



MercyCollege

EMPOWER FACULTY MANUAL

<https://my.mcnwo.mercycollege.edu>

For questions, please contact:

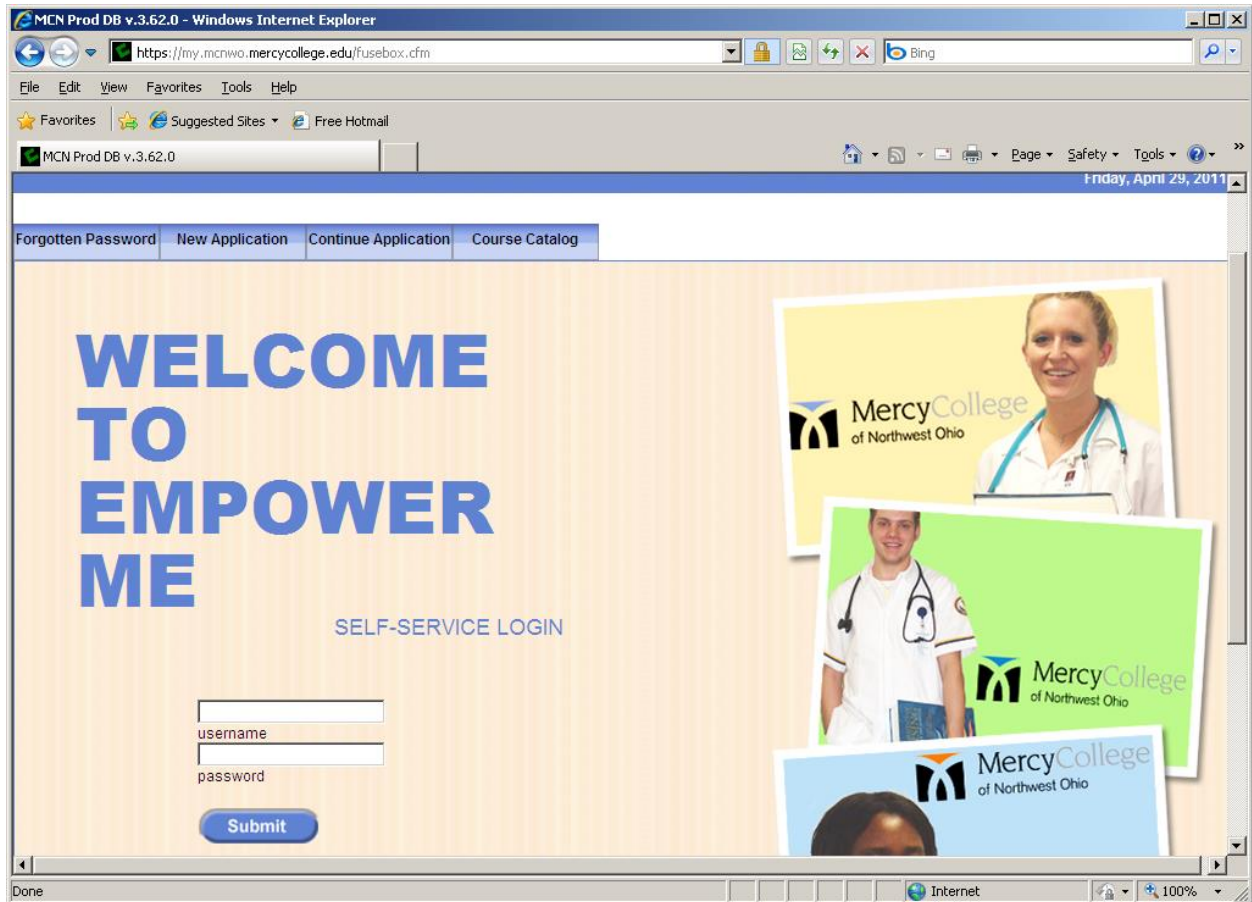
Mark McKellip,

**Director of Institutional Research and Registrar
419-251-8989 or Mark.McKellip@mercycollege.edu**

EMPOWER FACULTY MANUAL

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.

LOG OUT

EMPOWER FACULTY MANUAL

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)

Class List - MCN Prod DB v.3.62.0 Web v.3.62.0 - Windows Internet Explorer

https://my.mcnwo.mercycollege.edu/empower/fusebox.cfm?fuseaction=WEBSRQ02

Home | Admin Tools Logged in as Heather Hoppe | LOGOUT

Admissions Student Records Settings and Tools

Class List

Results filtered with:
User: Ms Heather M Hoppe Term: FA-11 Dept: GEN Crse: 101 Sect: W1
[Change filter parameters.](#)

Results for FA-11 GEN [Printable Version](#)

Coll	Sess	Dept	Crse	Sec	Title	CrHrs	Instr	Days	Start	End	Location	Bldg	Room
GENE	16WK	GEN	101	W1	STUDENT SUCC STRAT	2	Hoppe, H	M	01:35AM	01:36AM	Toledo	ONLINE	ONLINE

ID	Name	Type	Cls	MJ 1	Adv 1	Phone	W	E-mail	Data Book
<input type="checkbox"/>	1017948 Lanz, Brittany Lynn	CR	FR	NUR		86-8613	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> BLANZ1@MERCYCOLLEGE.EDU	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1041621 Sentle, Samantha Elizabeth	CR	FR	BSN		50-2630	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> SSENTLE@MERCYCOLLEGE.EDU	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1029914 Shedd, Rashad A.	CR	SO	ASRT		76-5494	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> RSHEDD@MERCYCOLLEGE.EDU	<input checked="" type="checkbox"/>

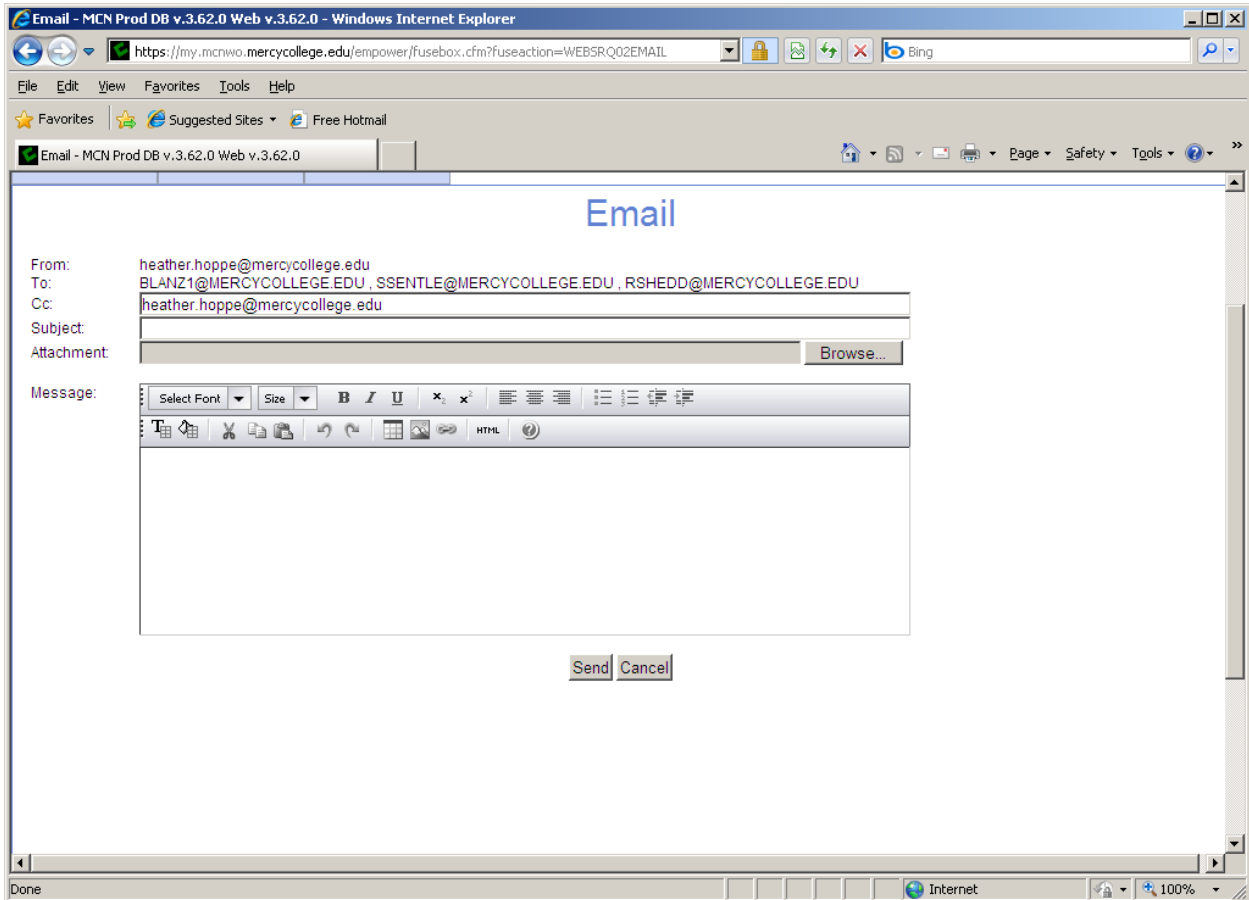
[Send Out Selected Email](#) [Display Selected Data Book](#)

* Indicates the students included from cross referenced courses
* Click Student's Name to display the student's data book
* Distribute No Directory Info is on if you could not access student's data book

EMPOWER FACULTY MANUAL

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



EMPOWER FACULTY MANUAL

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.

Student Records

Grade Roster

Change Current filter settings: Person: Mr. Jay D Hoying Term: SU-18: Summer 2018 Dept: PSY Crse: 101 Sect: 01 App. Year:

Faculty Class List Preliminary Grading

There are 3 students (Final Grade) not Graded

• Click the "Submit Grades" Button to save the grades, otherwise it won't be saved.

Coll	Sess	Dept	Crse	Sec	Descr	CrHrs	Instr	Days	Start	End	Location	Bldg	Room
HMSS	6WK2	PSY	101	01	INTRO TO PSYCHOLOGY	3	Jay	M W	05:00PM	08:40PM	Toledo	MAD	M3702

Select type of grading, then enter grades
Type of Grading: Select Interim / Final Final [Printable Version](#)

Type	Class/Div	Degree Expected Date	Name	Interim Grade	Final Grade	Last Date Attendance	Submit Grades Input Grade
1	CR	Senior	05/20/2018	Test, One			A
2	CR	Senior	05/20/2018	Test, Three			F
3	CR	Senior	05/20/2018	Test, Two			C

[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.

Grade Roster

All grades have been saved.

[Click here to continue](#)

Grade Roster

Please enter the last day of attendance

Name	Final Grade	Attendance Code	Date
Test, Three	F	(P) Present	06/27/2018 (M W 05:00--08:40)

[Save](#)

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

Grade Roster

Data have been saved.

[Click here to continue](#)

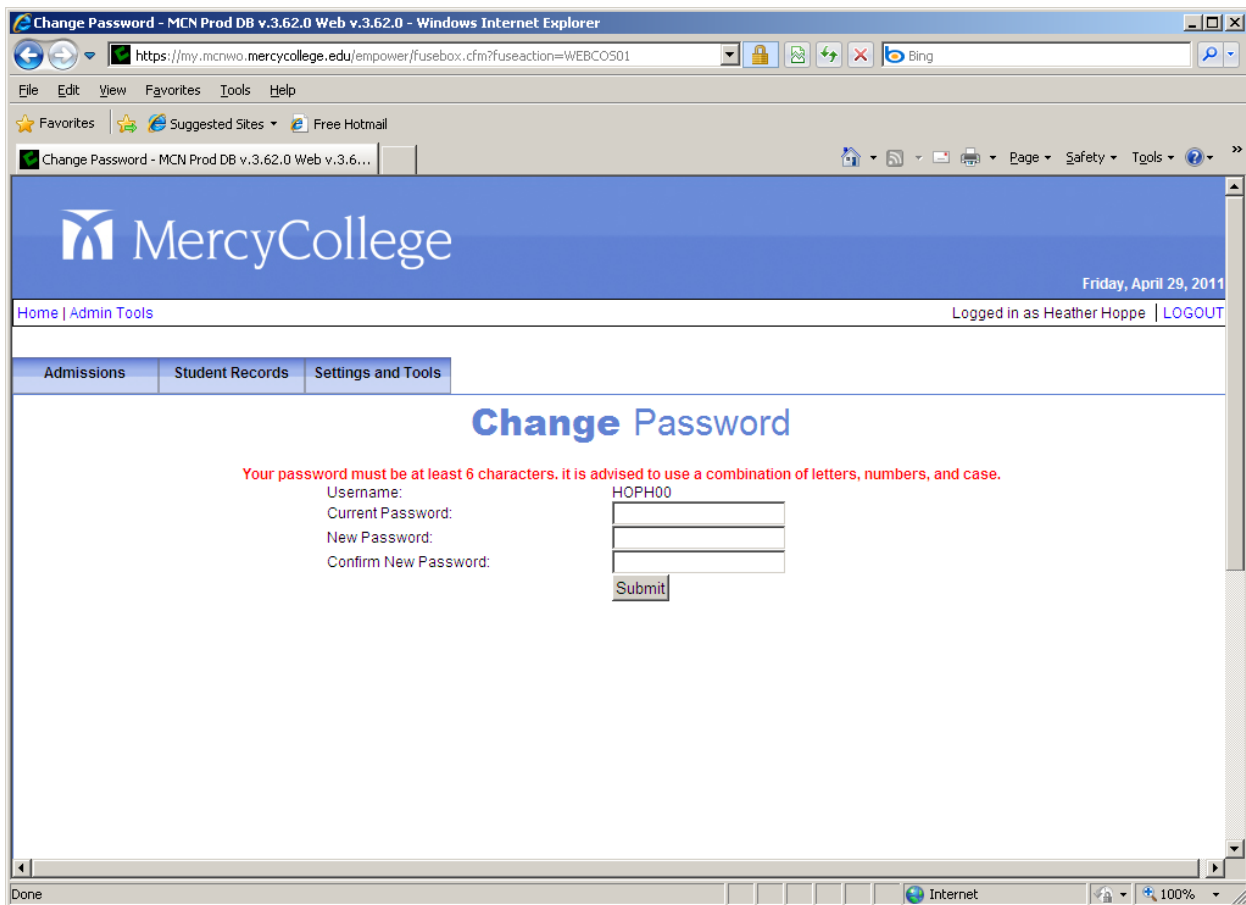
Type	Class/Div	Degree Expected Date	Name	Interim Grade	Final Grade	Last Date Attendance	Submit Grades Input Grade
1	CR	Senior	05/20/2018	Test, One	A		
2	CR	Senior	05/20/2018	Test, Two	C		
3	CR	Senior	05/20/2018	Test, Three	F	06/27/2018	

[Submit Grades](#)

EMPOWER FACULTY MANUAL

CHANGE PASSWORD

1. Click on Settings and Tools.
2. Click on Change Password.



EMPOWER FACULTY MANUAL

STUDENT ATTENDANCE ENTRY (Required for the first two weeks of class each semester)

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.

Attendance Entry - MCN Prod DB v.3.62.0 Web v.3.62.0 - Windows Internet Explorer

https://my.mcnwo.mercycollege.edu/empower/fusebox.cfm?fuseaction=EC55RG90

Home | Admin Tools Logged in as Heather Hoppe | LOGOUT

Admissions | Student Records | Settings and Tools

Attendance Entry

Results filtered with:
 User: Brittany L Lanz Term: FA-11 Dept: GEN Crse: 101 Sect: W1
[Change filter parameters.](#)

Instructor: Heather Hoppe
 Date: 08/22/2011
 Course Meet: M 01:35--01:36
 Default Attendance Code: *** Numeric?
 Default Activity Code: *** Numeric?

Default Attendance code and Activity code

Save

ID	Name	Attendance Code	Value	Activity Code	Activity Value
	Brittany Lanz	***			
	Samantha Sentle	***			
	Rashad Shedd	***			

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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).

The screenshot shows a web browser window titled "Global Name Lookup - MCN Prod DB v.3.62.0 Web v.3.62.0 - Windows Internet Explorer". The address bar shows the URL: <https://my.mcnwo.mercycollege.edu/empower/fusebox.cfm?fuseaction=WEBCOQ99>. The page has a navigation bar with "Home | Admin Tools" and "Logged in as Heather Hoppe | LOGOUT". Below the navigation bar are tabs for "Admissions", "Student Records", and "Settings and Tools". The main heading is "Global Name Lookup".

Search fields include: I.D., First Name, Last Name (containing "George"), Whole Name, City, and State (dropdown menu). A "Start Search" button is located below the search fields.

A message states: "Your query returned 12 result(s). Now showing records 1 - 12".

Name	Address	Home phone	Work Phone	Email Address
1003034 Ms. Ruth E George		03-2895		
1003274 Mrs. Janet George		89-0119		
1004488 Ms. Michelle Geo				
1011903 Ms. Lori George		60-6303		
1015599 Mrs. Catherine A				
1018558 Ms. Marlisa Geor		81-0186		
1022276 Shelly George		64-1320		Shellyandtim@hotmail.com
1023922 Tomas A George		83-3199		bowltom@yahoo.com
1031101 Mr. Gary George				
1033700 Georgeff, Kailee		89-1113		
1038436 Margaret A Georg		84-6303		

The browser status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.