


# Faculty PiratesNet Quick Study Guide

This is a study guide, for faculty, on how to access your class information via the web using PiratesNet. PiratesNet can be found by clicking the PiratesNet icon  on the MJC website - www.mjc.edu. The items covered are listed below:

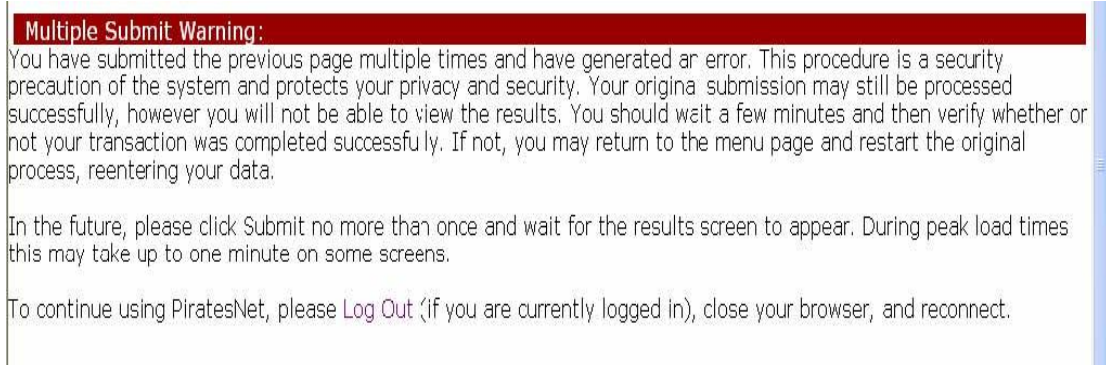
1. Quick Note – warnings
2. How to retrieve your Login ID
3. How to change your password
4. How to drop students for non-attendance
5. How to retrieve your class schedule
6. How to retrieve your class roster and look at student profiles
7. How to enter final grades

## 1. Quick Note – Warnings:

- You will be asked to change your default password (birth date MMDDYY) upon login. If you have already done this please skip above items 2 and 3.
- Always Log Out by clicking the Log Out link (shown below), and close your browser to protect both your ID and our Students' information.



- Double submissions – Most screens on PiratesNet contain a ‘Submit’ button. Only click on the ‘Submit’ button once. Double clicking on this button will result in the following:

A screenshot of a warning message on the PiratesNet interface. The message is displayed in a white box with a dark red header that reads 'Multiple Submit Warning:'. The text of the message states: 'You have submitted the previous page multiple times and have generated an error. This procedure is a security precaution of the system and protects your privacy and security. Your original submission may still be processed successfully, however you will not be able to view the results. You should wait a few minutes and then verify whether or not your transaction was completed successfully. If not, you may return to the menu page and restart the original process, reentering your data.' Below this, it says: 'In the future, please click Submit no more than once and wait for the results screen to appear. During peak load times this may take up to one minute on some screens.' At the bottom, it says: 'To continue using PiratesNet, please Log Out (if you are currently logged in), close your browser, and reconnect.'

\*The best thing to do if you get this error screen is to logout, close the browser, and reconnect. Any other action may cause unexpected results.

## 2. How to Retrieve Your Login ID:

Once in PiratesNet, you can retrieve your Login ID by clicking on the What's my Login ID link. Enter your Last Name, Date of Birth and Social Security Number then click the submit button. This will give you your login ID. It may or may not match your desktop login ID.

## 3. How to Change Your Password:

Once you log in using your new Login ID and default birth date password, you will be asked to change your password. Your new password must be between 6-9 characters and must be composed of both letters and numbers. Passwords are case sensitive, so they must be typed in exactly the same every time (four44 is not the same as Four44). To change your password, please type in your Login ID, new password, confirming password (confirms password is not mistyped), optional hint, and then click the submit button.

Please note that your password hint is not a required field, but can be helpful in remembering the correct password. However, a password hint is visible to anyone who knows the user's login ID. This hint should be obscure enough that anyone who knows the user will not be able to figure out the password. You will be taken back to the menu screen on a successful password change.

## 4. How to Drop Students for Non-Attendance:

### Dropping

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Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input checked="" type="checkbox"/>	MCMPSC-205-3033 Prob Solve/Program 1	08/27/12	12/15/12	MELT	114	11:10AM - 12:35PM	TTH	MJCE	2012MFA
<input type="checkbox"/>	MCMPSC-281-4126 Adv Networking & Security	08/27/12	12/15/12	MELT	114	12:45PM - 01:45PM	TTH	MJCE	2012MFA

You drop students from classes by clicking the Dropping link. You will need to select a term by pulling down (click on the down arrow on the selection box) the term and moving your mouse over the term you wish to select, then clicking it. Terms with CC represent Columbia College and MJCE represent Modesto Jr. College. After selecting a term click the submit button and your class list will appear. An example of the screen is shown above. Select one class to work with by clicking on the desired class' checkbox. A class roster will be displayed as shown to the left.

Enter the appropriate drop code.

## Dropping

Drops must be done in a timely manner. The date you enter the drop is the effective date of the drop. To drop students before the census day, who have never attended the class, enter 'N' (No Show) in the drop field. After the section's census date passes, an 'N' cannot be used. To drop students who originally attended the class but have stopped attending, enter a 'Z' (No Longer Attending Class) and include the last date the student attended class in the drop field. No notation ('W' or other) shall be made on the academic record of the student who withdraws or is withdrawn by the instructor prior to census date. After the 75% completion point, a student must be issued a grade.

A process will be run on a nightly basis to drop students with an 'N' or a 'Z' in the drop field. They should no longer appear on class rosters or grade lists after this process has been run.

\* = Required

Class Name MCMPS-281-4126  
Title Adv Networking & Security  
Location Modesto Jr.College East  
Term MJC Fall 2012

Instructor  
[REDACTED]

Student	ID	Status	Drops	Last Date of Attendance
[REDACTED]	[REDACTED]	N		

Drops must be done in a timely manner. The date you enter the drop is the effective date of the drop. To drop students before the census day, who have never attended the class, enter "N" (No Show) in the drop field. After the section's census date passes, an "N" cannot be used. To drop students who originally attended the class but have stopped attending, enter a "Z" (No Longer Attending Class) and include the last date the student attended class in the drop field. No notation ("W" or other) shall be made on the academic record of the student who withdraws or is withdrawn by the instructor prior to census date. After the 75% completion point, a student must be issued a grade. A process will be run on a nightly basis to drop the students. Thereafter, the student will no longer appear on class rosters or grade lists.

### 5. How to Retrieve Your Class Schedule:

You can retrieve your class schedule by clicking the My Class Schedule link. You will need to select a term by pulling down (click on the down arrow on the selection box) the term and moving your mouse over the term you wish to select, then clicking it. Terms with CC represent Columbia College and MJC represents Modesto Junior College. After selecting a term click the submit button and your class list will appear. An example of a class schedule is shown below: The class name and title column contain links to other pages which contain more information on each class if there is a number in the wait column you can click on that number to display the students on your waitlist. You can press the return to menu link to go back to the faculty menu.



Class Name and Title	Days of Week	Start Time	End Time	Bldg	Room	Start Date	End Date	Add Code	Wait
1 MCMPS-275-3417 Database Mgmt Microcomp	TH	06:30PM	09:35PM	MFND	152	08/30/04	12/18/04	2586	0
2				MFND	152	08/30/04	12/18/04	2586	0

## 6. How to Retrieve Your Class Roster and Look at Student Profiles:

You can retrieve your Class roster from the faculty menu. This will show all of the students currently enrolled in your class. The information on your web roster is live; therefore, as students add or drop your class they will appear or disappear from your roster. You can view your roster by clicking on the Class roster link, selecting a term, and clicking on the desired class's check box – shown at the right. Below is an example of a typical class roster. To view a student's profile and contact information, please click on the appropriate check box and click the submit button at the bottom of your class roster. A new window will appear with the student's information. Please only select one student at a time. When completed click the Return To Menu link to get back to the menu.

Choose One	Course Name and Title	Term	Bldg/Room	Meeting Times	Days of Week
<input type="checkbox"/>	MCMPSC-275-3417 Database Mgmt Microcomp	2004MFA MFND	1E2	08:30PM - 09:35PM	TH

[Submit](#)

To view the profile for one student, select the Student Profile checkbox next to that student's information and click 'Submit.'

**Course Name and Title**  
MCMPSC-275-3417 Database Mgmt Microcomp

**Instructors**

Student	ID	E-mail address	Pass Aud	Class	Status	Credits	CEUs	Student Profile
					New	3.00		<input type="checkbox"/>
					New	3.00		<input type="checkbox"/>
					New	3.00		<input type="checkbox"/>

## 7. How to Enter Final Grades:

Final grades are entered by clicking the Grading link. You will need to select a term by pulling down (click on the down arrow on the selection box) the term and moving your mouse over the term you wish to select, then clicking it. Terms with CC represent Columbia College and MJC represent Modesto Jr. College. After selecting a term click the submit button and your class list will appear. An example of the screen is shown above. Select one class to work with by clicking on the desired class' checkbox. A class roster will be displayed as shown below. Enter the students' final grades in the grade column. For incomplete grades only, an expiration date MUST be filled in. Be sure to click on 'Submit' at the bottom of the screen to save the grades.

Once all grades are entered and saved, print a copy of this page, sign it, and turn it in

to your division office.

## Grading

\* = Required

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Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input checked="" type="radio"/>	MCMPSC-205-3033 Prob Solve/Program 1	08/27/12	12/15/12	MELT	114	11:10AM - 12:35PM	TTH	MJCE	2012MFA
<input type="radio"/>	MCMPSC-281-4126 Adv Networking & Security	08/27/12	12/15/12	MELT	114	12:45PM - 01:45PM	TTH	MJCE	2012MFA

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SUBMIT

## Final Grading

**Note: Incomplete grades must include the expiration date and the default grade (IF, INP, etc.).**

Class Name MCMPSC-205-3033  
Title Prob Solve/Program 1  
Location Modesto Jr.College East  
Term MJC Fall 2012

Instructor

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Student	ID	Status	Grade	Expire Date
<input type="text"/>	<input type="text"/>	N	<input type="text"/>	<input type="text"/>

Updated November 2012.