MxCC Distance Learning Documentation

View Class Roster & Email to a Student/All Students

1. Logon to **my.commnet.edu.**

2. Login using your **NetID**.

NetID:Faculty/staff: BannerID@mxcc.commnet.edu
Example:
*00689764@**mxcc**.commnet.edu*

Password: The same password to log on to a campus computer at any of 12 community colleges.

Never logged on? Use the initial password!

First 3 letters of birth month (capitalize the first letter), &, and last four digits of your social security number.

For example, if you are born in April and the last four digits of your social security number are 4575, then your initial password is Apr&4575 (case sensitive).

After using the initial password, you must create new password. The new password MUST have 8 or more characters and satisfy 3 of the 4 rules as follows:

- Upper case
- Lower case

- Numbers
- Special characters

One example of a new password is Flower07 (case sensitive). Remember; do not use your name or birthday in the new password.

Click here for more information about NetID and password.

3. Click the **Faculty** Tab.
Click the **Faculty Self - Service System** link under **Faculty and Advisor Self-Service.**

4. Click **Middlesex Community College.**

5. Click on **Faculty Services.**

6. Click on either: **Summary Class List** or **Detail Class List.**

7. Select a desired term from the drop-down box and click **Submit**.

8. Select a desired course (CRN) from the drop-down box and click **Submit**

9. **Summary Class List** will provide you with a list of students with name, ID, and an Email icon, ✉ if a student has an email address entered in the system.

In the summary class list, click on a student name, you will see the student's phone number and mailing address.

Email to a student:

a. If you have an email application (e.g.MS Outlook) on your computer (college computer), clicking on the Email icon next to a student opens a new mail message window with the email address entered in To: box. Type your message and click on **Send**.

b. If you use an Internet email such as Yahoo, Gmail, or Hotmail, right-click on the email icon and select **Copy Shortcut.** Log on to your Internet email. In the new message window, right-click on the box where you enter the email address and select **Paste**. This copys and pastes the student's email address to your Internet email new message address box. You will then type your message and click on **Send**.

10. **E-mail to All Students**

a. At the bottom of the summary class list, you may click E-mail the **entire class**. This opens a new mail message window if you have an email program on your computer (college computer). The students' email addresses are entered in BCC: box. You will type a message and click on Send to send the message to students with email addresses entered in the system.

b. If you use an Internet email such as Yahoo, Gmail, or Hotmail, right-click on **Entire Class** link and select **Copy Shortcut.** Log on to your Internet email. In the new mail message window, right-click on the *BCC box that you enter the email addresses and select **Paste**. This copys and pastes the students' addresses to your Internet email new message BCC: box. You will then type your message and click on **Send**. It is important to paste all students addresses in BCC address box. This way, a student is not able to see the email addresses of other students in the class.
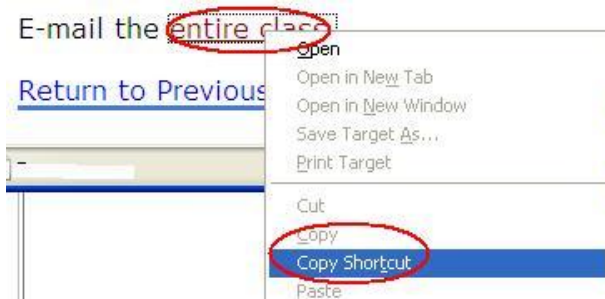
11. **Save a Class Roster**

At the bottom of **Summary Class List** page, click on **Printable Class Roster** link. You will see a list of students with name, ID, phone#, email icon.

At the bottom of the page, click on the **Spreadsheet** button. A dialog box will ask you either to open or save the file. Select **Save File** and click on **OK**. Locate a folder where you will save the roster file and click on **Save**.

The class roster will be saved as **.csv** format, which can be opened by **MS Excel.** The roster file provides student name, ID, phone number, mailing address, and email address.

The **Printable Class Roster** option can also be accessed after you click on **Faculty Services** link.
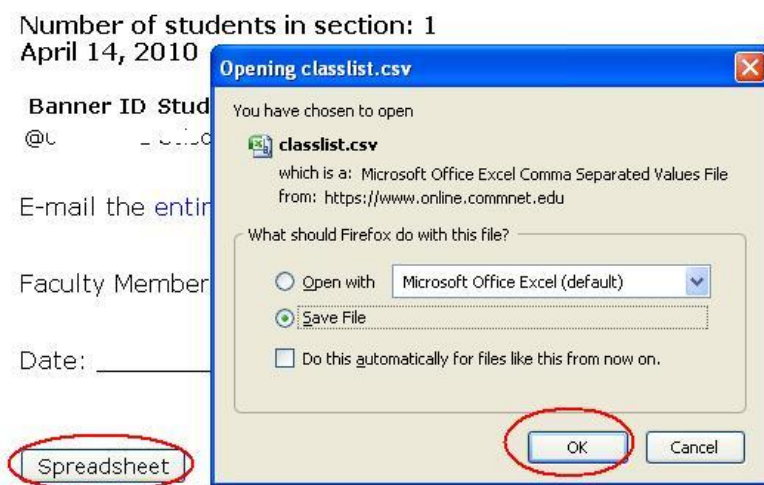
12. **Detail Class List** will provide you with a list of students with name, ID, an Email icon, major, program enrolled, credit earned, etc.

Click on the student name, you will see the student's phone number, mailing address, and email icon.

You may use the same way described above in **Summary Class List** to email to a student or email to all students.

At the bottom of **Detail Class List**, there are links to **Summary Class List**, **Faculty Detail Schedule**, etc.

Detail Class List

Record Number	Student Name	ID	Registration Status	Registration Number	
1		@	**Web Registered**	1	✉

Current Program
Associate in Science

Level:	MxCC Credit
Program:	ACCOUNTING
Admit Term:	Spring 2010
Admit Type:	New Admit 1st Time
Catalog Term:	Spring 2010
College:	Middlesex CC (7706)
Campus:	Main Student Body (CR & NonCR)
Major:	ACCOUNTING

Class: Freshman(0-29.999 cred earned)
Credits: 3.000

E-mail the entire class.

Return to Previous

[Term Selection | CRN Selection | Mid Term Grades | Final Grades | Faculty Detail Schedule | Summary Class List]