



2016-2018

**Concurrent Enrollment
Instructor Guide**

Welcome

Central Maine Community College welcomes your willingness to provide instruction to qualified high school juniors and seniors as they obtain college and high school credit in our concurrent enrollment program. We appreciate your participation in this very valuable program – one that provides opportunities for high school students to experience college level work.

Concurrent Enrollment courses are college courses that allow students to earn both high school and Central Maine Community College credits. These courses are taught at the high school, during the high school day, by high school instructors, like you, who meet the same credential requirement as our college faculty.

Each high school has a Concurrent Enrollment liaison. Typically, the liaison is one of the school counselors at a high school. Please reach out to your guidance office to determine your liaison. As a Concurrent Enrollment instructor, communication is key to having a successful partnership with Central Maine Community College and your liaison can help facilitate communication.

This guide will help you navigate the Concurrent Enrollment program, our learning management system (CMConnect and eLearning), and will shed light on our expectations of Concurrent Enrollment instructors.

Contact Information

If you have any questions about the Concurrent Enrollment program, please contact: Andrew Morong, Director of Admissions, at amorong@cmcc.edu or (207) 755-5448.

Expectations

CMCC makes every effort to ensure there is course equivalency with our Concurrent Enrollment program. Concurrent Enrollment courses have the same rigor and requirements as courses on our Auburn campus. The syllabus, textbook, assessments, course textbooks are the same as the college course on the CMCC campus. Concurrent Enrollment instructors have the same responsibilities as CMCC faculty. It is imperative that Concurrent Enrollment instructors monitor their class roster on a regular basis and notify CMCC if someone stops attending. Failure to alert the College when a student stops attending or is added to the course later can complicate the grading process.

Your User ID and Password

A user id and password are required to access CMConnect. CMConnect is a single login portal used to access the college's web-based learning management tools. Your user id and password were provided by CMCC IT Services and were sent to you by the CMCC Director of Admissions, Andrew Morong (amorong@cmcc.edu).

Faculty Email

All Concurrent Enrollment faculty are required to use and maintain a CMCC Outlook email account in order to communicate with CMCC and to gain access to CMConnect. Your username and password are the same for CMConnect and your Outlook email account. Please note that your password expires every 90 days; log-in frequently. CMCC IT Services will email instructions regarding when/how to change your password. Outlook may also be accessed from a web-browser by entering mail.cmcc.edu. You will be prompted for your username and password. Should your password expire, please go to <https://asm.cmcc.edu/reset-password.aspx> to reset. To learn how to check your email, view the vodcast or visit Appendix C. **Vodcast:** [Check Your CMCC email account](#)

Your Class List

Please review your class list each week to be certain that all students are accurately reflected in the roster. Students who are not on the class list will not receive credit for the course. To learn how to see your class list, visit **Appendix A**.

CMConnect and eLearning

Concurrent Enrollment faculty use CMConnect and eLearning as the learning management system for grading and course evaluation. All CMCC course sections are automatically assigned a CMConnect course space and all students are automatically enrolled into CMConnect. High schools vary in their use of CMConnect. Some utilize it for the minimum requirement of grading and course evaluation purposes; others use it for assessments and providing students with the syllabus, assessments, and other coursework. Please become familiar with CMConnect and review the CMConnect basics with your students. If you need assistance using CMConnect, please reach out to Andrew Morong at amorong@cmcc.edu.

FERPA Family Educational Rights and Privacy Act (FERPA)

Though they are below the age of 18, Concurrent Enrollment students fall under Family Educational Rights of Privacy Act (FERPA) guidelines. FERPA provides students certain rights with respect to their educational records. If you have a student who is having difficulty in your class, please contact your liaison. Occasionally, a parent will want to meet with an instructor or may request a meeting to discuss their student's progress. If this occurs, a Release of Information form must be signed by the student and kept by the instructor.

Syllabus

Your course syllabus, provided by the CMCC Department Chair, should reflect the CMCC course objectives and student learning outcomes. These objectives and outcomes are NOT changeable by Concurrent Enrollment instructors. All syllabi should indicate that the course is a Concurrent Enrollment course taught through Central Maine Community College. Concurrent Enrollment instructors are responsible for posting the syllabus in the course area within CMConnect.

How to Submit Grades

Grades are submitted through CMConnect and are due 48 hours after the last class. Entering grades in CMConnect is extremely important. Although final grades are entered at the end of your course, students should be aware of their academic progress in a course at all times. To learn how to submit grades, please watch the vodcast or see Appendix B. **Vodcast:** [Submitting Grades](#)

Course Evaluations

Students submit course evaluations online via CMConnect from the CourEval portal on the left side menu. Concurrent Enrollment instructors must allow class time for course evaluations to be completed. The evaluations may be completed from any mobile device or computer with Internet access. You will receive an email via your CMCC Outlook account notifying you when course evaluations open. Your students must have their CMConnect user id and password information to access and complete the course evaluation. If you do not know how to instruct students to use CMConnect, please contact Andrew Morong at amorong@cmcc.edu.

APPENDIX A

How to access your class roster from CMConnect:

Login to CMConnect and then navigate to the **Faculty and Staff** tab. Click into the **Faculty Courses** page underneath the **Faculty and Staff** tab. The class lists are kept in the **Faculty Course Control** portal.

The screenshot shows the Faculty Course Control portal. On the left is a sidebar menu with the following items: **user info and updates**, **Employee Info**, **Faculty Courses** (highlighted), **Advisee Roster**, **eRacer**, **Grading**, **Business and Finance**, **Facility Information**, and **Public Safety**. The main content area is titled **Faculty Course Control** and shows a breadcrumb [Faculty Course Control](#) > Default View. Below this is a header for **Course List for Nicholas S Hamel** with a [View Details](#) link. A table displays the course list for the **2011-2012 - Fall Semester**:

Course	Title	Go Directly To
SOC 101 XX	Introduction to Sociology	Select Area ... ▾

Courses displayed in the Faculty Course Control portal are shown in the default year and term set by the Registrar's office. You will only see classes in which you are setup as instructor. If you would like to see class lists from a different semester or for courses that you are setup as a Department Chairperson on please click the blue **"View Details"** link:

The screenshot shows the Faculty Course Control portal with search filters. The **Term:** is set to 2011-2012 - Fall Semester and **Division:** is set to All. The **Faculty:** dropdown menu is open, showing a list of names: Varney, Donald C (selected), Mason, Steven F, Ouellette, Erik J, and Viens, David M. There is a **Search** button and a [View My Faculty Schedule](#) link. Below the filters is a table displaying the course list for the **2011-2012 - Fall Semester**:

Course	Title	Division	Go Directly To
BCT 101 01	Intro to Hand & Power Tool Safety	Credit	Select Area ... ▾
BCT 106 01	Concrete Forms	Credit	Select Area ... ▾
BCT 126 01	Construction Site Surveying	Credit	Select Area ... ▾

Clicking on the blue **"View Details"** link will give you the option to change the year and term **Term:** and, if you are a Department Chairperson, see courses associated with instructors (**Faculty:**) from within your department. Once you have made the appropriate **Term** and/or **Faculty** selection(s) please click **Search**. After you have identified the appropriate course, open up the drop-down window and click **Class List**.

Faculty Course Control ?

[Faculty Course Control](#) > Main View

Course List for Nicholas S Hamel

Term: 2011-2012 - Fall Semester Division: All

Faculty: Hamel, Nicholas S

[View My Faculty Schedule](#)

2011-2012 - Fall Semester			
Course	Title	Division	Go Directly To
SOC 101 XX	Introduction to Sociology	Credit	Select Area ... Select Area ... Course Details Class List Grade Entry Textbooks

Selecting **Class List** in the drop-down window will open up the **Class List** window for that course. From this window you will be able to see the students in the course, their primary advisor, and their current major. You will also be able to send emails to selected students.

Faculty Course Control - Class List ?

Set Options

[Faculty Course Control](#) > Class List

Course: no photos SOC 101 XX

Course Details 2011-2012 - Fall Semester - Full Fall Term | Credit | SOC 101 XX | Introduction to Sociology

Faculty	Meets	Dates	Rooms
Hamel, Nicholas S	MW 8:00 AM-9:25 AM	8/29/2011 -12/17/2011	

[Export to Excel](#)

Class List 2011-2012 - Fall Semester - Full Fall Term | Credit | SOC 101 XX | Introduction to Sociology (2 students)

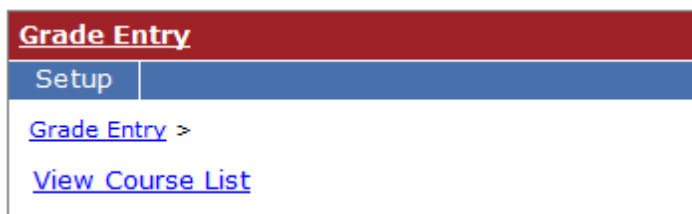
FERPA Restrict	Student	Student ID	Status	<input type="checkbox"/> Email	Advisors	Cross-listed Course	Credits	Major	Class	Division
	Student, Dummy	2103598	C - Current	<input type="checkbox"/>	Nicholas S Hamel		3.00	Non Matric	CR	
	Student Jr, Virtual	2026277	C - Current	<input type="checkbox"/>	Donald C Varney		3.00		CR	

[Email Selected Students](#)

APPENDIX B

How to post grades in CMConnect:

1. Log on to CMConnect.
2. Click on the **Faculty and Staff** tab.
3. Click on the **Grading** page.
4. Click "View Course List" in the **Grade Entry** portal.



5. Select the appropriate **Term** and click **Search**.



The screenshot displays the 'Grade Entry - Grading Course List' search interface. At the top is a red header with the text 'Grade Entry - Grading Course List' and a help icon. Below this is a blue bar with the word 'Setup'. Underneath, there is a breadcrumb trail: 'Grade Entry > > Grading Course List'. A light blue bar below that reads 'Course List for: Nicholas S Hamel'. A text box contains the instruction: '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.' Below this, the 'Search Criteria:' section includes a 'Division:' label, a dropdown menu with 'All' selected, a 'Term:' label, a dropdown menu with '2011-2012 - Fall Semester' selected, and a 'Search' button.

6. Click on the desired course code, underlined in blue.

Grade Entry - Grading Course List

Setup

[Grade Entry](#) > > Grading Course List

Course List for: Nicholas S Hamel

To enter/change grades, first select a Division and Term, and click the Search button. When the list of c

Search Criteria:

Division: Term:

Course	Title	Cr Hrs	Clock Hrs	Final Grading Period Opens?
SOC 101 XX	Introduction to Sociology	3.00	45.00	Y

- Next to each student select the grade that they have earned and insert the **Last Date of Attendance** for students who stopped attending the course.

Grade Entry - Update Student Grades

Setup

[Grade Entry](#) > > [Grading Course List](#) > Update Student Grades

SOC 101 XX Introduction to Sociology - Update Student Grades

Student List for: Credit 2011-2012 - Fall Semester - Full Fall Term

Instructors: Nicholas S Hamel

Cross-listed Courses:

Course Grading Type: Credit 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 grade.

Default Last Date of Attendance:

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

The Grading Type for students will only be displayed if it matches the Course Grading Type.


FERPA Restr.	Student	ID	Grad?	File	Grading Type	Last Date of Attendance	Absences	Clock Hrs	Cross-listed Course	Class	Division
!	Student, Virtual Jr	2026277	N		<input type="text" value="Select..."/>	<input type="text"/>	<input type="text"/>	45.00			CR

8. Once all grades are entered, scroll to the bottom of the page and click **Save**.

Default Last Date of Attendance: 

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	Last Date of Attendance
!	Student, Virtual Jr	2026277	N	F		<input type="text" value="7/12/2011"/> 

APPENDIX C

How to check your email from CMConnect:

Registration fees have been placed on the accounts of students who have not provided their immunization records. Students in this situation should follow the instructions for completing the immunization process. Questions should be directed to the Office of Admissions and Financial Aid at 207-755-5233.

Home Admissions Academics Students **Faculty and Staff** Campus Life Friends and Alumni Foundation Board Development Office Alerts My Pages

You are here: Faculty and Staff > Faculty and Staff Email

Faculty and Staff	<h3>Faculty and Staff Email</h3> <h4>Outlook Web Access</h4> <p>Faculty and Staff can access Outlook Web Access by going to mail.cmcc.edu using an Internet Explorer browser. Click here to launch Outlook Web Access in a new window</p> <p>Your username is your first initial followed by your last name. Your password is your CMCC network password.</p>
User Info and Updates	
Employee Info	
Faculty Courses	
Dept Chairpersons	
Advisee Roster	
eRacer	
Grading	
Business and Finance	
Facility Information	
Public Safety	
Faculty and Staff Email	
Add a Page	
Context Manager	
Usage Statistics	

How to access your email from web browser: go to mail@cmcc.edu (no www). You will be prompted for your username and password.

Affirmative Action Statement

CMCC is an equal opportunity/affirmative action institution and employer. For more information, please call 207-755-5233.