

# MxCC Distance Learning Documentation

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## View Class Roster & Email to a Student/All Students

1. Logon to [my.commmnet.edu](http://my.commmnet.edu).



2. Login using your **NetID**.

**NetID:** Faculty/staff: BannerID@mxcc.commmnet.edu

Example:

00689764@mxcc.commmnet.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

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- 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.

**myCommNet Login**

NetID: 80586958@mxcc.commnet.edu

Password: [Masked]

Example Student NetID: 12345678@student.commnet.edu  
Example Faculty/Staff NetID click here

**Login**

This resource is solely for use by authorized users. Authorized users must comply with CCC IT policies.

Forgot your NetID or your Password or Login FAQs

**myCommNet Status**

There are no announcements at this time.

**Welcome!**

myCommNet is a source of information for all students, faculty and staff of the Connecticut Community Colleges, and provides access to a broad array of personal, academic, and work-related services.

**Current Students**

- o register for courses
- o pay tuition, fees and check account balances
- o view grades
- o request an official transcript
- o check financial aid
- o access classes via Blackboard Vista
- o register to receive emergency text messages via myCommNet Alert
- o and more!

**Faculty and Staff**

**Support**

Need Help? This Support icon will lead you to information that may assist you in answering many of your questions.

**Other Public Resources**

- Apply for Admission
- Apply for Financial Aid
- Search for Courses
- Search for Programs/Majors
- Visit Our Colleges' Websites

3. Click the **Faculty** Tab.

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

**myCommNet**

Welcome You are currently logged in.

Change Password Content Layout

E-mail Support Blackboard Vista

Home **Faculty** Employee Library How to

April 14, 2

**Personal Announcements**

There are no announcements

**My Courses**

Blackboard Vista

Click here to access Blackboard Vista

Click here to access your course listing

View your course listings. To access your course select the Blackboard Vista link above or in the upper right hand corner.

Having trouble connecting?  
Browser Tune Up check  
Pop-ups, Toolbars, Anti-Virus settings check

Blackboard Vista will be unavailable from 3:00 AM -5:00 AM on Friday mornings for regular maintenance. You will not be able to access your courses during this timeframe.

**Faculty and Employee e-mail**

Connect to Faculty and Employee e-mail

Access your e-mail through Outlook Web Access (OWA). Here you will be able to gain full access to your Exchange mailbox via a web browser to read your e-mail, manage your calendar, schedule meetings, access your contacts, and more!

First time connecting to OWA? If so, please review the **First Time** users' help document.

All other help information regarding OWA can be found here

**Faculty & Staff Training Resources**

Access the IITT Course Cart Online Registration System

The IITT Course Cart provides faculty and staff of the Connecticut Community Colleges system with access to free, internally-provided training classes in a wide variety of topics and technologies.

Access information about Blackboard Vista training, documentation, tutorials and related resources.

Access information about DAS In-Service Training Program for State Employees.

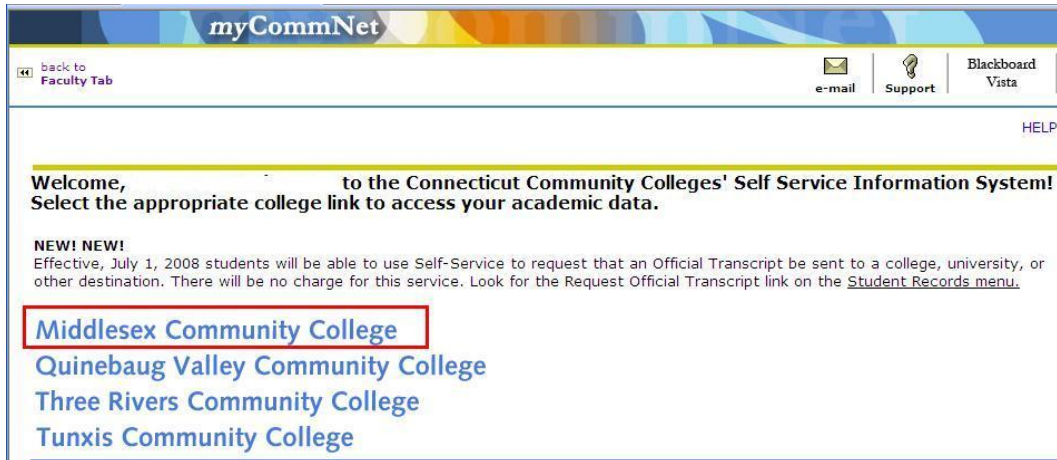
**Faculty and Advisor Self-Service**

Click here to access the Faculty Self-Service system

Access your active course assignments, advisee list, class roster, set office hours and submit midterm/final grades.

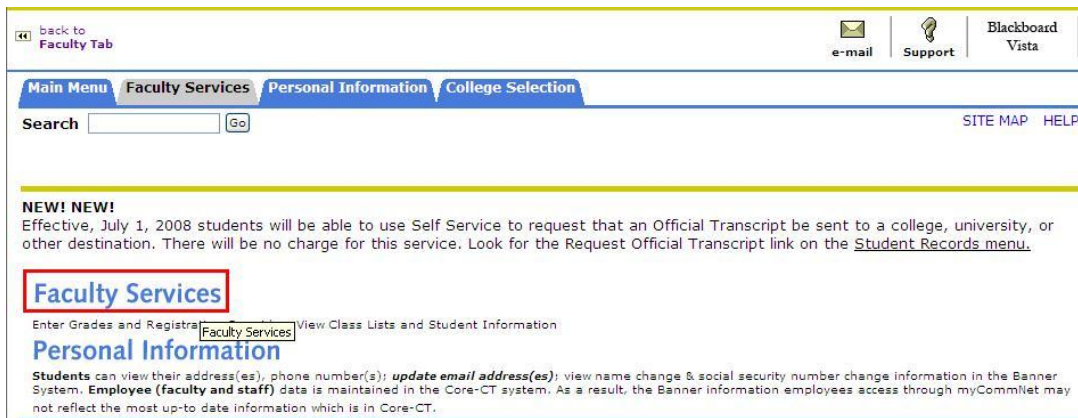
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## 4. Click **Middlesex Community College**.



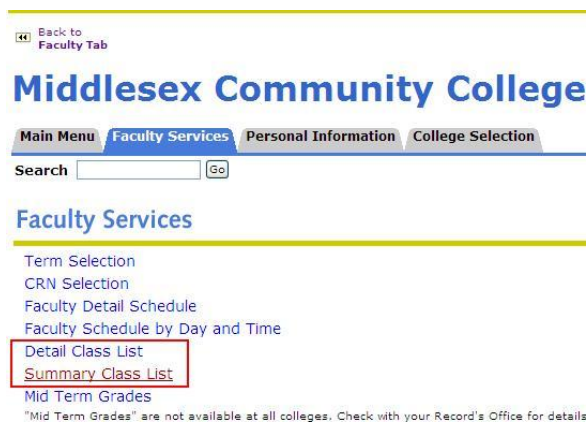
The screenshot shows the myCommNet homepage. At the top, there is a navigation bar with "myCommNet" logo, a "back to Faculty Tab" link, and icons for "e-mail", "Support", and "Blackboard Vista". A "HELP" link is also present. The main content area features a welcome message: "Welcome, [blank] to the Connecticut Community Colleges' Self Service Information System! Select the appropriate college link to access your academic data." Below this, a "NEW! NEW!" announcement states that effective July 1, 2008, students can request an Official Transcript for free. A list of colleges is provided, with "Middlesex Community College" highlighted by a red box. Other colleges listed are Quinebaug Valley Community College, Three Rivers Community College, and Tunxis Community College.

## 5. Click on **Faculty Services**.



The screenshot shows the Faculty Services page. The navigation bar includes "Main Menu", "Faculty Services", "Personal Information", and "College Selection". A search bar is located below the navigation. The main content area features a "NEW! NEW!" announcement about transcript requests. Below the announcement, "Faculty Services" is highlighted with a red box. Underneath, there are links for "Enter Grades and Registrar Faculty Services" and "View Class Lists and Student Information". The "Personal Information" section is also visible, with a note that student and employee data is maintained in the Core-CT system.

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



The screenshot shows the Faculty Services page for Middlesex Community College. The navigation bar includes "Main Menu", "Faculty Services", "Personal Information", and "College Selection". A search bar is present. The "Faculty Services" section is highlighted with a red box. Below it, a list of links is provided: "Term Selection", "CRN Selection", "Faculty Detail Schedule", "Faculty Schedule by Day and Time", "Detail Class List", "Summary Class List" (highlighted with a red box), and "Mid Term Grades". A note at the bottom states: "Mid Term Grades" are not available at all colleges. Check with your Record's Office for details.

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

Back to Faculty Tab

## Middlesex Community College

Main Menu Faculty Services Personal Information College Selection

Search  Go

### Select Term

Select the Term for processing then press the Submit Term button.

Select a Term: Fall 2010

Submit

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

Back to Faculty Tab

## Middlesex Community College

Main Menu Faculty Services Personal Information College Selection

Search  Go


### Select CRN

Please enter the CRN you wish to access, or select a different term from the menu.

CRN: General Psychology I - 3287

Submit

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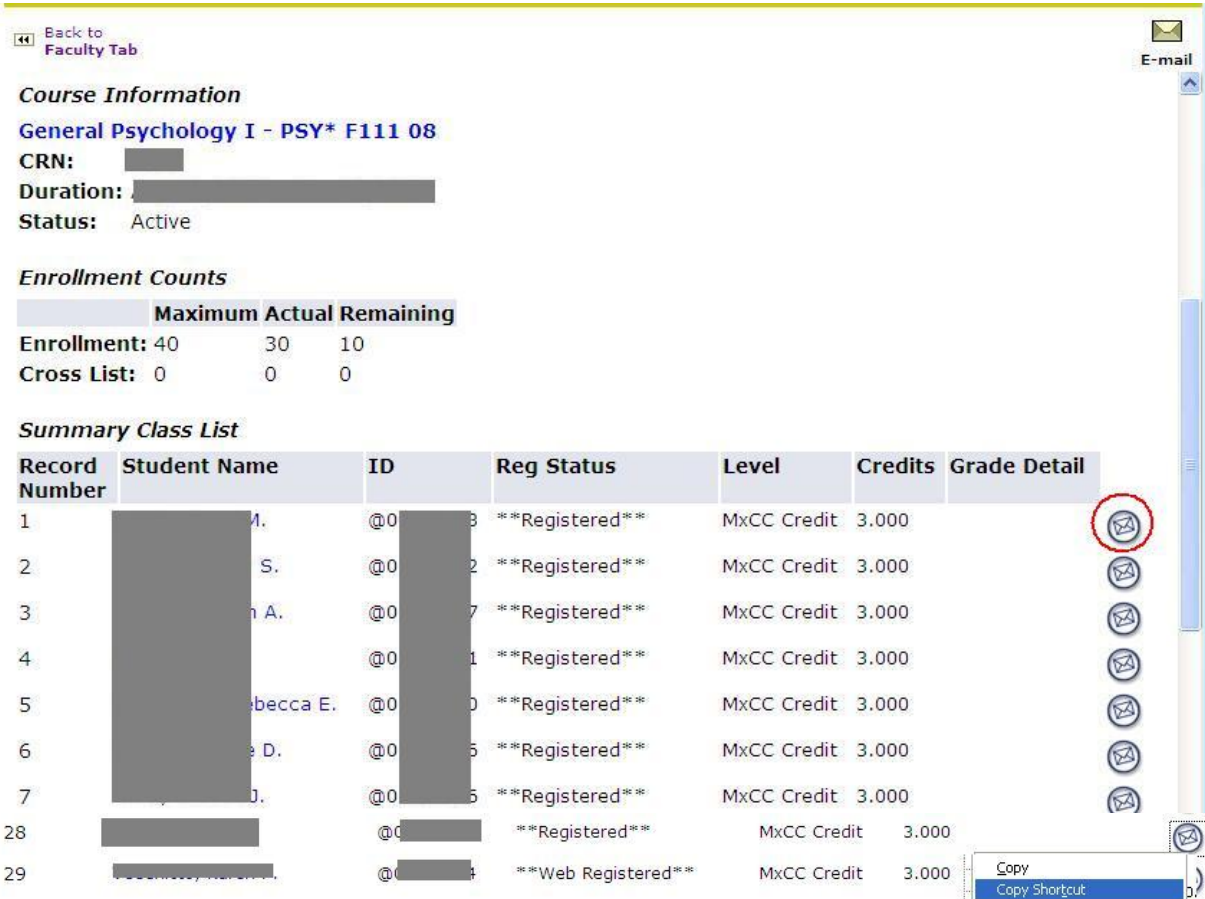
9. **Summary Class List** will provide you with a list of students with name, ID, and an Email icon,  if a student has an email address entered in the system.

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 copies 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**.



The screenshot shows a web interface with the following sections:

- Course Information:** General Psychology I - PSY\* F111 08, CRN: [redacted], Duration: [redacted], Status: Active.
- Enrollment Counts:**

	Maximum	Actual	Remaining
Enrollment:	40	30	10
Cross List:	0	0	0
- Summary Class List:**

Record Number	Student Name	ID	Reg Status	Level	Credits	Grade Detail
1	[redacted] M.	@0 [redacted]	**Registered**	MxCC Credit	3.000	
2	[redacted] S.	@0 [redacted]	**Registered**	MxCC Credit	3.000	
3	[redacted] A.	@0 [redacted]	**Registered**	MxCC Credit	3.000	
4	[redacted]	@0 [redacted]	**Registered**	MxCC Credit	3.000	
5	[redacted] becca E.	@0 [redacted]	**Registered**	MxCC Credit	3.000	
6	[redacted] D.	@0 [redacted]	**Registered**	MxCC Credit	3.000	
7	[redacted] J.	@0 [redacted]	**Registered**	MxCC Credit	3.000	
28	[redacted]	@0 [redacted]	**Registered**	MxCC Credit	3.000	
29	[redacted]	@0 [redacted]	**Web Registered**	MxCC Credit	3.000	

A context menu is open over the email icon for record 29, showing options: Copy and Copy Shortcut.

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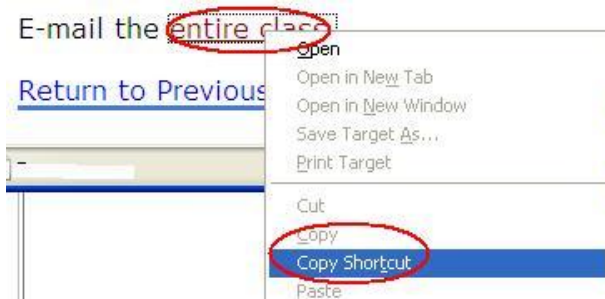
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## 10. E-mail to All Students

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 copies 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.



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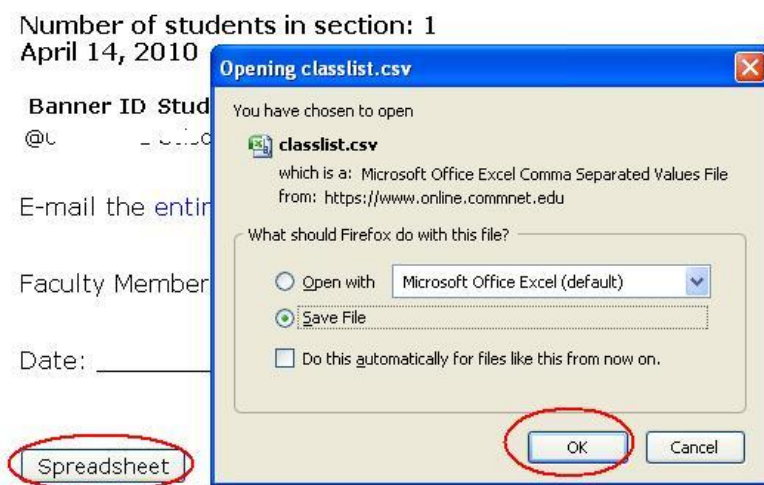
## 11. Save a Class Roster

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.



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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	[REDACTED]	@ [REDACTED]	**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](#)

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