EMPOWER
FACULTY MANUAL

https://my.mcnwo.mercycollege.edu

For questions, please contact:
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LOG IN

1. Go To https://my.mcnwo.mercycollege.edu
2. Enter User Name and Password
3. Click on Log In

LOG OUT

1. Click on Log Out in the Upper Right Hand Corner before leaving Empower.
VIEW/PRINT ROSTER

1. Click on Currently Set
2. Click on the drop down menu for Term
3. Click on the drop down menu for Department
4. Click on the drop down menu for Course
5. Click on the drop down menu for Section (do not select a section number if you want a listing of everyone in the course)
6. Click on Student Records
7. Go to Class List
8. Click on Print or Printable Version (if you want a list of your students or just view)
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EMAILING CLASS OR INDIVIDUAL STUDENT

1. Follow the steps to view your Class List.
2. Once you have your class list in front of you, scroll to the bottom of the screen and click on Send Out Selected Email
3. If you would like to email just one student, click on the students email link.
4. Type note and click on Send or Cancel
GRADE ENTRY

1. Set your course in Current filter settings, and select Grade Roster within the Student Records tab.
   a. Note: You must have a section selected to get to this screen.
2. Click on Select Interim/Final and drop down the arrow to Final.
3. Drop down Arrow next to each student’s name and select their grade.
4. Scroll down and click on Submit Grades.

5. Select Click here to continue. Failure grades will be presented and the last date of attendance will be requested. Supply the last date of attendance and select Save.
   a. Use the “(P) Present” code from attendance code drop down and the last course meeting date. Online courses will have a standard Monday weekly meet date.

6. Select Click here to continue to complete and review your submission.
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CHANGE PASSWORD

1. Click on Settings and Tools.
2. Click on Change Password.
1. Make sure you have your course selected under Currently Set.
2. Click on Student Records.
3. Click on Student Attendance.
4. Enter Date.
5. Drop down Default Attendance Code or Attendance Code next to name.
6. Click on Save.
STUDENT SCHEDULE

1. To obtain a specific student’s schedule, Click on Home and then Currently Set.
2. Click on Set ID.
3. Type in Students First or Last Name or Both.
4. Click on Start Search.
5. To select a student, click on the Blue Name.
6. Click on Student Records.
7. Click on Student Schedule (Summary).