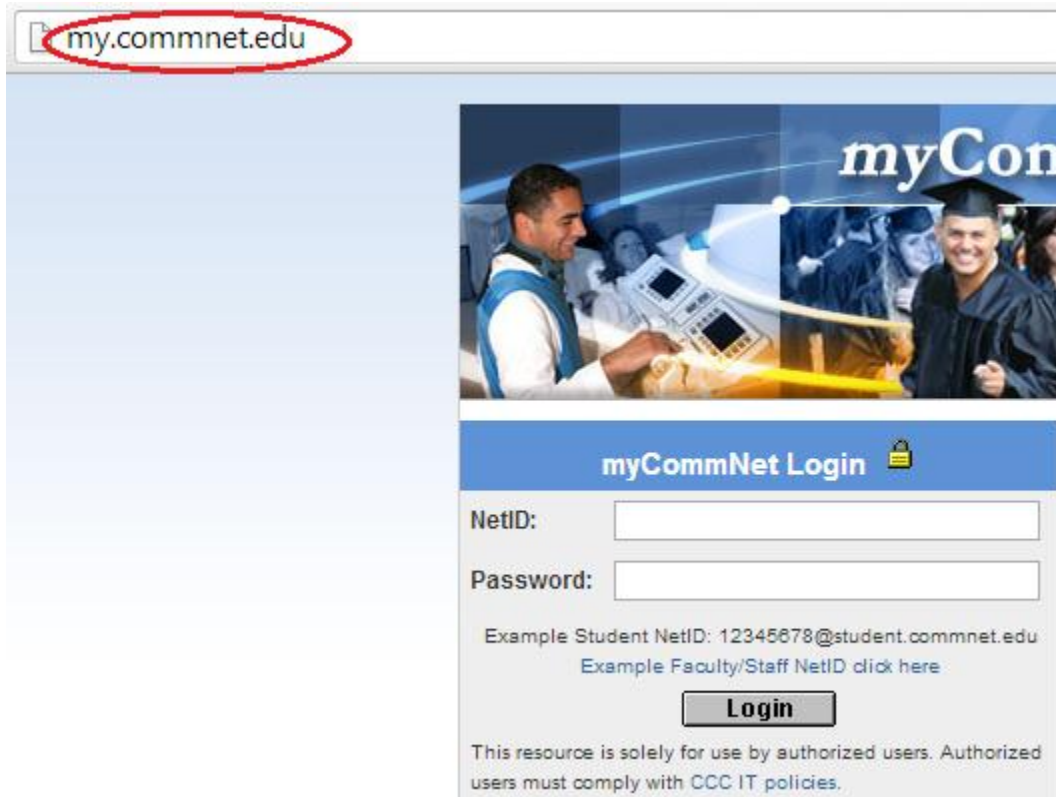


# MxCC Distance Learning Documentation

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## Faculty Self Service: Enter Final Grades

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

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- Upper case
- Lower case
- Numbers
- Special characters

One example of a new password is "Flower14" (case sensitive). Remember; do not use your name or birthday in the new password.

[Click here](#) for more information about NetID and password.

The image shows the myCommNet login interface. At the top is a banner with the text "myCommNet" and a collage of photos showing students and faculty. Below the banner is the "myCommNet Login" section, which includes a red-bordered box containing the NetID and Password input fields. The NetID field is pre-filled with "00695843@mxcc.commnet.edu". Below the input fields are example NetIDs for students and faculty, a "Login" button, and a disclaimer. To the right of the login section is a "Welcome!" message and a list of services for current students.

**myCommNet Login**

NetID:

Password:

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 **New**  
or  
Login FAQs

**Welcome!**

myCommNet is a source of information for Connecticut Community Colleges, and pro academic, and work-related services.

**Current Students**

- ♦ register for courses
- ♦ pay tuition, fees and check acco balances
- ♦ view grades
- ♦ view concise student schedule
- ♦ request an official transcript
- ♦ check financial aid
- ♦ access classes via Blackboard

3. Click on the **Banner Self-Service** icon at upper right corner of the screen. Or click on the **Faculty Self - Service System** link under **Faculty and Advisor Self-Service** channel.

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myCommNet

Change Password  
Content Layout  
Portal Admin

Welcome Yi Guan-Raczowski  
You are currently logged in.

Banner Self-Service | Blackboard | E-mail | Support | Logout

Home | Student | myAccount | Faculty | Employee | Library | How to | More...

November 13, 2013

**Blackboard**  
Click here to access Blackboard Learn  
Blackboard Learn maintenance window is from 6:00 AM to 10:00 AM Sunday mornings. During this time, Blackboard Learn may not be available.

**Faculty and Advisor Self-Service**  
Click here to access the Faculty Self-Service system  
Access your active course assignments, advice list, class roster, set office hours and submit midterm/final grades.

4. Click on **Middlesex Community College**.

## Connecticut Community Co

HELP

Welcome, Yi Guan-Raczowski, to the Connecticut Comm appropriate college link to access your academic data.

### Concise Student Schedule

To find your complete semester schedule, go to the **Registration & Pay**

**Middlesex Community College**

Quinebaug Valley Com Middlesex Community College

Three Rivers Community College

Tunxis Community College

5. Click on **Faculty Services**.

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STUDENTS - Select this link to evaluate your courses (FALL and SPRING terms only).

## Account Summary

View your account detail by term, account summary, payment history and information related to your T1098.

## Faculty Services

Use this link to access your Faculty Services, Evaluation Data, Enter Grades and Registration Overrides, View Class Lists :

## Financial Aid

Review the status of your application; Accept/Decline and review your Financial Aid awards; Review and process

6. To enter final grades, click on “**Final Grades.**”

## Faculty Services

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[Term Selection](#)

[CRN Selection](#)

[Faculty Detail Schedule](#)

Use this link to access your Course Evaluation Data.

[Faculty Schedule by Day and Time](#)

[Detail Class List](#)

[Summary Class List](#)

[Mid Term Grades](#)

"Mid Term Grades" are not available at all colleges. C

[Final Grades](#)

[Printable Class Roster](#)

[Registration Overrides](#)

[List Advisees](#)

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

## Select Term

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

Select a Term:

Summer 2014 ▼


Submit

## MxCC Distance Learning Documentation

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

Search  Go


### Select CRN

 Please enter the CRN you wish to access, or select a different

CRN:

Submit

9. Enter grades, choosing a grade next to a student. Click **Submit** when done. When there are more than 25 students, you will need to go to the next page to enter grade.



[back to Faculty Tab](#)

should be referred to the Registrar's Office.  
- Click on a student's name to view the student's address(es) and phone(s).

#### Course Information

CRN:	1365
Students Registered:	25
Students Ungraded:	25

The changes you made were saved successfully.

Record Sets: 1 - 25 **26 - 27** ← Go to next page for more than 25 students.

#### Final Grades

Record Number	Student Name	ID	Credits	Registration	Status	Grade	Rolls	Last Attend Date	Attend Hours	Registrar
								MM/DD/YYYY	0-999.99	
26				**Web Registered*		<input type="text" value="A"/>	N	None	None	17
				Jan 14, 2008						
27				**Registered**		<input type="text" value="C-"/>	N	None	None	33
				Jan 24, 2008						

Record Sets: 1 - 25 26 - 27

# MxCC Distance Learning Documentation

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## IMPORTANT NOTES

### **30-minute Time Limit**

You will be logged out after 30 minutes of inactivity and will lose grades so please be prepared to enter all grades in a timely manner.

### **Submit Key**

Final grades are immediately recorded when you press the **SUBMIT** key. Failure to press the **SUBMIT** key will cause all grades to be lost.

### **More Than 25 Students**

If you have more than 25 students in your class, click the link at the top or bottom of the screen indicating #26 through the last student. This will bring you to the second page. You must submit each page individually.

### **Students with “W” (Withdrawal)**

If a student has followed the official withdrawal procedures, a notation of “W” will appear “grayed out”. The “W” cannot be over-written.

### **Grade Changes**

Prior to the grade due time, you are able to correct grades with the above method. But after the grade due time, you cannot change a student grade in Faculty Self-Service.

### **Grade Changes After Grade Due Time**

For grade change after the due time, you need to obtain grade change form in Records Office, fill out and submit it to Records Office.

### **Incompletes**

If you grant an Incomplete grade to a student, you need to fill out an Incomplete form and submit the form to office of Dean of Learning and Students Development (860-343-5866).