## Course Summary

<table>
<thead>
<tr>
<th>Course Summary</th>
<th>Introduction to the MDConnect Faculty Self-Service applications including Faculty Center.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Audience:</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Material</td>
<td>PowerPoint presentation</td>
</tr>
<tr>
<td>Trainer/Contact:</td>
<td><a href="mailto:MDConnect@mdc.edu">MDConnect@mdc.edu</a></td>
</tr>
<tr>
<td>Version Date:</td>
<td>August 17, 2016</td>
</tr>
</tbody>
</table>
Workshop Guidelines

- Complete online training sign-in
- Remove distractions
- Complete in one sitting, when possible
- Complete post-training evaluation
Welcome to the Faculty Self-Service, Faculty Center

Faculty members will be able to complete the following functions:

• View your teaching schedule
• Access your assigned Task and Release Points for the semester
• View point distributions for in-load and overload assignments
• View banked point balances
• View the College course catalog
• View your class rosters and communicate via e-mail with your students
• See how many times a student has repeated your class
• See which students are coded as athletes, Honors College, veterans, and international students
• Access the College FERPA statement and the federal FERPA Webpage
• Enter grades in the grade roster
• Search for scheduled semester classes
Welcome to the Faculty Self-Service, Faculty Center

Please note that faculty will continue to use the following Web-based applications outside of MDConnect:

• Textbook Certification
• College-wide Course Selection
• Faculty Schedule Web Application
• Student Feedback Survey Administration
Welcome to the Faculty Self-Service, Faculty Center

Today’s preview includes a peek at the following functions:

• My Schedule/Class Details
• Class Roster
• Grade Entry
• Search for Classes
Key Process Changes and Impacts

<table>
<thead>
<tr>
<th>Legacy Process</th>
<th>New Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Instructor workload is calculated in points.</td>
<td>• Instructor workload will remain calculated in points.</td>
</tr>
<tr>
<td>• ASTRA to Odyssey entry of instructor assignments was delayed by an overnight lag time.</td>
<td>• MDConnect Instructor Workload is unitary. There is no lag time in assignments.</td>
</tr>
<tr>
<td>• Viewing your workload, classes, release assignments, and task points was very difficult in ASTRA/Odyssey.</td>
<td>• The Faculty Self-Service Center is comprehensive and very easy to use.</td>
</tr>
</tbody>
</table>
Faculty Center

Navigation: Main Menu > Self Service > Faculty Center > My Schedule
Faculty Center – My Schedule
Navigation: Main Menu > Self Service > Faculty Center > My Schedule

These are live links to your classes.

Note Term and change term button.

This is not functional at this time.
You can convert your schedule to a spreadsheet.

Class title and component

Enrolled students

Location and room number

Class meeting days and times.

Class start and end dates

Click view your weekly schedule

View Weekly Teaching Schedule

You have no final exams scheduled at this time.
This section provides class details.

This section provides course-level details.

Please use the Web-based Academic Management System to certify your textbooks.
Athlete displays as: ATH

Honors College displays as: HON

Veteran displays as: VET

International Student displays as: F1 (undergraduate), M1 (PSAV), J1 (exchange student) – although at this time we do not have any M1 or J1 students

Repeat displays as: 2nd, 3rd, 4th

**My Schedule – Class Roster – Additional Data**

**John Doe**

**Class Roster**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 1105 - 0029 (5200)</td>
<td>College Algebra (Lecture)</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**Class Details**

- **Days and Times:** TuTh 1:15PM-5:50PM
- **Room:** TBA
- **Instructor:** John Doe
- **Dates:** 06/22/2016 - 12/16/2016

**Enrollment Status:**
- Enrollment Capacity: 30
- Enrolled: 1

**Select display option:**
- Link to Photos
- Include photos in list

**Related Content:**
- Additional Roster Data

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Athlete</th>
<th>Honors College</th>
<th>Veteran</th>
<th>International Student</th>
<th>Repeat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000078338</td>
<td>Toussaint, Roody Afanermea</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
My Schedule – Class Roster – FERPA Statement

Click here to view the FERPA statement.
Educational records are kept by Miami Dade College offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights And Privacy Act of 1974 (also known as FERPA, and the Buckley Amendment) as amended, affords students certain rights concerning their student educational records. Students have the right to have some control over the disclosure of information from the records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

WHEN IN DOUBT, err on the side of caution and do not release student educational information. Contact the Office of the Registrar for guidance.

Click **Return** to go back to your class roster.

This is the general FERPA message for Instructors and Advisors.

A comprehensive look at FERPA is available via this link.
### Faculty Center – Term Workload (Workload Assignment)

**Faculty Center**

- Faculty Center
- Class Roster
- Grade Roster
- Term Workload

**Term Workload**

**Workload Definition**

- **Academic Institution:** MDC01
- Miami Dade College
- **Term:** Fall 2016
- **Instructor Assignment Class:** Full-Time Faculty
- **Calculate Workload:**
- **Limit Workload:**

**Workload Assignment**

<table>
<thead>
<tr>
<th>Description</th>
<th>Subject</th>
<th>Catalog Nbr</th>
<th>Section</th>
<th>Nbr</th>
<th>Class Nbr</th>
<th>Assign Type</th>
<th>% of Pts Earned</th>
<th>Work Load</th>
<th>In Load?</th>
<th>In Load Work Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Cal Algebra/Trig</td>
<td>MAC</td>
<td>1147</td>
<td>0004</td>
<td></td>
<td>0004</td>
<td>In Load</td>
<td>100.00</td>
<td>20.00</td>
<td>✓</td>
<td>20.00</td>
</tr>
<tr>
<td>Calcul &amp; Anal Geom 2</td>
<td>MAC</td>
<td>2312</td>
<td>0005</td>
<td></td>
<td>0005</td>
<td>In Load</td>
<td>100.00</td>
<td>16.00</td>
<td>✓</td>
<td>16.00</td>
</tr>
<tr>
<td>College Algebra</td>
<td>MAC</td>
<td>1105</td>
<td>0029</td>
<td></td>
<td>0029</td>
<td>In Load</td>
<td>100.00</td>
<td>12.00</td>
<td>✓</td>
<td>12.00</td>
</tr>
<tr>
<td>College Algebra</td>
<td>MAC</td>
<td>1105</td>
<td>0030</td>
<td></td>
<td>0030</td>
<td>In Load</td>
<td>100.00</td>
<td>12.00</td>
<td>✓</td>
<td>12.00</td>
</tr>
<tr>
<td>College Algebra</td>
<td>MAC</td>
<td>1105</td>
<td>0031</td>
<td></td>
<td>0031</td>
<td>OL to be Paid</td>
<td>100.00</td>
<td>12.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Algebra</td>
<td>MAC</td>
<td>1105</td>
<td>0032</td>
<td></td>
<td>0032</td>
<td>OL to be Paid</td>
<td>100.00</td>
<td>12.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**View your banked point activity**

**Point distribution for semester**

- **Total Term Inload:** 60.00
- **Total Term Overload:** 24.00

**Point distribution detail**

**Details of assigned classes**

---

**MDConnect**
Class section numbers are important in MDConnect.

Class session name

Faculty classification

<table>
<thead>
<tr>
<th>Class numbers (will appear as real class numbers).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Cal Algebra/Trig</td>
</tr>
<tr>
<td>Calcul &amp; Anal Geom 2</td>
</tr>
<tr>
<td>College Algebra</td>
</tr>
<tr>
<td>College Algebra</td>
</tr>
<tr>
<td>College Algebra</td>
</tr>
<tr>
<td>College Algebra</td>
</tr>
</tbody>
</table>
Faculty Center – Term Workload (Class Data)

Instructional Mode
- Code: Description
  - BL: Blended
  - EN: Web-Enhanced
  - EX: Credit by Exam
  - IN: Independent Study
  - ON: Online
  - P: In Person
  - SA: Study Abroad
  - TC: Telecourse
  - VO: Vendor Based Online for CEPD

Workload Definition
- Academic Institution: MDC01, Miami Dade College
- Term: Fall 2016
- Instructor Assignment Class: FULL, Full-Time Faculty
- Calculate Workload: \(\checkmark\)
- Limit Workload: 

Workload Assignment
- Campus/Location: KENDL
- Class enrollment: 33
- Start & end dates: 08/22/2016 to 12/16/2016
- Credit types: 1, 2, 3, 5, 15 are for credit classes.
- Task and Release assignments

Other instructor: Y/N
Department (Academic Org Name): Mathematics - KE

Faculty Center Search
- My Schedule, Class Roster, Grade Roster, Term Workload

MDConnect
This class does not have a grade roster available, but in the next slide you will see one that has a roster.
Enter grade or click on to access Look Up Roster Grade

Reminder: F, U, and I entries require a last date of attendance.

Click Save
**My Schedule – Class Search**

**Search for Classes**

**Enter Search Criteria**

- Select at least 2 search criteria. Click Search to view your search results.

- **Class Search**
  - Subject
  - Course Number
  - Campus
  - Location
  - Instructor Last Name

**Additional Search Criteria** are available by clicking this icon.

Basic search – enter criteria and/or use the drop-down tables.
Please note that entering too many criteria or conflicting criteria will return null results.

Click the Search button when finished.
Click letter to display subject codes that start with that letter.

Number-based searches are not available.

Click Subject Code to display all extant courses under that heading.
You can click on course title to display its details.

<table>
<thead>
<tr>
<th>Course Nbr</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1003</td>
<td>Accounting 1</td>
</tr>
<tr>
<td>1003L</td>
<td>Accounting Lab 1</td>
</tr>
<tr>
<td>1004</td>
<td>Accounting 2</td>
</tr>
<tr>
<td>1004L</td>
<td>Accounting Lab 2</td>
</tr>
<tr>
<td>1920</td>
<td>Workshop</td>
</tr>
<tr>
<td>1949</td>
<td>Co-Op Work Experience 1: ACG</td>
</tr>
<tr>
<td>1993</td>
<td>Lotus 1-2-3</td>
</tr>
<tr>
<td>2001</td>
<td>Principles Of Accounting 1</td>
</tr>
<tr>
<td>2001L</td>
<td>Principles Of Accounting 1 Lab</td>
</tr>
<tr>
<td>2001T</td>
<td>Principles Of Accounting 2</td>
</tr>
<tr>
<td>2001T</td>
<td>Principles Of Accounting 2 Lab</td>
</tr>
<tr>
<td>2021</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>2021L</td>
<td>Financial Accounting Lab</td>
</tr>
<tr>
<td>2031</td>
<td>Accounting Theory</td>
</tr>
<tr>
<td>2071</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>2071L</td>
<td>Managerial Accounting Lab</td>
</tr>
<tr>
<td>2100</td>
<td>Intermediate Accounting 1</td>
</tr>
<tr>
<td>2101</td>
<td>Intern Accounting 1</td>
</tr>
<tr>
<td>2110</td>
<td>Intermediate Accounting 2</td>
</tr>
<tr>
<td>2170</td>
<td>Financial Statement Analysis</td>
</tr>
<tr>
<td>2360</td>
<td>Cost Accounting</td>
</tr>
<tr>
<td>2450</td>
<td>Microcomputers In Accounting</td>
</tr>
<tr>
<td>2450L</td>
<td>Microcomputers In Accounting Lab</td>
</tr>
<tr>
<td>2500</td>
<td>Financial Management For Non-Profit Organizations</td>
</tr>
<tr>
<td>2630</td>
<td>Auditing</td>
</tr>
<tr>
<td>2906</td>
<td>Accounting Study Lab</td>
</tr>
<tr>
<td>2920</td>
<td>Selected Studies In Accounting</td>
</tr>
<tr>
<td>2949</td>
<td>Co-Op Work Experience 2: ACG</td>
</tr>
<tr>
<td>298</td>
<td>Accounting Internship</td>
</tr>
<tr>
<td>2980</td>
<td>Selected Studies In Accounting</td>
</tr>
</tbody>
</table>
Course details are displayed. Units = Credits

Click view class sections to see scheduled classes

Course details are displayed. Units = Credits
Change Term by selecting desired term from drop-down menu

Select desired section by clicking hyperlink
MDConnect Help

MDConnect Website is the central location where you can find training material and other resources.

Navigate to: MDConnectinfo.mdc.edu > Training

ONLINE TRAINING - USER PRODUCTIVITY KIT (UPK)

• UPK is a tool provided by PeopleSoft which provides step-by-step instructions on creating and entering transactions in MDConnect
• You may access the UPK library here:

NOTE: Processes will be listed, please click the plus sign to expand the topic.

There are several different ways to see a process:
MDConnect Campus Academic Personnel Super Users

- **Hialeah**: Caridad Castro
- **Homestead**: Tania Acosta
- **InterAmerican**: Michelle Thomas
- **Kendall**: John Adkins
- **Medical**: Carol Wynter
- **North**: Efrain Venezuela
- **West**: Efrain Venezuela
- **Wolfson**: Manny Perez