
The College of Marin MyCOM Portal

The MyCOM Portal provides secure access and offers a variety of Intranet and Internet services for College of Marin students, faculty, and staff.

Students can use MyCOM to register; search for classes by subject area, campus, dates and times; pay fees; review academic history and personal information; communicate with instructors by e-mail; and much more.

Instructors will be able to use a wide range of portal features, including viewing up-to-date class rosters, submitting grades online, sending and receiving e-mail using the MyCOM portal e-mail; and more.

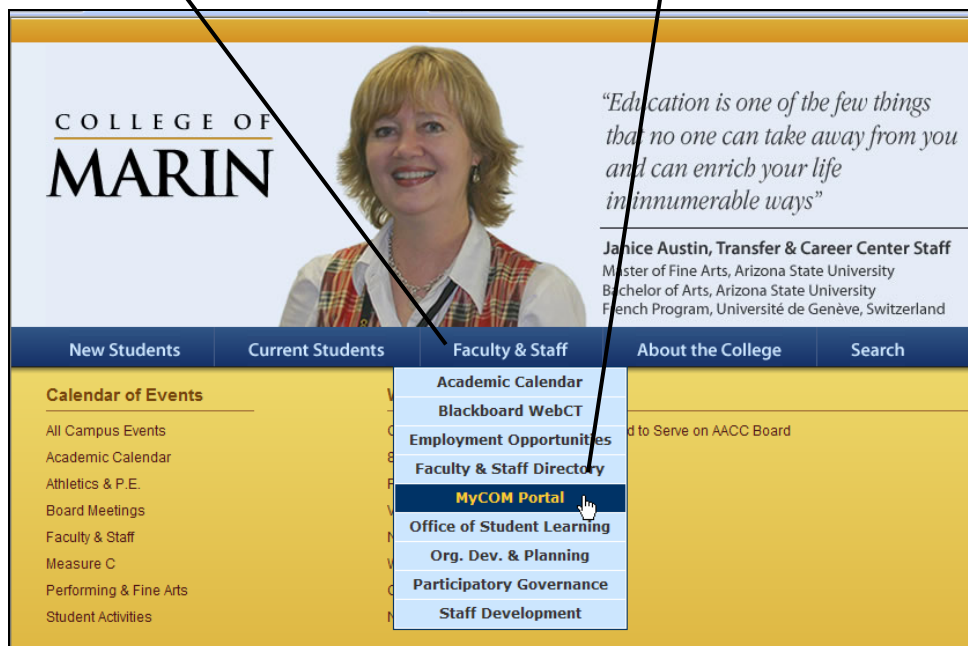
ACCESS THE MYCOM FACULTY INFORMATION

The point of entry to the MyCOM portal is the College of Marin website (www.marin.edu).

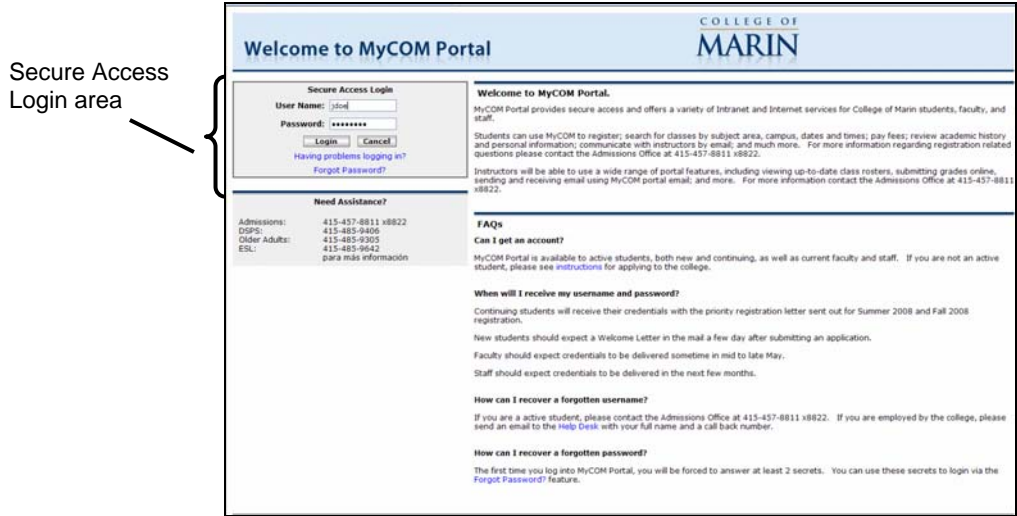
1. Navigate to the College of Marin website.
2. Follow these steps to open the MyCOM portal:

A Hover the mouse pointer over the Faculty & Staff link to display the menu.

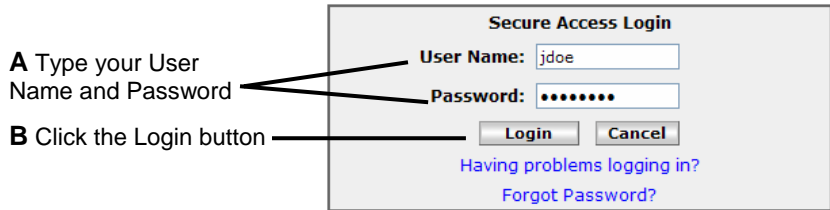
B Click the MyCOM Portal link.



The Welcome to MyCOM Portal window appears with the Secure Access Login area where you enter your User Name and Password.



3. Follow these steps to log into the MyCOM portal:



You will be notified that your password is expired.

4. Follow the prompts to change your password.

The Home page of the portal appears.

- Click the Faculty tab.



How to View and Print Your Roster

You access your class rosters through the Faculty Dashboard channel on the Faculty tab. A listing of all classes assigned to a faculty member appears here. However, courses do not appear in this list if there is no enrollment or if grades for a course have been processed by Admissions and Records.

DISPLAY AND PRINT A SUMMARY CLASS LIST (ROSTER)

- Click the Class List  icon to display the Summary Class List (roster).



The Summary Class List screen displays the Enrollment Counts and the Summary Class List (roster) for registered students.

Summary Class List

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
Emergency Medical Technician I - FIRE 112 020
CRN: 80851
Duration: Aug 18, 2008 - Dec 20, 2008
Status: Active

Enrollment Counts

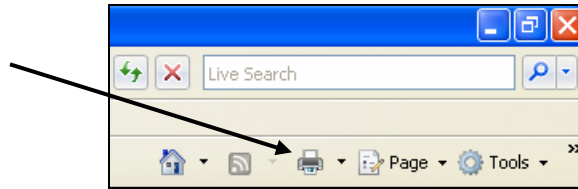
	Maximum	Actual	Remaining
Enrollment:	30	3	27
Cross List:	0	0	0

Summary Class List

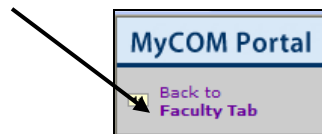
Record Number	Student Name	ID	Reg Status	Level	Credits	Midterm	Final	Grade Detail
1	Loeb, John L.	M00166261	**Registered**	Credit	6.000	B	Enter	Enter
2	Potter, Harry J.	M00178924	**Registered**	Credit	6.000	Enter	Enter	Enter
3	Weasley, Ronald	M00179053	**Registered**	Credit	6.000	Enter	Enter	Enter

[Return to Previous](#)

-
2. Click the Print button in the upper-right corner of Internet Explorer to print the class list.



3. Click the Back to Faculty Tab link in the upper-left corner of the screen to access another course.

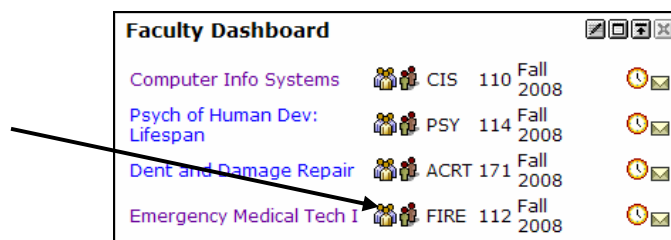


How to Submit Grades and Enter Positive Attendance Hours

You can submit and edit grades through the Faculty Dashboard channel on the Faculty tab. Courses do not appear in this list if there is no enrollment or if grades for a course have been processed by Admissions and Records.

ENTER GRADES

1. Click the Class List  icon to display the Summary Class List (roster).



The Summary Class List screen displays. There are Midterm and Final links for each student that you can click to display the Midterm Grades or Final Grades window.

- Click a link in one of these columns to open the window where you submit grades.

Summary Class List

1 An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
Emergency Medical Technician I - FIRE 112 020
CRN: 80851
Duration: Aug 18, 2008 - Dec 20, 2008
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	30	3	27
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Midterm	Final	Grade Detail
1	Loeb, John L.	M00166261	**Registered**	Credit	6.000	B	Enter	
2	Potter, Harry J.	M00178924	**Registered**	Credit	6.000	Enter	Enter	
3	Weasley, Ronald	M00179053	**Registered**	Credit	6.000	Enter	Enter	

[Return to Previous](#)

- Follow these steps to submit grades or enter positive attendance hours:

A If you are submitting grades, click the drop-down arrow in a Grade field and choose the desired grade from the list.

B If you are entering positive attendance hours, type the date and hours in these columns.

Mid Term Grades

1 Enter mid-term grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
Emergency Medical Technician I - FIRE 112 020
CRN: 80851
Students Registered: 3

Warning: Please submit the grades often. There is a 30 minute time limit starting at 10:35 am on May 09, 2008 for this page.

Mid Term Grades

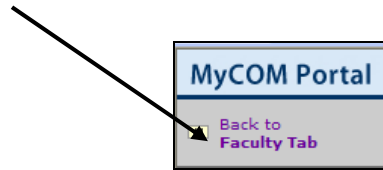
Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Loeb, John L.	M00166261	6.000	**Registered**	B			1
2	Potter, Harry J.	M00178924	6.000	**Registered**	None	09/24/2008	20	2
3	Weasley, Ronald	M00179053	6.000	**Registered**	A-			3


Warning: Please submit grades often. There is a 30 minute time limit on this page.

[Return to Previous](#)

C Notice that there is a 30 minute time limit on this page. The system will display a warning message where you can click OK to prevent the system from logging off.

-
4. Click the Back to Faculty Tab link in the upper-left corner of the screen to return to the Faculty Tab.



5. When you finish working in MyCOM, click the Logout  button in the upper-right section of the screen to exit MyCOM.

The Login screen now appears. You may now close your browser.