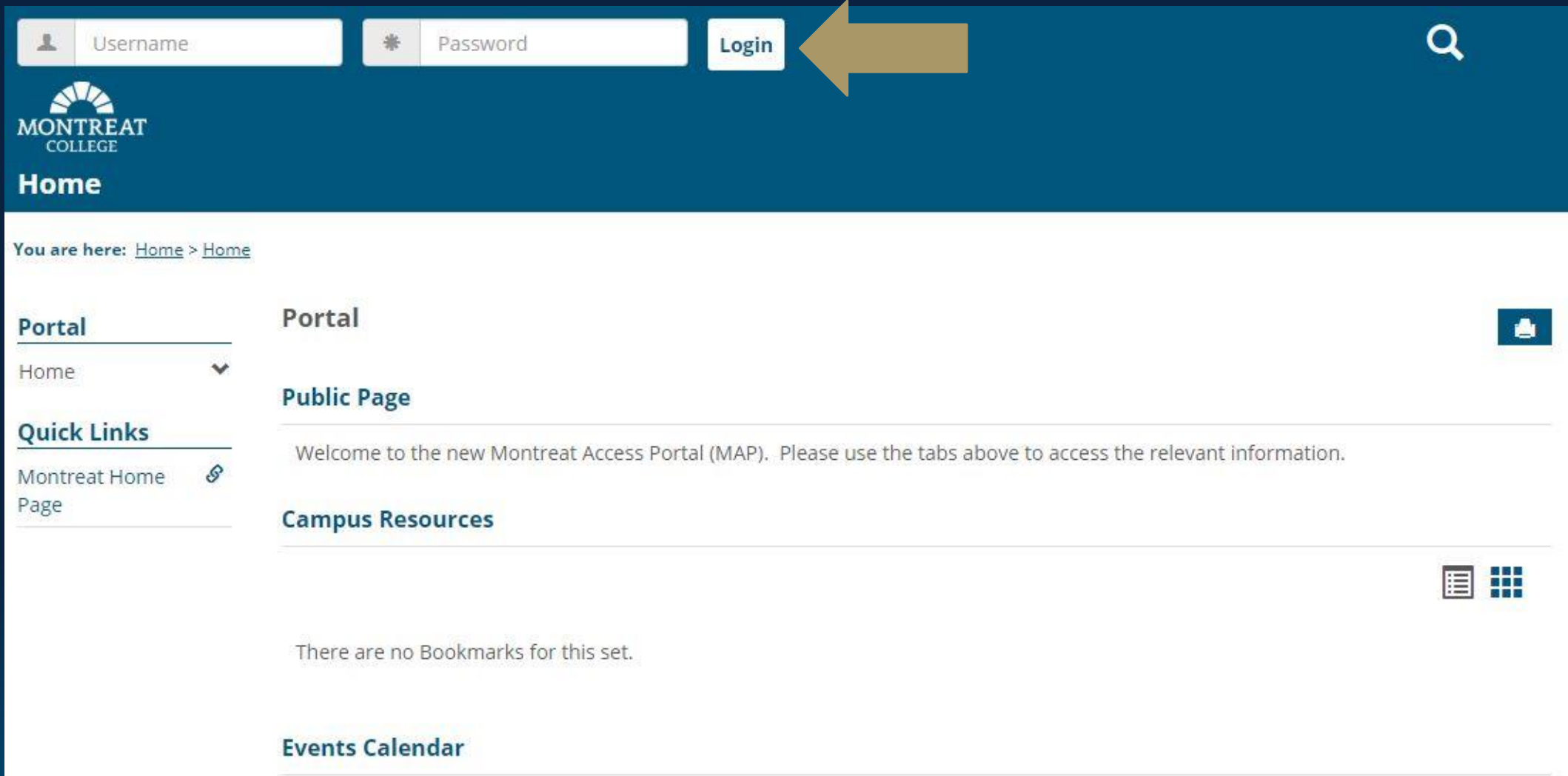


Montreat Access Portal – Courses & Grading



Using the Montreat Access Portal (MAP)

◇ Log into [MAP](#)




The screenshot shows the Montreat Access Portal (MAP) interface. At the top, there is a dark blue header bar. On the left side of this bar is the Montreat College logo, which consists of a stylized sunburst icon above the text "MONTREAT COLLEGE". To the right of the logo is the word "Home" in white. Further right is a search icon (magnifying glass). In the center of the header bar is a login section with three white input fields: a user icon followed by "Username", a star icon followed by "Password", and a "Login" button. A large yellow arrow points directly to the "Login" button. Below the header bar, the main content area has a white background. It starts with a breadcrumb trail: "You are here: [Home](#) > [Home](#)". On the left side of the main area is a sidebar with a "Portal" section containing a "Home" link with a dropdown arrow, and a "Quick Links" section containing a "Montreat Home Page" link with an external link icon. The main content area itself has a "Portal" section with a "Public Page" heading and a welcome message: "Welcome to the new Montreat Access Portal (MAP). Please use the tabs above to access the relevant information." Below this is a "Campus Resources" section with a heading and a message: "There are no Bookmarks for this set." At the bottom of the main content area is an "Events Calendar" section. On the right side of the main content area, there are two icons: a printer icon and a grid icon.

Username

Password

Login

 MONTREAT COLLEGE

Home

You are here: [Home](#) > [Home](#)

Portal

Home

Quick Links

Montreat Home Page

Portal

Public Page

Welcome to the new Montreat Access Portal (MAP). Please use the tabs above to access the relevant information.

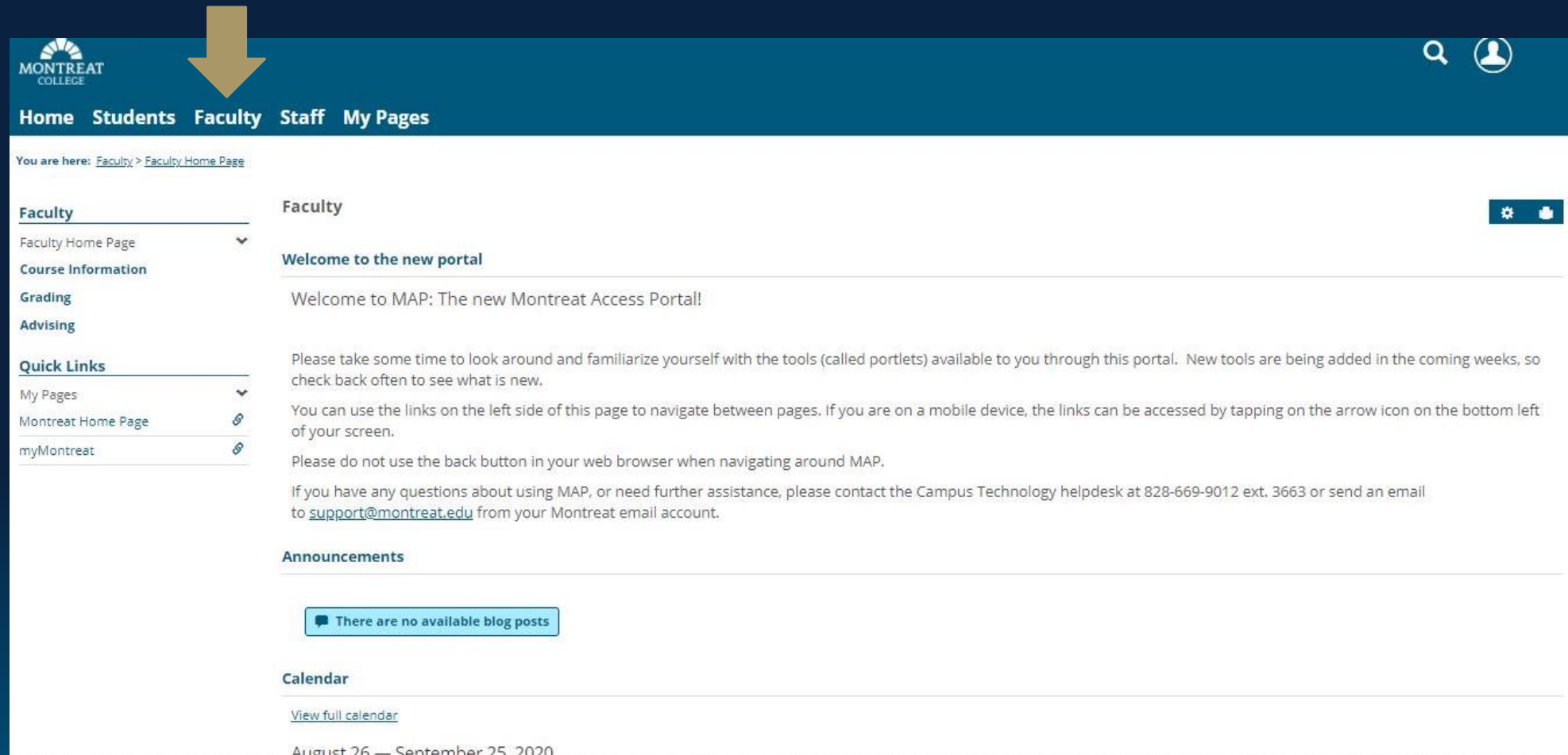
Campus Resources

There are no Bookmarks for this set.

Events Calendar

Using the Montreat Access Portal (MAP)

- ◆ To access the Faculty Home Page, click on **Faculty** from your list of pages
- ◆ Remember, when using MAP, navigate through pages using the fields on the left-hand side or the links in *You are here:* at the top of your page



The screenshot displays the Montreat Access Portal (MAP) interface. At the top, a dark blue navigation bar contains the Montreat College logo, a search icon, a user profile icon, and a list of links: Home, Students, Faculty, Staff, and My Pages. A large yellow arrow points to the 'Faculty' link. Below the navigation bar, the 'You are here' breadcrumb trail shows 'Faculty > Faculty Home Page'. The left sidebar is titled 'Faculty' and contains a list of links: Faculty Home Page, Course Information, Grading, and Advising. The main content area is titled 'Faculty' and contains a 'Welcome to the new portal' message. The message text reads: 'Welcome to MAP: The new Montreat Access Portal! Please take some time to look around and familiarize yourself with the tools (called portlets) available to you through this portal. New tools are being added in the coming weeks, so check back often to see what is new. You can use the links on the left side of this page to navigate between pages. If you are on a mobile device, the links can be accessed by tapping on the arrow icon on the bottom left of your screen. Please do not use the back button in your web browser when navigating around MAP. If you have any questions about using MAP, or need further assistance, please contact the Campus Technology helpdesk at 828-669-9012 ext. 3663 or send an email to support@montreat.edu from your Montreat email account.' Below the message is an 'Announcements' section with a message that says 'There are no available blog posts'. At the bottom is a 'Calendar' section with a link to 'View full calendar' and the date 'August 26 — September 25, 2020'.

Using MAP: Course Information

- ◆ Select the **Course Information** on the left side of the page
 - ◆ Here you will have the ability to see the courses you are assigned to for a given term. Please keep in mind that terms are based on the Academic Calendar. For Example, to see a Summer 2020 course, select *2019-2020 Academic Year – Summer* then hit *Search*
 - ◆ Use the dropdown menu next to each course to navigate to more options

You are here: [Faculty](#) > [Course Information](#) > [Faculty Course Center](#)

Faculty

[Faculty Home Page](#)

Course Information

[Grading](#)

[Advising](#)

Quick Links

[My Pages](#) ▼

[Montreat Home Page](#) 🔗

[myMontreat](#) 🔗

Course Information

Course List for Stephanie Connelly

Term: ▼

Division: ▼

Faculty: ▼

[View My Faculty Schedule](#)

2019-2020 Academic Year - Summer			
Course	Title	Division	Go Directly To
BS 441 01	Internship	Undergraduate	<input type="text" value="Select Area ..."/> ▼

Using MAP: Course Information

- ◆ Select **Course Details** to see the details of your course

Course Information

Course List for Stephanie Connelly

Term: 2019-2020 Academic Year - Summer

Faculty: Connelly, Stephanie

Search

2019-2020 Academic Year - Summer			
Course	Title	Division	Go Directly To
BS 441 01	Internship	Undergraduate	<div>Select Area ...<div>Select Area ...Course DetailsClass ListGrade Entry</div></div>

Course Information

Course Details

Internship (BS 441 01)

Instructor(s): Powell, John N ; Connelly, Stephanie ;

2019-2020 Academic Year - Summer - SAS 3.00 Credit(s)

16 week session, Undergraduate

Dept: BS Clock Hours: 0.00

Status: Open (13 out of 20 seats)

This course has other requirements. [Course Requisites](#)

Note: Supervised internship provides students with

Course Schedules

Day & Time	Date(s)	Location
12:00 PM-12:00 PM	5/3/2020 - 8/22/2020	Montreat Campus

Course Description

Supervised internship provides students with the opportunity to integrate classroom instruction with on-the-job learning in an area associated with their concentration. A maximum of 6 credit hours may be counted toward the degree. Pre-requisite: Twelve 12 credit hours of BS course work and IS 310. (Offered each semester.)

[All courses in the Department, Undergraduate Division](#)

Cross-listed Courses

Course	Type	Title	Capacity	Enrollment	Waitlisted
BS 441 01	Parent	Internship	20	7	0
Totals:			20	7	0

Using MAP: Course Information

- ❖ Select **Class List** to see the list of students enrolled in the course with their Academic Advisor, Major and easy access to the student's email
- ❖ Switch between your courses for the term using the dropdown at the top of the page

Course: BS 441 01 ▼

Course Details 2019-2020 Academic Year - Summer - SAS 16 week session | Undergraduate | BS 441 01 | Internship

Faculty	Meets	Dates	Rooms
Powell, John N	12:00 PM-12:00 PM	5/3/2020 -8/22/2020	MONT/
Connelly, Stephanie			

[Export to Excel](#)

Class List 2019-2020 Academic Year - Summer - SAS 16 week session | Undergraduate | BS 441 01 | Internship (7 students)

FERPA Restrict	Student	Student ID	Status	Email	Advisors	Cross-listed Course	Credits	Major
	Franklin, Hayden Stone	163934	C - Current		Mr. Kevin Auman		3.00	Business
	Griffin, Brandon Jose	160438	C - Current		Dr. John N Powell		3.00	Business
	Iandoli, Nathaniel Joseph	159990	C - Current		Dr. John N Powell		3.00	Business
	Jones, Ethan Fielder	159628	C - Current		Dr. John N Powell		3.00	Business
	Kummelman, Savannah Jean	158985	C - Current		Dr. John N Powell		3.00	Business
	Price, Will Henry	158797	C - Current		Dr. John N Powell		3.00	Business Administration U
	Raby, Caleigh Shea	162179	C - Current		Dr. John N Powell		3.00	Business Administration U

[Email Selected Students](#)

Course Information

Course List for Stephanie Connelly

Term: 2019-2020 Academic Year - Summer ▼

Faculty: Connelly, Stephanie ▼

2019-2020 Academic Year - Summer	Course	Title	Division	Go Directly To
BS 441 01	Internship	Undergraduate	Select Area ... ▼	

Select Area ...
Course Details
Class List
Grade Entry

Using MAP: Course Information

- ❖ Select **Grade Entry** as one way to view/enter grades for the course. *Note:* this is only for Midterm and Final grade entry!

Course Information

Course List for Stephanie Connelly

Term: 2019-2020 Academic Year - Summer ▼

Faculty: Connelly, Stephanie ▼

Search

2019-2020 Academic Year - Summer			
Course	Title	Division	Go Directly To
BS 441 01	Internship	Undergraduate	Select Area ... ▼
			Select Area ...
			Course Details
			Class List
			Grade Entry

Course Information

BS 441 01 Internship - Update Student Grades

Student List for: Undergraduate 2019-2020 Academic Year - Summer - SAS 16 week session BS 441 01 Internship ▼

Instructors: John N Powell, Stephanie Connelly

Cross-listed Courses:

Course Grading Type: Grade Default Grade: Select... Set Default Grade

If the grading period is open and you have permission to enter grades, the default grade you select will be applied to students that have no grade and that have a grading type that Please note that the midterm grading type is not displayed on this screen, but if it is available, it is compared to the course grading type to determine whether or not to apply the sel

Default Last Date of Attendance: 8/26/2020 Set Default LDoA

The default date you select will be applied to students that have no last date of attendance.

The Grading Type for students will only be displayed if it is different than the Course Grading Type.

FERPA Restr.	Student	ID	Grad?	Final Grade	Grading Type	Absences	Clock Hrs	Cross-liste
	Franklin, Hayden Stone	163934	N	Select... ▼		0	0.00	
	Griffin, Brandon Jose	160438	N	Select... ▼		0	0.00	
	Iandoli, Nathaniel Joseph	159990	N	Select... ▼		0	0.00	
	Jones, Ethan Fielder	159628	N	Select... ▼		0	0.00	U
	Kummelman, Savannah Jean	158985	N	Select... ▼		0	0.00	U
	Price, Will Henry	158797	N	Select... ▼		0	0.00	U
	Raby, Caleigh Shea	162179	N	Select... ▼		0	0.00	U

Save Cancel

Using MAP: Grading

- ◇ Another way to access **Grade Entry**: Select **Grading** on the left make sure your *Term* is set to the correct Academic Year & Term then select **Search**
- ◇ From there, you can select the course you wish to enter grades for

You are here: [Faculty](#) > [Grading](#) > [Grade Entry](#) > [Grade Entry](#) > Grading Course List

Faculty

Faculty Home Page

Course Information

Grading

Advising

Quick Links

My Pages

Montreat Home Page

myMontreat

Grading

Setup

Course List for: Stephanie Connelly

To enter/change grades, first select a Division and Term, and click the Search button. When the list of courses has been displayed, click on a course title to see the class list.

Search Criteria:

Division: All

Term: 2019-2020 Academic Year - Sumn

Search

Course	Title	Cr Hrs	Clock Hrs	Grading Period Open?	
				Midterm	Final
BS 441 01	Internship	3.00	0.00	N	Y

Using MAP: Grading

- ❖ Select the grades you wish to assign the student from your dropdown menu. Note: this is only for Midterm and Final Grades
- ❖ Select **Save** at the bottom of the page to submit your grades.
- ❖ If you need to make any changes after you have saved your grades, please contact the Registrar's Office

BS 441 01 Internship - Update Student Grades

Student List for: Undergraduate 2019-2020 Academic Year - Summer - SAS 16 week session BS 441 01 Internship ▼

Instructors: John N Powell, Stephanie Connelly

Cross-listed Courses:

Course Grading Type: Grade Default Grade: Select... ▼ Set Default Grade

If the grading period is open and you have permission to enter grades, the default grade you select will be applied to students that have no grade and that have a grading type that matches the course grading type. Please note that the midterm grading type is not displayed on this screen, but if it is available, it is compared to the course grading type to determine whether or not to apply the selected default grade.

Default Last Date of Attendance: 8/26/2020 Set Default LDoA

The default date you select will be applied to students that have no last date of attendance.

The Grading Type for students will only be displayed if it is different than the Course Grading Type.

FERPA Restr.	Student	ID	Grad?	Final Grade	Grading Type	Absences	Clock Hrs	Cross-listed Course	Class	Division
	Franklin, Hayden Stone	163934	N	Select... ▼		0	0.00			U
	Griffin, Brandon Jose	160438	N	Select... ▼		0	0.00			U
	Iandoli, Nathaniel Joseph	159990	N	Select... ▼		0	0.00			U
	Jones, Ethan Fielder	159628	N	Select... ▼		0	0.00			U
	Kummelman, Savannah Jean	158985	N	Select... ▼		0	0.00			U
	Price, Will Henry	158797	N	Select... ▼		0	0.00			U
	Raby, Caleigh Shea	162179	N	Select... ▼		0	0.00			U

Save

Cancel

Using MAP: Support

- ◆ For technical support please contact support@montreat.edu
- ◆ For help with navigating MAP schedule an appointment with the Registrar's Office here: [Microsoft Bookings](#)