


# Faculty Wolfrax Refresher

You will find a direct link to the Faculty Wolfrax log in page from your ECC [Teachers Page](#).

## HIGH SCHOOL TEACHERS

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- [Link to the Faculty WolfTrax Log In](#) (If you need your password reset please email your request using your high school email to [earlycollege@bluecc.edu](mailto:earlycollege@bluecc.edu))
- [Contact Us](#)



At the Wolfrax log in page you will use your BMCC Username in the first field and your password in the second field (as directed on the screen). **NOTE:** You should have received your Username and default password from the Registrar's office. If you did not, please contact Theresa Bosworth by email to [tbosworth@bluecc.edu](mailto:tbosworth@bluecc.edu) Please be sure to send your email to her using your high school email account.

Authentication Required ×

<https://ais2.bluecc.edu> requires a username and password.

User Name:

Password:

Once you have logged in to BMCC's Wolfrax you will come to the following menu items.

### Grading Online

- [Input Grades](#)
- [Grading Policies](#)

### Rosters

- [Class](#)

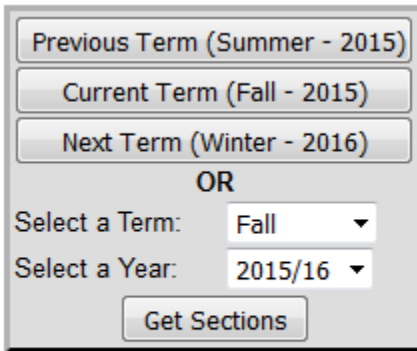
### Forms and Information

- [Grade Change Form](#)
- [Incomplete contract](#)
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## Rosters

Click “Class” to navigate to the list of courses for a select term/AY



Previous Term (Summer - 2015)  
Current Term (Fall - 2015)  
Next Term (Winter - 2016)  
OR  
Select a Term: Fall  
Select a Year: 2015/16  
Get Sections

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You have preset options; Previous Term, Current Term and Next Term to choose from. Or you may use the drop down arrows to select a specific term and AY.

Once you have made a selection Click “Get Sections”

**Note: For Early College Credit, Semester 1 is considered Winter Term and Semester 2 is considered Spring Term**

This will bring up a list of all the courses (sections) that you are scheduled to teach for that term. (The demo teacher is teaching two courses Fall 2015; 1) Smart Start, and 2) Test Course-Training Purposes)

### Rosters for Fall - 2015 *Choose a section to view its roster.*

Course ID	Title	SS
<a href="#">000.652-01</a>	SMART START (9.11.15)	
<a href="#">N.R9999-99</a>	TEST COURSE - TRAINING PURPOSES	


[Choose a different year/term](#)

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To view detailed information for a course, click on the Course ID for that section (the demo teacher would like details for “Test Course”)

Below is an example of the detail you will see for each course (section).

Instructor: BATY, B.

Section Roster for N.R9999-99 (Fall - 2015) 


Title: TEST COURSE - TRAINING PURPOSES  
 Credits: 0.00 Times: TBA  
 Enrolled: 2 Days: TBA  
 Waitlisted: 0 Location: TRAINING  
 Permission Code: ZKAA

ID	Name	Telephone	Major	E-mail	Statuses
650-6568	Baty, Barbara	(541) 215-0726	TAKING CLASSES FOR JOB IMPROVEMENT	<a href="mailto:brbaty6568@my.bluecc.edu">brbaty6568@my.bluecc.edu</a>	
409-5542	Student, Barb	(541) 276-8478	HIGH SCHOOL OR HOME SCHOOL STUDENT	<a href="mailto:bstudent5542@my.bluecc.edu">bstudent5542@my.bluecc.edu</a>	1

Statuses

\* = Under 18   AU = Audit   W = Withdrawn  
 W/L# = Waitlisted (order)   DX = Directory Exempt   1 = First Time Student  
 Do not release any information on directory exempt students.

[\[Send a BCC e-mail to all students\]](#)



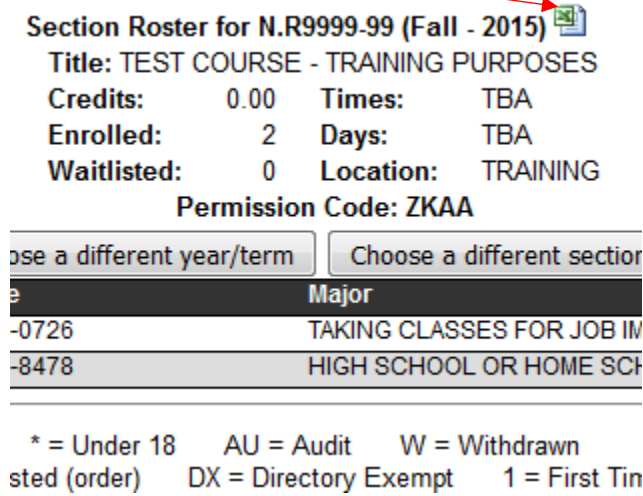
- List of students currently registered in the course (includes; BMCC ID, Student Name, Telephone #, Major, BMCC Email, and any status associated with this course for the student.)
- Definitions of Status symbols (The “W”, withdraw is the only status relevant to ECC students)
- Instructor Permission Code (instructor will share with students to be used for ECC registration)


**Note:**

- Rosters are “Real Time”, so if your student registers, drops or withdraws from your BMCC ECC course, your roster will immediately reflect the change (may need to refresh page).
- The Permission Code is unique for that section for that term (if you teach the same course the following term, the code will be different)
- Use your roster to monitor your students’ successful registrations, drops and withdraws. If the students name is not on the roster list, then they are not registered and will not receive BMCC credit for that course (section). If they successfully dropped the course, you will no longer see them listed on your roster. If they have successfully withdrawn, you will see a “W” listed in the “Status” section.

To create an Excel spreadsheet of your roster information:

Click the excel icon on the upper right hand corner of the course roster details page



**Section Roster for N.R9999-99 (Fall - 2015)** 

**Title:** TEST COURSE - TRAINING PURPOSES  
**Credits:** 0.00    **Times:** TBA  
**Enrolled:** 2    **Days:** TBA  
**Waitlisted:** 0    **Location:** TRAINING  
**Permission Code:** ZKAA

Major	
-0726	TAKING CLASSES FOR JOB IM
-8478	HIGH SCHOOL OR HOME SCH

\* = Under 18    AU = Audit    W = Withdrawn  
sted (order)    DX = Directory Exempt    1 = First Tin

Click “ok” to the “Open with Microsoft Excel” pop up window

An excel spreadsheet will be created with the same student information as your roster for that specific course (section). If you have entered grades, you will see grade information on the spreadsheet as well.

This spreadsheet can be saved and attached to an email as a convenient way to share your BMCC roster/grade information with those in your administration needing this information for billing/payment purposes.

## Grading

From your Wolfrax menu, click on “Input Grades”

**Note:** This screen is similar to your roster section list, but only the current term is available for viewing and entering grades.

Click on the Course ID for the course that you are wanting to input grades in (this demo teacher is wanting to grade the Test Course)

**Grades for Fall - 2015**  
*Choose a class from the list to make a grade change.*

Course ID	Title	Graded?
<a href="#">000.652-01</a>	SMART START (9.11.15)	No
<a href="#">N.R9999-99</a>	TEST COURSE - TRAINING PURPOSES	Yes

Next you will use the drop down arrow to select a grade for each student in that course

**Grade Roster for N.R9999-99 (Fall - 2015)**

INSTRUCTIONS: Please assign a grade for each student. Submit the form to save the grade information.

**Title:** TEST COURSE - TRAINING PURPOSES  
**Credits:** 0.00    **Times:** TBA  
**Enrolled:** 2    **Days:** TBA  
**Waitlisted:** 0    **Location:** TRAINING

This section has been completely graded

Student ID	Student Name	Grade	LDA Date
650-6568	BATY, BARBARA	A	<input type="text"/>
409-5542	STUDENT, BARB	Choose a grade	<input type="text"/>

By submitting this grade change I certify that the grade change is that occurred during the specified term or authorized extension in Examples of valid changes are based on a miscalculation, a student the wrong class at the time of grade submission, or a fulfilled Inco

h of documented learning  
course syllabus.  
e student was registered in  
ect.

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When all grades have been selected you will click “Save/Submit Grades”

If you have successfully submitted all your grades for the course you will see a note in red indicating that “This section has been completely graded”

**Note:**

Grades that would not be appropriate for ECC students are MSG (Missing), CIP (Course in Progress) and FA (Fail due to Attendance). We also do not encourage the use of the INC (incomplete) grade for ECC students. Please contact an ECC staff person if you feel the need to consider this grade (60% of the coursework needs to be complete to consider an Incomplete Grade Contract) for details on your responsibilities when using this grade.

Other information you will find at the faculty Wolftrax menu is; grading policies, forms for grade changes and incomplete contracts as well as a link to the BMCC Faculty Resource Links. We encourage you to review these areas and contact us if you have any questions.

The most common mistake in grading is missing the deadline to input grades. Be sure to have our ECC Dates and Deadlines information handy (links on the ECC Teacher webpage) so that you complete your ECC grading well ahead of the deadlines.