INFONLINE FOR INSTRUCTORS

MATC instructors use IN FriOnline to view their class rosters, to view their teaching schedule, and to post their grades.

Accessing IN FriOnline requires a USER ID and a PASSWORD. If you do not presently have one or both of these items, refer to the “ACCESSING INFONLINE” document.

Please Note: In order to get an INFOnline Password, you will need access to your MATC Groupwise E-mail account.
If you have never accessed your MATC Groupwise email account, have forgotten your Groupwise Password, or if your Groupwise password has elapsed, then please refer to the “ACCESSING YOUR MATC GROUPWISE E-MAIL ACCOUNT” document.

OPENING INFOLINE

To open Infonline:

- Go to the MATC HomePage at www.matc.edu
- You will find a link to Infonline in the left margin menu. Click on it.

- Infonline will now open.
- You must now log in….Click on the “LOG IN” link found in the upper menu.
- Enter your User ID and your Password and click on “SUBMIT”.

- The **MAIN MENU** page will now open. Click on the “FACULTY” icon.

The links for your **Class Roster**, for **Grading**, and for your **Class Schedule** can be found on this page under “**Faculty Information**”.

- You will now be on the “**Faculty – Infoline for Faculty Menu**”
CLASS ROSTER

After clicking on the Class Roster link, the “Class Roster” page will open.

- You must first choose a TERM by clicking on the arrow on the term box and then clicking on the term you are interested in. Then click on “SUBMIT”.

- A page will now open listing all the courses you are teaching for the term you chose. Click in the box next to the course you want a class roster for and then click on “SUBMIT”.

- A page will open with a list of all students currently enrolled in the class. Make a hard copy of this page by either using the printer icon found in the browser toolbar or by using FILE and Print from the menu bar of your browser. When complete, click on “SUBMIT” and you will be back at the MAIN MENU.

- Repeat the steps to get a copy of all of your class rosters.

You can now Log Out of Infonline by clicking on the LOG OUT link found in the top menu.
CLASS SCHEDULE

After clicking on the My Class Schedule link, the “Class Schedule” page will open.

- You must first choose a TERM by clicking on the arrow on the term box and then clicking on the term you are interested in. Then click on “SUBMIT”.

- A page will open with your class schedule for the term you chose. The schedule is very detailed and includes Start/End date of the class, the Room Number the class will be meeting in, the Days and Times it meets, and whether or not it’s an Online or Blended format.

- After making a hard copy of your schedule, click on “SUBMIT” to return to the Main Menu.

You can now Log Out of Infonline by clicking on the LOG OUT link found in the top menu.
GRADING

After clicking on the Grading link, the “Grading” page will open.

- You must first choose a TERM by clicking on the arrow on the term box and then clicking on the term you are interested in. Then click on “SUBMIT”.

Part II of the “Grading” screen will now open and you will find a list of all classes you are presently teaching.

- You must signify if these grades are final or midterm grades by clicking on the arrow in the “Final or Midterm Grading” box.
- Then choose the class you are posting grades for by clicking in the circle next to the name of the class. When complete, click on “SUBMIT”.

- A window will open with a list of all students presently enrolled in your class. Enter their grades in the designated spot.

- It’s a good idea to make a hardcopy of this page so you have a record of the grades you submitted. When finished, click on “SUBMIT”

You can now Log Out of Infonline by clicking on the LOG OUT link found in the top menu.