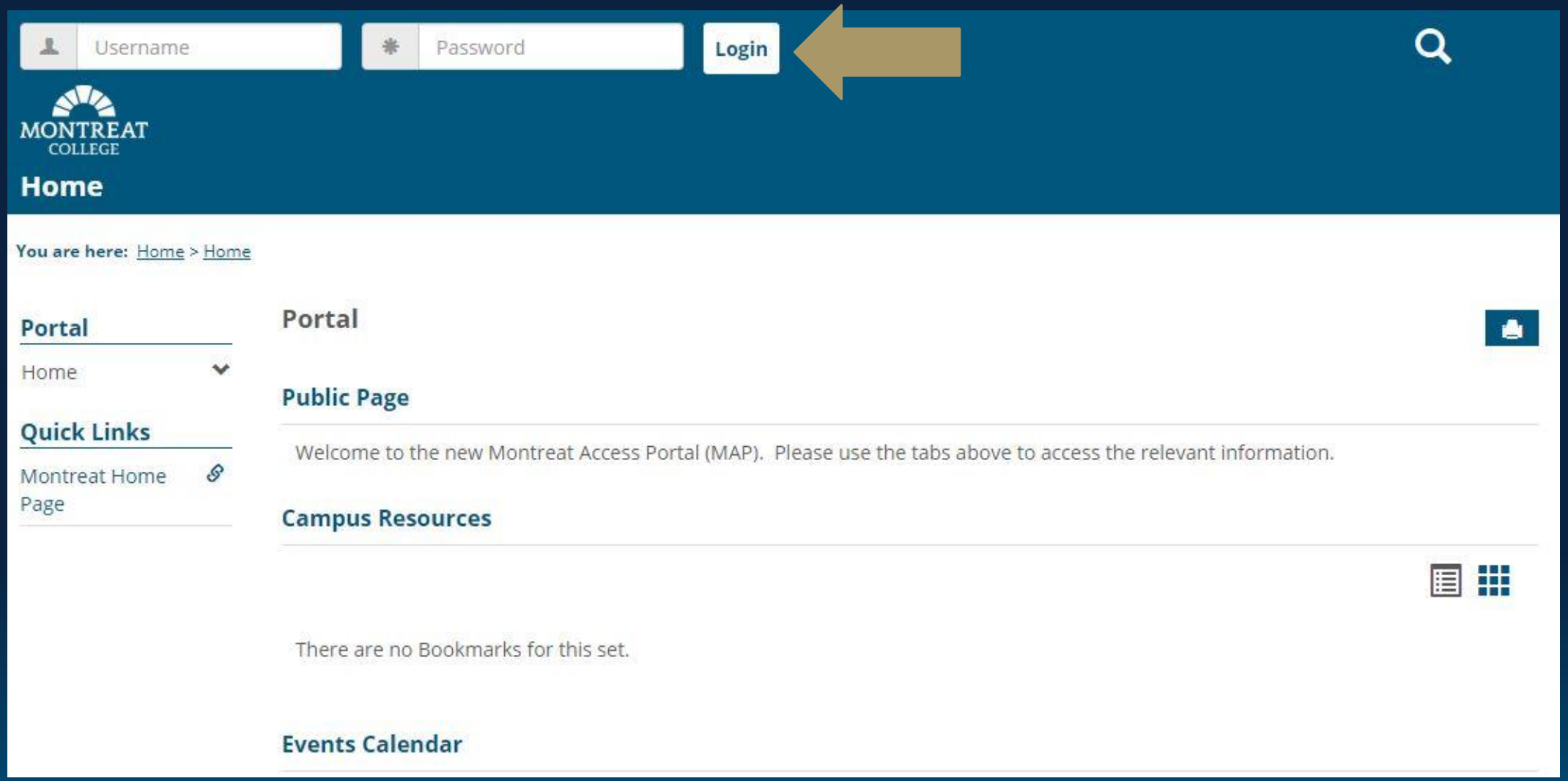
Montreat Access Portal – Courses & Grading

MONTREAT COLLEGE

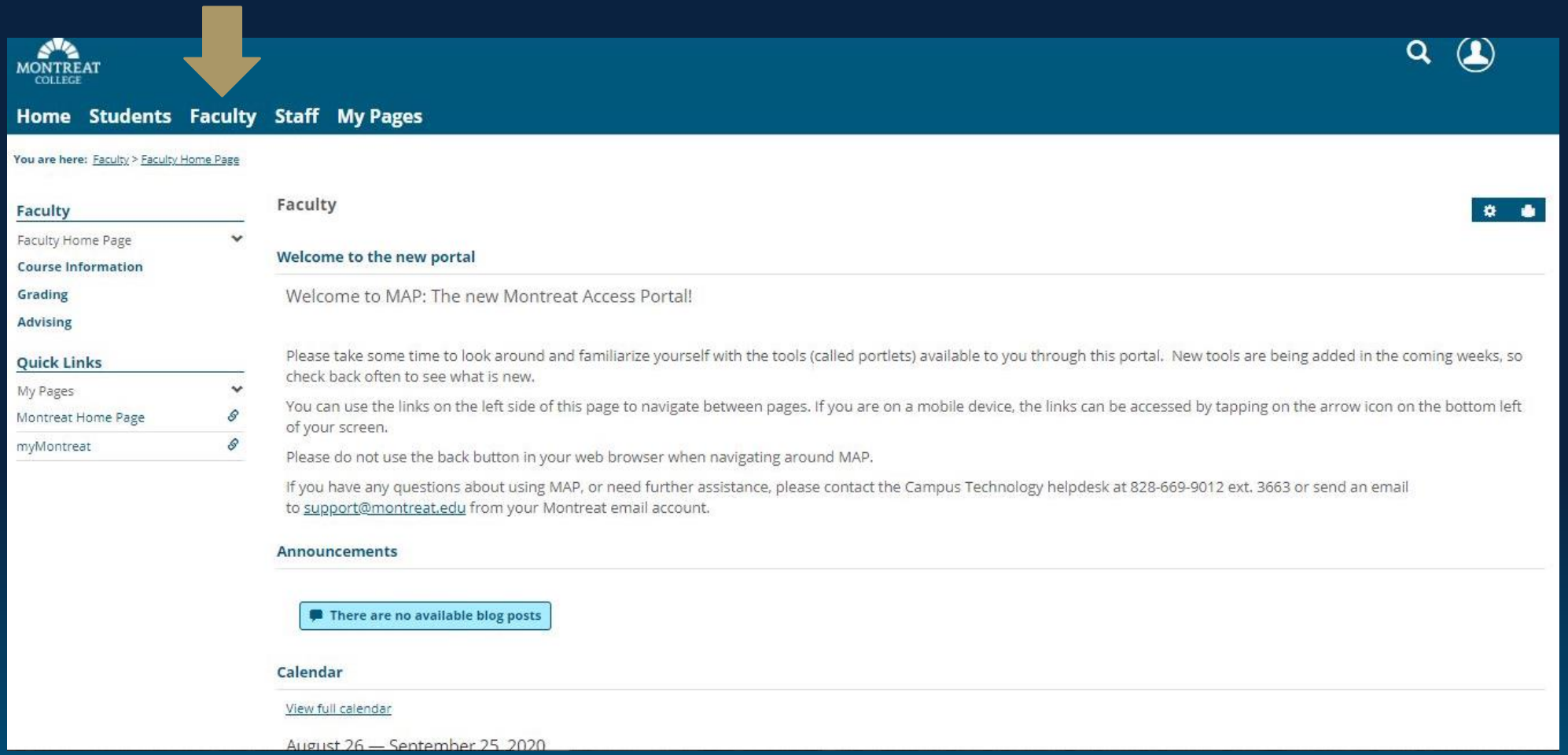
Using the Montreat Access Portal (MAP)

- Log into **MAP**



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

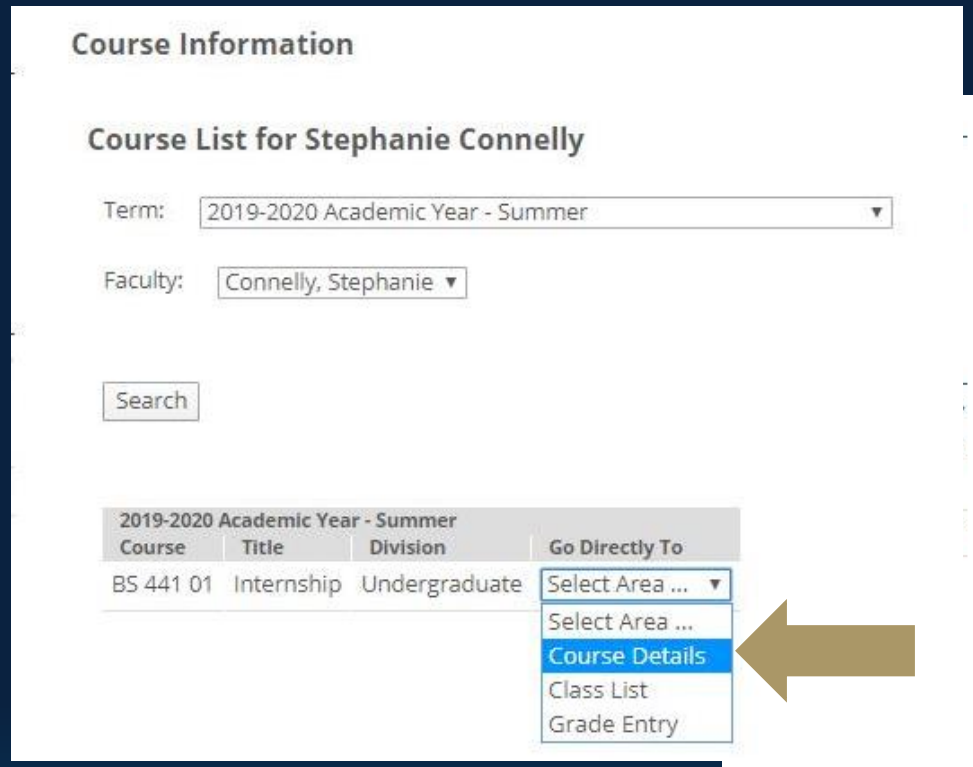


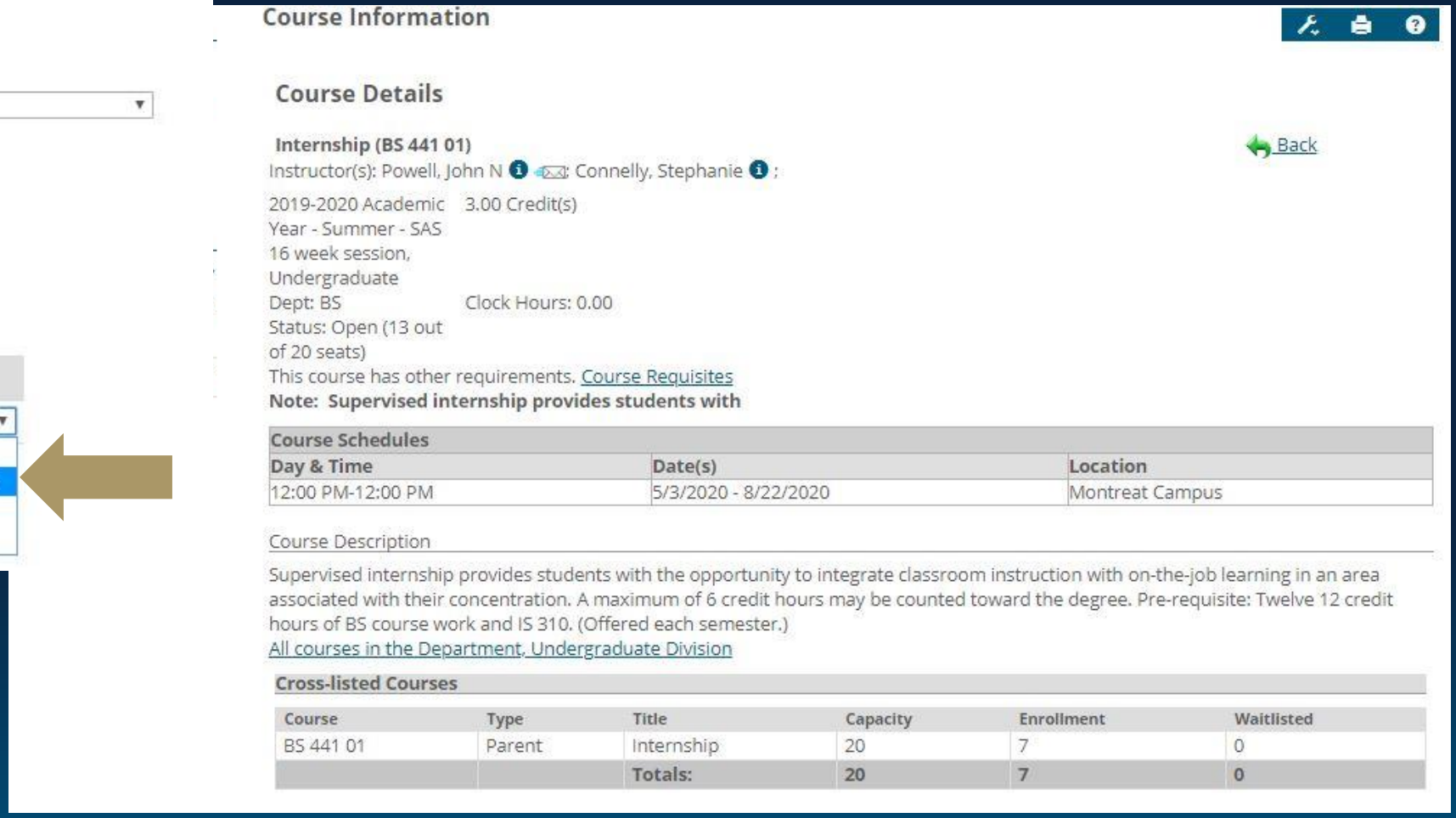
Using MAP: Course Information

- 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

Using MAP: Course Information

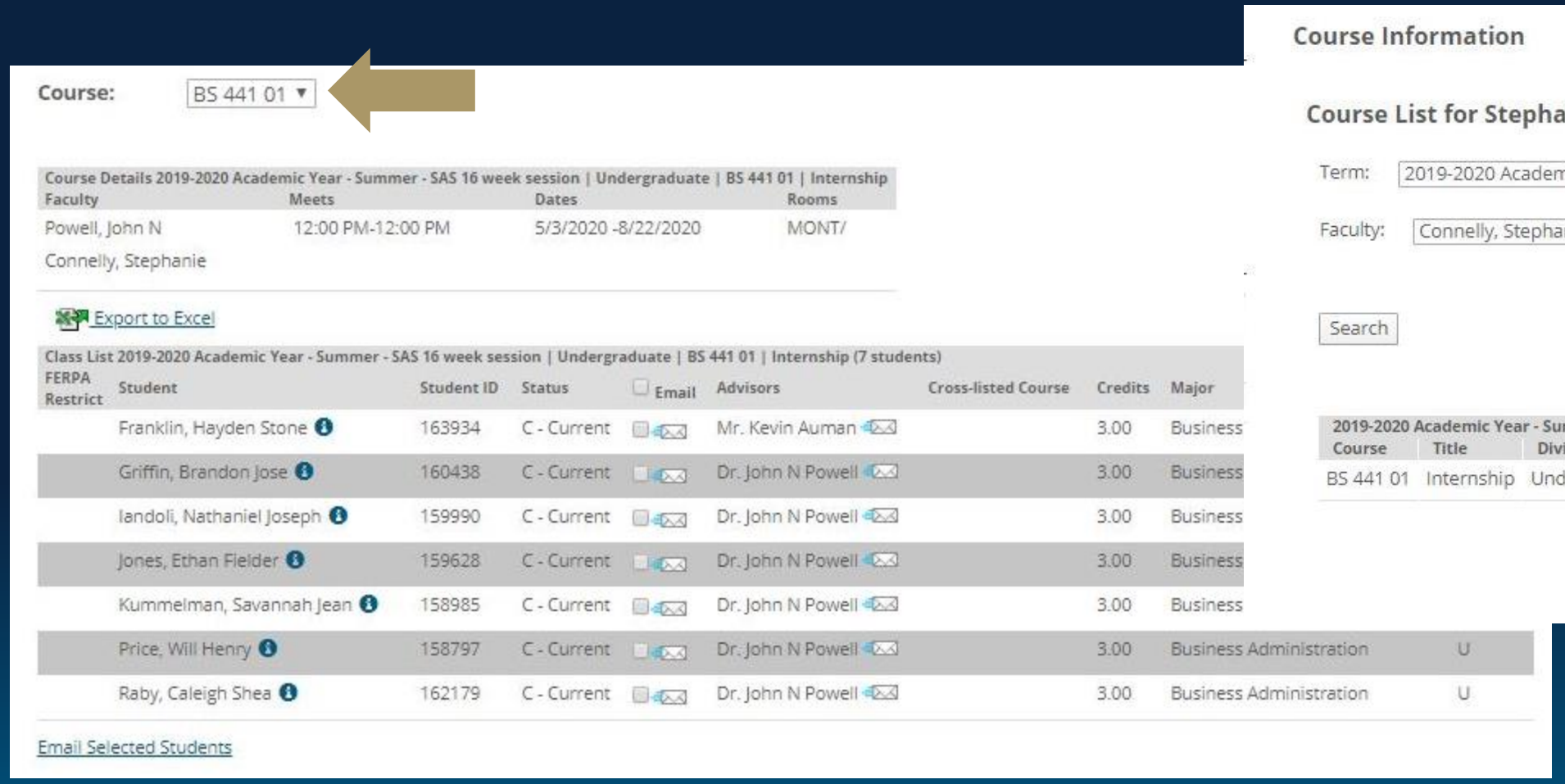
- Select **Course Details** to see the details of your course

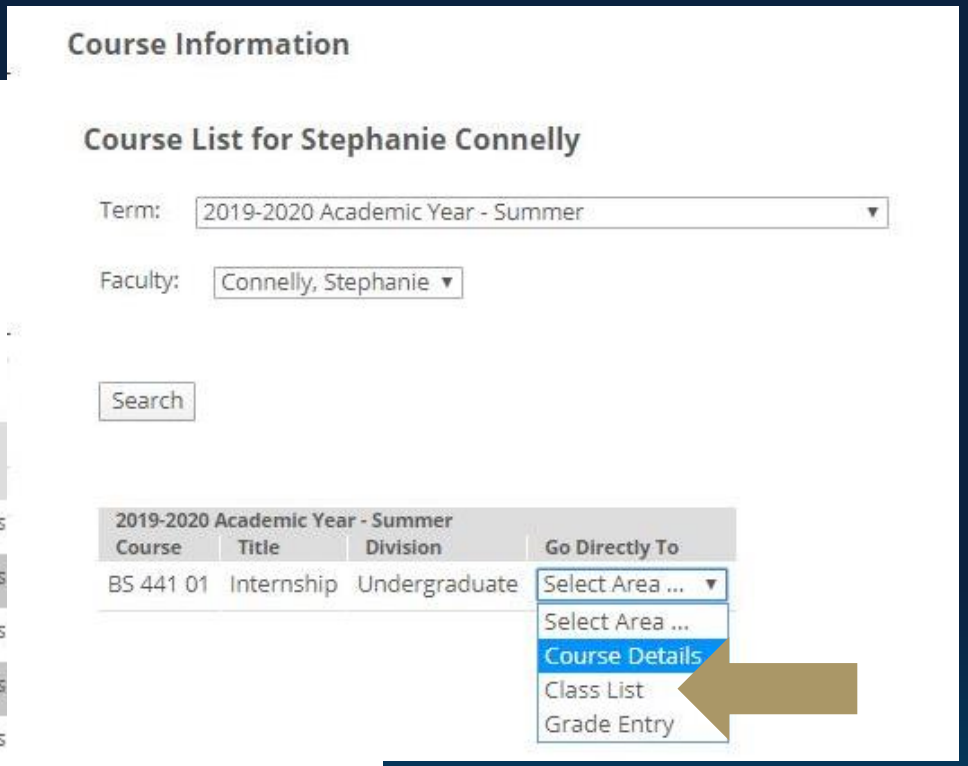




Using MAP: Course Information

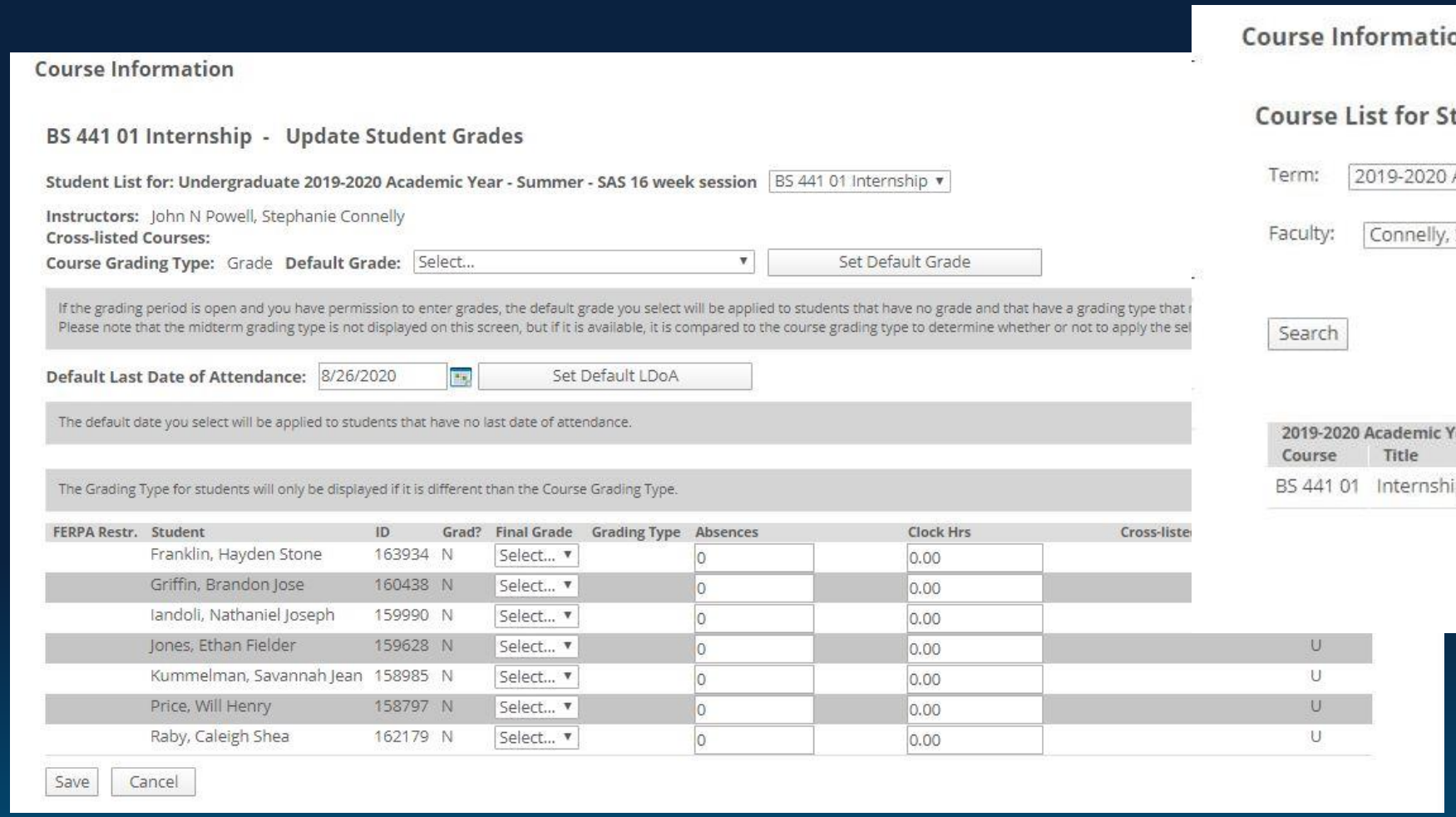
- Select **Class List** to see the list of students enrolled in the course with their Academic Advisor, Major and easy access to the student's email
- Switch between your courses for the term using the dropdown at the top of the page

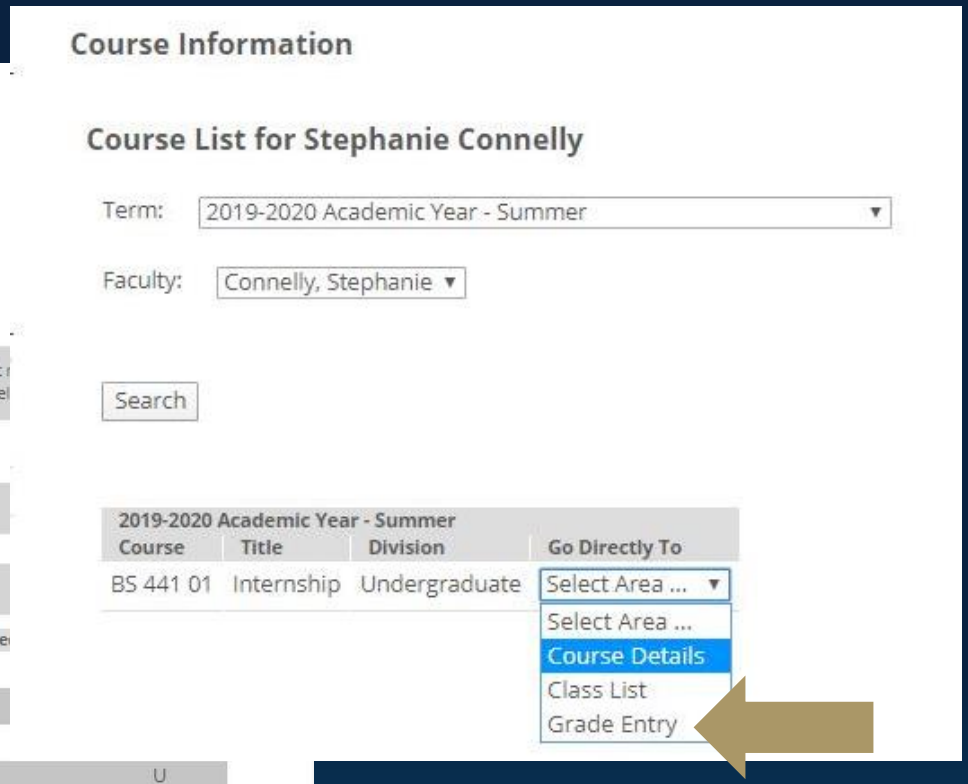




Using MAP: Course Information

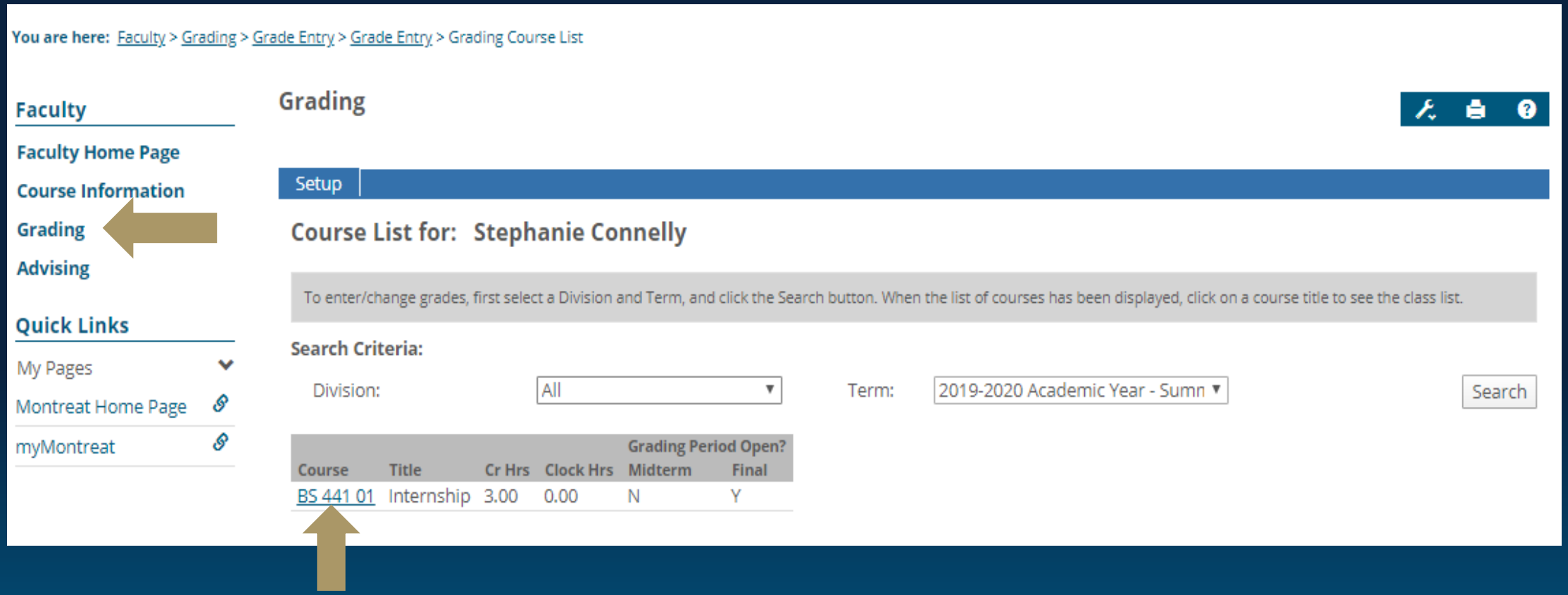
- Select **Grade Entry** as one way to view/enter grades for the course. *Note*: this is only for Midterm and Final grade entry!





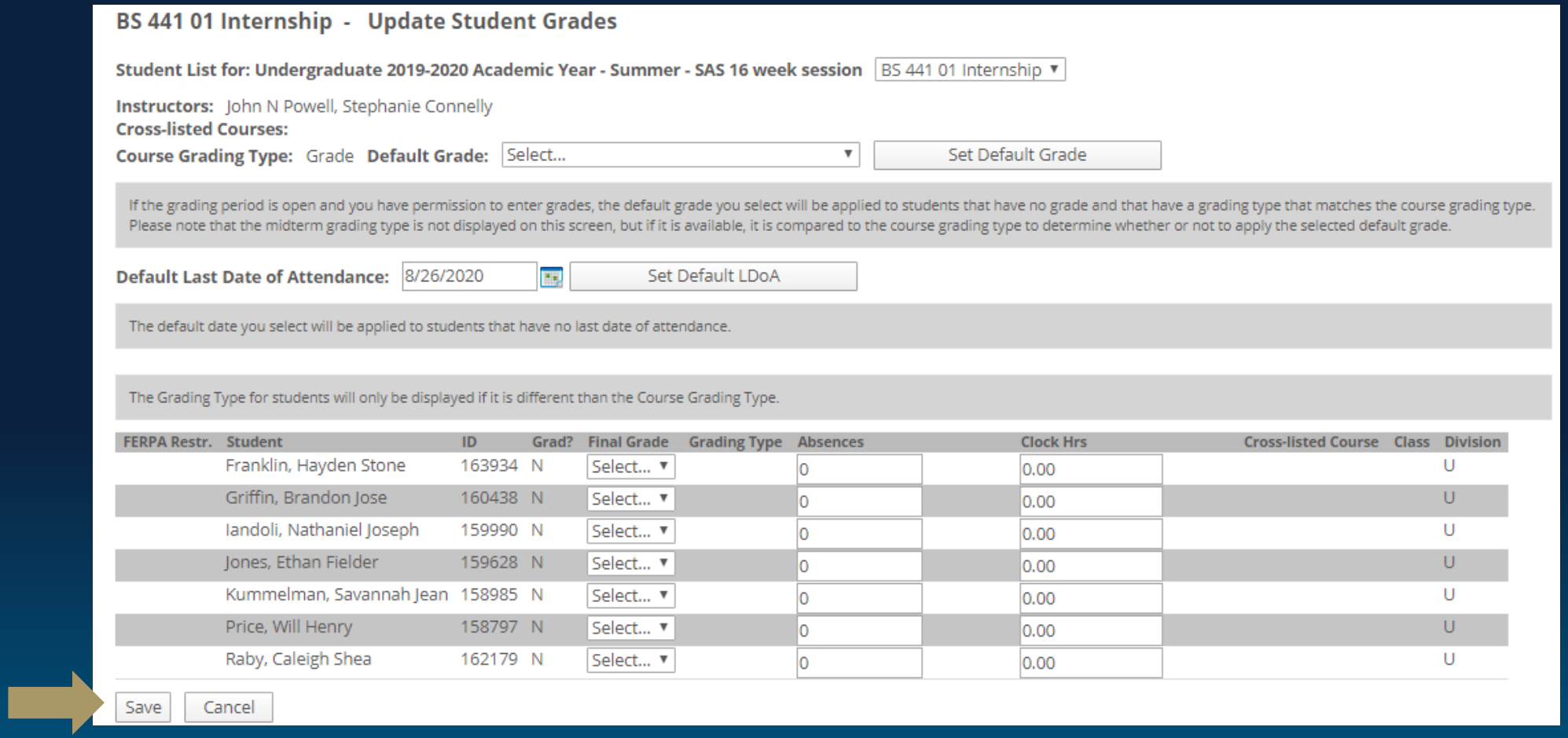
Using MAP: Grading

- 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



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