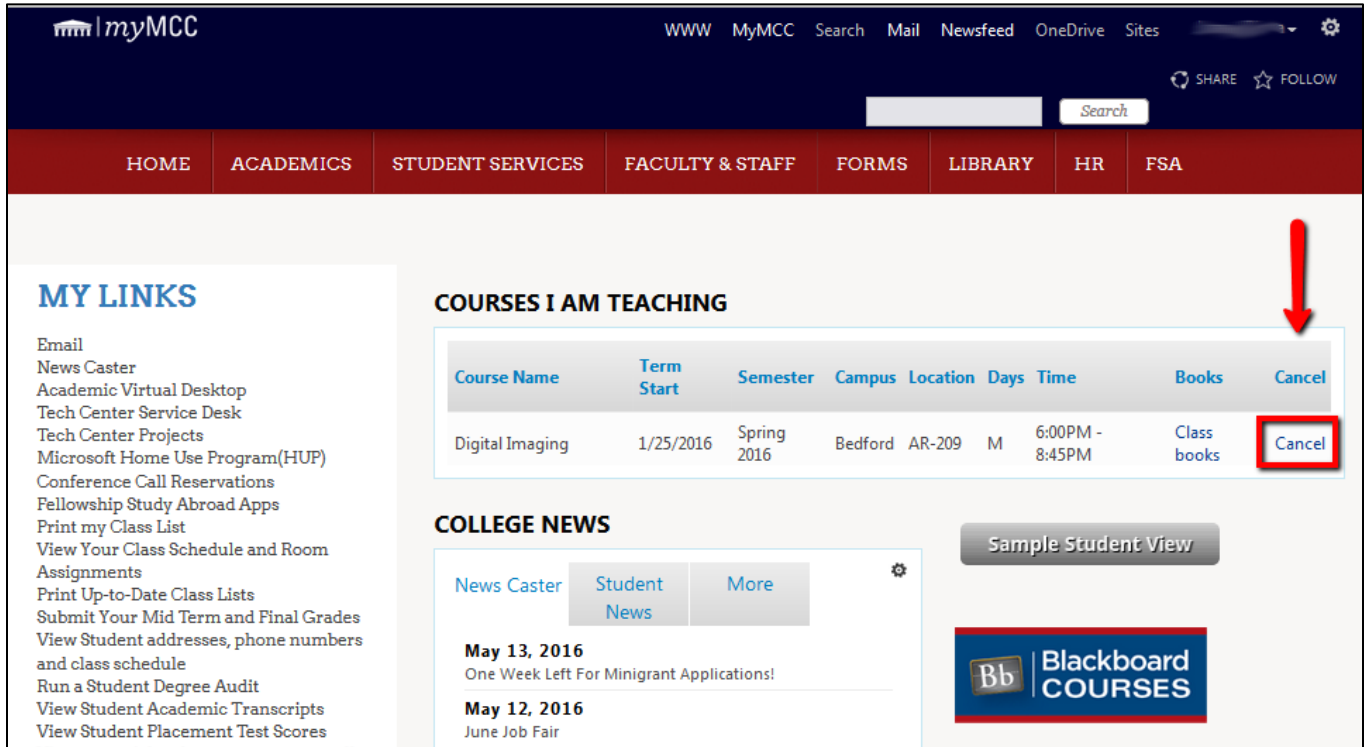


Class Cancellation Process for Faculty

1. **Log in** to the **My MCC** web portal (<https://mymcc.middlesex.mass.edu>)
2. In the **COURSES I AM TEACHING** block, click the **Cancel link** next to the course you need to cancel for that day. Please note that you may select additional course sections to cancel at the next step.



The screenshot shows the MyMCC web portal interface. At the top, there is a navigation bar with links for WWW, MyMCC, Search, Mail, Newsfeed, OneDrive, and Sites. Below this is a search bar and social media links for SHARE and FOLLOW. A secondary navigation bar contains links for HOME, ACADEMICS, STUDENT SERVICES, FACULTY & STAFF, FORMS, LIBRARY, HR, and FSA. The main content area is divided into several sections:

- MY LINKS:** A list of quick links including Email, News Caster, Academic Virtual Desktop, Tech Center Service Desk, Tech Center Projects, Microsoft Home Use Program (HUP), Conference Call Reservations, Fellowship Study Abroad Apps, Print my Class List, View Your Class Schedule and Room Assignments, Print Up-to-Date Class Lists, Submit Your Mid Term and Final Grades, View Student addresses, phone numbers and class schedule, Run a Student Degree Audit, View Student Academic Transcripts, and View Student Placement Test Scores.
- COURSES I AM TEACHING:** A table with columns for Course Name, Term Start, Semester, Campus, Location, Days, Time, Books, and Cancel. The first row shows a course named "Digital Imaging" with a "Cancel" button highlighted by a red box. A red arrow points to this button.
- COLLEGE NEWS:** A section with tabs for News Caster, Student News, and More. It displays news items for May 13, 2016 (One Week Left For Minigrant Applications!) and May 12, 2016 (June Job Fair).
- Sample Student View:** A button to view a sample student view.
- Blackboard COURSES:** A logo for Blackboard Courses.

- The system will provide an **example cancellation message** with the necessary details including your name, the details of the class, and the current date.
- If you are cancelling multiple course sections**, click the Select check box next to each. Please note that the example message display will stay the same on the screen, but when the messages are posted the details will reflect each course section you have selected.

An **optional additional message box** is provided if you need to include other information for the students (e.g. Work on assignment in Blackboard, Read chapter 12, etc...)

- Click the **Post Class Cancellation Notice button** to generate the message to the class cancellation web page and the MCC Mobile App.

MyMCC SHAREPOINT APP

Courses I'm Teaching

Post a notice that your class has been cancelled today.

(1) Select affected classes:

Course Name	Term Start	Semester	Campus	Location	Days	Time	Select
Digital Imaging	1/25/2016	Spring 2016	Bedford	AR-209	M	6:00PM - 8:45PM	<input checked="" type="checkbox"/>
Adobe Photoshop CS 6	5/12/2016	Spring 2016	Bedford	AR-209	R	6:00PM - 9:00PM	<input type="checkbox"/>

(2) Review example message that will be sent to each course selected:

Jamessima has cancelled their 6:00PM class , Digital Imaging(ART 155 30), on Friday 5/13/2016.

(3) Optionally add an additional note to your students(will be sent to all courses selected):

(4) Post Class Cancellation Notice

Last 5 cancel alerts sent out

Cancellation Message	Course	Publish Date
You have not posted any cancellations yet.		

[Back to MyMCC](#)