How to Access the Instructor Portal for MCLL Hosts & Moderators

The Instructor Portal provides an easy way to communicate with your study group participants. You'll need an active McGill email address and password and be one of the course instructors.
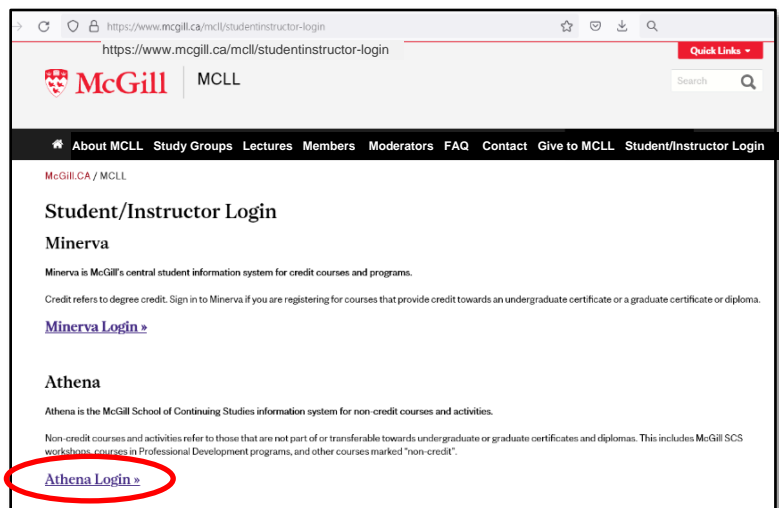
- If you don't have an active McGill email - How to activate your McGill email
- You may need to use 2 factor authentication - How to set up 2FA

NOTE TO HOSTS: If you access the Instructor Portal and are not currently logged into Zoom, you'll be logged into your student Zoom account. To access an MCLL account, log out first.

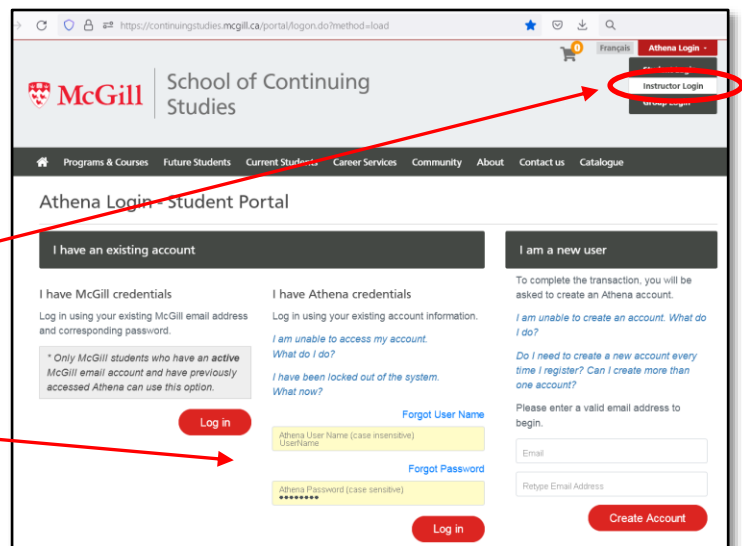1. On the MCLL home page, click Student/Instructor Login

2. Click on Athena Login

3. At the top right corner, click on Athena Login, then click on Instructor Login

Ignore this login

4. Sign in with your McGill email. Click Next

McGill

Sign in

first.last@[mail.]mcgill.ca

Can't access your account?

Next

5. Enter your McGill email address and password. Click sign in.

McGill

Sign in with your organizational account

someone@example.com

Password

Sign in

Please sign in with your McGill Username and McGill Password.
Forgot password?
Your use of this service is governed by the Policy on the Responsible Use of McGill Information Technology Resources and Cloud Data Storage Directive

6. If you see this, click Don't show this again.

The Instructor Portal always signs you out after a period of inactivity.

McGill
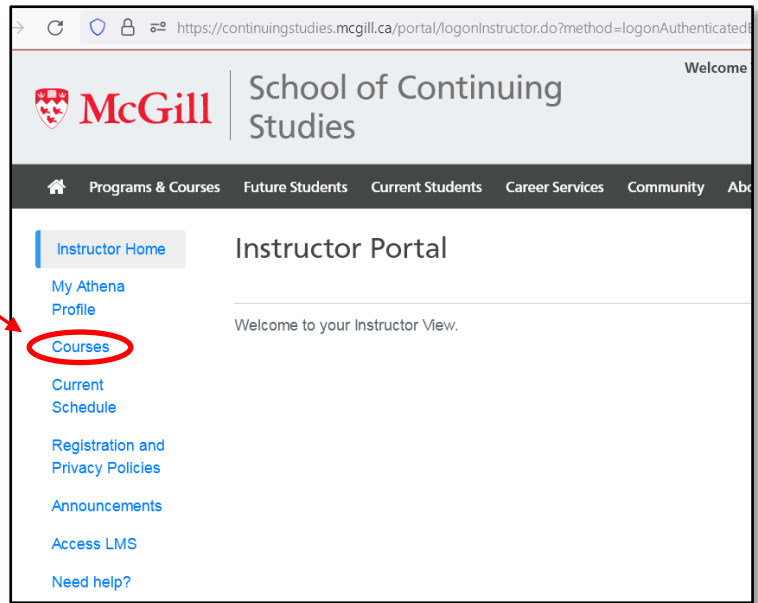
tim.skene@mail.mcgill.ca

Stay signed in?

first.last@[mail.]mcgill.ca er of times you are asked to sign in.
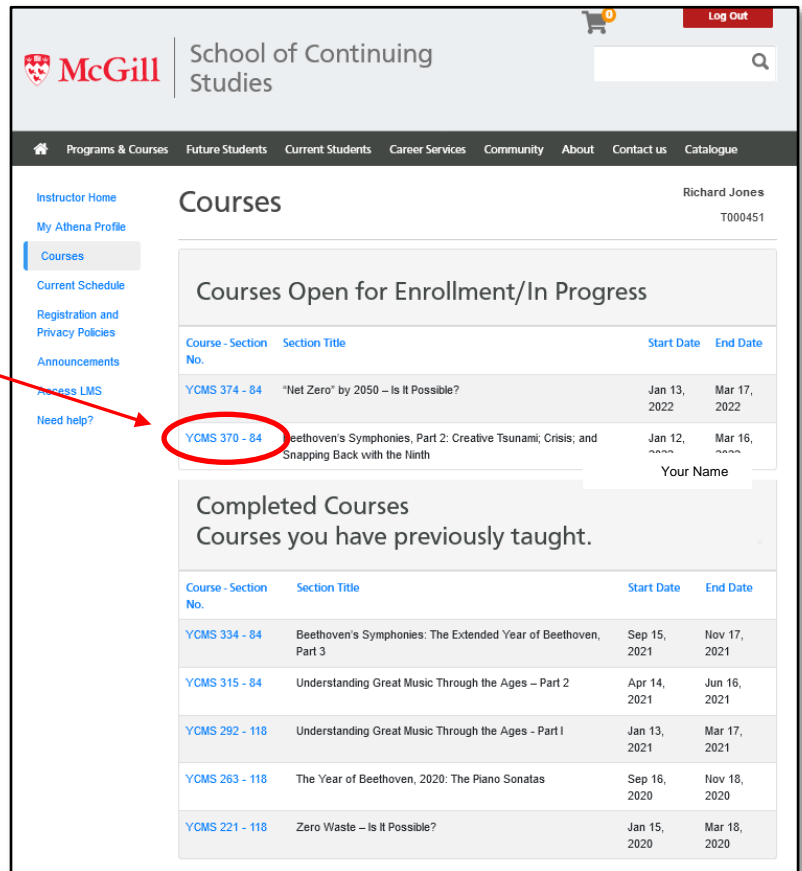
☑ Don't show this again

No   Yes

7. At the Instructor Portal, click on Courses

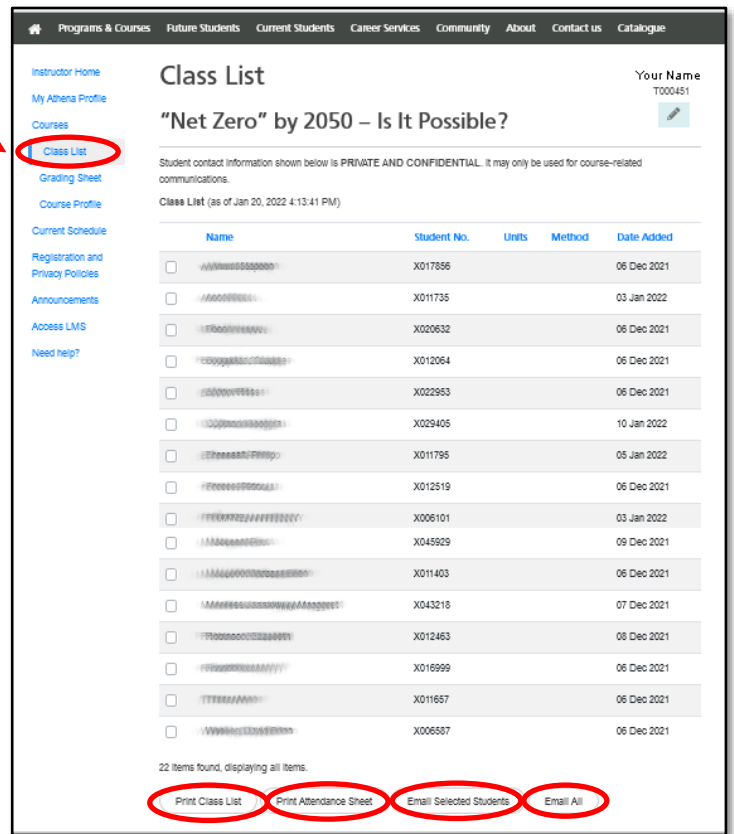8. Click on the Course - Section No. you want to access

9. Click on Class List to see who is currently registered. There may be a delay, be patient.

   Click on Name or Date Added to sort the list

10. Click at the bottom to:

    - Create a PDF class list

    - Create a PDF attendance sheet

    - Email selected students

    - Email all students

11. Click Email All to send the whole group an email

    - Replies will go to the email address entered in Reply To:

    - Click Browse to select a file to attach

    - Be sure to click Attach File after selecting each file

    - Type your message in the box or paste in copied text. Do not leave the page or you'll have to start over.

    - Click Send to transmit the email