	5	6	7	8	9

The user can select the status; default is Class Met, and then use the AutoFill button to default the P status. After AutoFill is complete, the user may change any student's status that was not present to the appropriate Status Code. X will auto fill of the course status is "Class Did Not Meet". The Update button will be disabled for 5 seconds when the AutoFill button is clicked.

**Record Attendance**  
IINIC - Record Attendance

Cut-Outs

Term: SP2019      Course: ENG1123 D209      Records Per Page: 20

Recording Instructor:      Date: Thursday, 05/16/2019      Status Codes

Status: Class Did Not Meet      Time: 08:25A 10:00A

Position: Student Name      To:      Go      Cancel      Update

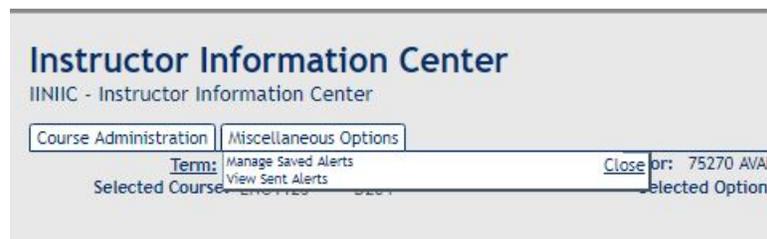
Student Number	Student Name	Status	Regular Absences	Official Absences	Tardies	LDA
	BEASLEY ISABELLA ALEXANDR	X	1	0	0	05/01/2019
	BONNER LAUREN DALE	X	0	0	0	05/01/2019
	BROWN ALIYA CEDONNIA	X	5	0	0	05/01/2019
	EDWARDS ALLEN JESSE	X	1	0	0	05/01/2019
	ENGELKE IAN ALEXANDER	X	1	0	0	05/01/2019
	FLORES JESUS	X	1	0	0	05/01/2019
	GLOVER HANNA ELIZABETH	X	0	0	0	05/01/2019
	HENRY GRACE M	X	1	0	0	05/01/2019
	JONES JAMARIUS J	X	2	0	0	05/01/2019
	LANE RACHEL ANN	X	4	0	0	04/29/2019
	LEWIS BRIANNA NICOLE	X	2	0	0	05/01/2019
	MAHAN GABRIEL RUSSELL	X	3	0	0	05/01/2019
	MCDONALD RANDY	X	1	0	0	04/30/2019
	MOBLEY ALEXANDRA ELIZABET	X	1	0	0	05/01/2019
	PIXLEY ERICA GAYLE	X	3	0	0	04/30/2019
	SMITH J'MIYAH NICOLE	X	0	0	0	05/01/2019
	STROWDER MARTAVIOUS DAKEL	X	0	0	0	05/01/2019
	TAYLOR SAMONIA LADORA	X	0	0	0	05/01/2019
	TELLES AUTUM ELIZABETH	X	0	0	0	05/01/2019

## Submit Attendance

Submit all attendance records for the term at the **end of the term only**. If it is not a TBA course, the initials and DOB inputs will not display until all statuses have been populated. If user is working from the submit attendance page, the statuses that are blank will be red.

Student Number	04/29	04/30	05/01	05/02	05/03	05/04	05/07	05/08	05/09	05/10	05/13	05/14	05/15	05/16
Student Name														
	P	P	P											
	P	P	P											
	P	P	P											
	P	P	P											
	P	A	P											
	P	P	P											
	D	D	D	D	D	D	D	D	D	D	D	D	D	D
	P	P	P											
	P	P	P											
	P	P	P											
	P	P	P											
	P	A	P											
	D	D	D	D	D	D	D	D	D	D	D	D	D	D
	P	P	P											
	P	P	P											
	P	P	P											
	P	P	P											

## Instructor Information Center Miscellaneous Options.



Manage Saved Alerts – Allows you to delete saved alerts.

View Sent Alerts – Allows you to view sent messages.

## System Utilities-

Click on “System Utilities”, “Work with My Reports”. Click the top box in the title bar to select all reports and then click “Delete Selected”. If you have reports you want to keep, individually select them and choose “Delete Selected”.

**Work with My Reports**  
ISYWMR - Work with My Reports

Position:  Date (YYYYMMDD)  To:  Go  Records Per Page: 20

	Date and Time	File Name	Type
<input type="checkbox"/>	11/06/2018 12:27:09	IRGREG1_20181106_122709.PDF	PDF
<input type="checkbox"/>	11/06/2018 12:27:53	IRGREG1_20181106_122753.PDF	PDF
<input type="checkbox"/>	11/29/2018 15:52:20	IRGREG1_20181129_155220.PDF	PDF
<input type="checkbox"/>	12/24/2018 12:39:00	IRGREG1_20181224_123900.PDF	PDF

Faculty Directory – Shows a list of faculty campus locations, emails, and phone numbers.

**Faculty Directory**  
IINFDIR - Faculty Directory

Term: SP2019 Records Per Page: 20

Position: Last Name  To:  Go

Page 1 | 2 | 3 | 4 | 5 >>

<a href="#">View Calendar</a>	Last Name	First Name	Phone	Campus	Building	Room	Email
<a href="#">View Calendar</a>	AARON	CHARLES	(662) 280-6192	02	DC	238	cdaaron@northwestms.edu
<a href="#">View Calendar</a>	ADAMS	VANITA	(662) 562-3243	01	HUM	011	badams@northwestms.edu
<a href="#">View Calendar</a>	ADRIIS	PIYATILAKE	(662) 280-6150	02	DC	342	PADRIIS@NORTHWESTMS.EDU
	AIKEN	BRITTANI		01			
<a href="#">View Calendar</a>	ALDRIDGE	CALEB		01			
<a href="#">View Calendar</a>	ALEXANDER	CHARLOTTE	(662) 562-3497	01	MAS	228	caalexander@northwestms.edu
<a href="#">View Calendar</a>	ALGEE	ALYSSA		01			AMCELFRESH@NORTHWESTMS.EDU
<a href="#">View Calendar</a>	ALLEN	TEMPLE	(662) 562-3444	01			taallen@northwestms.edu
	ALLEN	BARTON		01			
<a href="#">View Calendar</a>	ALLEN	MELINDA		01			
	ALVAREZ BAEZ	ABRAHAM		01			
<a href="#">View Calendar</a>	ANDERSON	EMILY		02			eanderson@northwestms.edu
<a href="#">View Calendar</a>	ARRINGTON	LEAH	(662) 562-3299	01	TUN	104	lkarrington@northwestms.edu
<a href="#">View Calendar</a>	AVANT	ROBIN		02			RAVANT@NORTHWESTMS.EDU
<a href="#">View Calendar</a>	AZBELL	WESLEY		01			
<a href="#">View Calendar</a>	BAGWELL	VICKI		01			
<a href="#">View Calendar</a>	BAHLOUL	TAMER	(662) 393-1614	02	DC	210	TBAHLOUL@NORTHWESTMS.EDU
<a href="#">View Calendar</a>	BAKER	JAMES	(662) 562-3251	01	MCG	112	jcbaker@NORTHWESTMS.EDU
<a href="#">View Calendar</a>	BARBER	LISA	(662) 238-7943	03	OX	202	LBARBER@NORTHWESTMS.EDU
<a href="#">View Calendar</a>	BARDEN	DOROTHY	(662) 562-3288	01	NRS	116	tbarden@northwestms.edu

# Campus Key Instructor

A Quick Reference

INSTRUCTOR INFO CENTER (Inquiry>Info Centers>Instructor Info Center) Highlight the course you want to work with and Choose Course Administration:

## To Create Student Alerts:

Choose Create Student Alerts. You can select individual students or choose Select All to choose all students. Click Submit Selected, enter the description of the alert and then the message to be sent. Select Send Emails and click Continue. This will email all students selected with your custom alert message.

## To Cut Out Students or View Students Who Have Been Cut Out:

Choose Cut-Outs. This will display the roll of students in the course. To cut a student out of the course, choose Cut Out to the left of the student's ID number and name.

This also shows the student's current grade, last date of attendance, date exited the class, and status. Last date of attendance may be edited.

## To Display the Daily Course Schedule:

Choose Course Schedule Inquiry. This displays the course schedule for each day of the week. To Enter

## Grades:

Choose Record Final Grades (or Record Mid-Term Grades if at mid-term). Remember to use the correct option!!! A course roll will be displayed with an individual box for each student's grade to be entered.

## To Enter Attendance:

Choose Record Attendance. The class meeting dates will appear in calendar form. For the day you would like to record choose the green box. Choose the Autofill option. This will mark everyone P—present for that day. Individually mark those absent with an A and those tardy with a T. Other options are O for an official absence and CO for cut-out. If the class didn't meet choose Did Not Meet from the dropdown box and choose the Autofill option. The code for didn't meet is X.

Once attendance is recorded, the box will change to orange. The attendance can be edited at any time prior to submission for audit.

Do not choose the Submit Attendance option at any time prior to being notified to do so.

Miscellaneous Options has two menu options:

Manage Saved Alerts – view alerts that you may have saved to be repeated.

View Sent Alerts – view all alerts that have been previously sent.

Any reports that are generated can be cleared by choosing from the main menu System Utilities>Work With My Reports. Reports are cleared by selecting the box at the left of the report title and choosing Delete Selected.