

MCWconnect Experience Faculty & Advisor Guide

Welcome to MCWconnect Experience. This guide is intended to help you navigate the features of MCWconnect within the NEW Experience dashboard. The instructions provided in this guide will allow you to access the Faculty/Advisor Self-Service Menu.

The screenshot displays the MCWconnect Experience dashboard for Faculty and Advisors. The interface features a top navigation bar with a hamburger menu, the MCWconnect logo, and user profile information. Below the navigation bar, there are tabs for 'Home', 'Academics', and 'My Account'. The main content area is organized into a grid of cards. The 'Faculty & Advisor Self-Service' card includes a photo of a lecture hall and a button to 'OPEN FACULTY DASHBOARD'. The 'Brightspace' card features the D2L Brightspace logo. The 'OASIS' card displays the OASIS logo. The 'Contact Us' card provides contact information for Technical Support, Registrar, Financial Aid, and Student Health & Wellness. The 'Web Links' card has a button to 'ADD NEW LINK'. The 'To-Do List' card has a button to 'ADD NEW TASK'.

MCWconnect

Home Academics My Account [VIEW ALL CARDS](#)

Faculty & Advisor Self-Service

Brightspace

OASIS

Contact Us

Need Assistance?
Encountering issues with MCWconnect Experience or have questions? We're here to help:

- Technical Support**
MCWconnect_support@mcw.edu
- Registrar**
acadreg@mcw.edu
- Financial Aid**
finaid@mcw.edu
- Student Accounts**
mcwtuition@mcw.edu
- Student Health & Wellness**
student_health@mcw.edu

Web Links

To-Do List

ADD NEW LINK

ADD NEW TASK

Faculty & Advisor Self-Service

The Faculty & Advisor Self-Service card will allow you to view and access the following:

- Schedule of Classes
- Course Catalog
- Advising Profile
- Class Lists
- Faculty Grade Entry



Faculty Services



Hello

This is the entry page for MCWconnect Faculty and Advisor Self-Service:

- Schedule of Classes
- Course Catalog
- Advising Student Profile
- Class Lists
- Faculty Grade Entry

View Class Roster

To view class rosters, navigate to the **Faculty & Advisor Self-Service card>Class Lists**. Select the term, and then click the subject and course number, i.e. INTE D3300 for the corresponding class section. The class roster will appear. If a student has indicated a preferred name, it will appear in parentheses.

Enter Final Grades

To enter final grades, navigate to **Faculty & Advisor Self-Service card>Faculty Grade Entry**. Click the subject, i.e. INTE for the corresponding class section. The grade roster will appear. Enter a final grade for each student and click Save. It is not necessary to enter the Last Attend Date or Hours Attended.

If you wish to use Excel to export the grade roster to your computer, click Class Lists instead of Faculty Grade Entry. Click the subject and course number, i.e. INTE D3300 for the corresponding class section. Under the Final column, click Enter Grade for the first student. At this point, it is necessary to once again select the class section by clicking the Subject for the corresponding class section, i.e. INTE. Click Tools in the upper right corner and select Export Grade Template. Complete the template. Follow the preceding steps, return to Tools and select Import.

To change a grade after it has been submitted, please complete, and submit the [Grade Change Form](#).

To view the grades transcript key, please click [here](#).

To view the Faculty Grade Entry guide, please click [here](#).

View Advisee Information

To view advisee information including contact information, class schedule, unofficial transcript and USMLE test scores if applicable, navigate to **Faculty & Advisor Self-Service card>Advising Student Profile**. Click View My Advisee Listing for a complete list of advisees and select a student.

Contact Information

Questions with MCWconnect Experience? Please contact MCWconnect_support@mcw.edu or The Office of the Registrar at acadreg@mcw.edu.