Faculty Technology Resources

Distance Learning
Founders 131/131A
mxccdistance@mxcc.commnet.edu
http://mxcc.edu/distance
(860)343-5756

Faculty Technology Resources
http://mxcc.edu/ftr
Faculty Technology Resources

• Networked computers at MxCC.
• MxCC e-mail: check e-mail any time, anywhere
• myCommNet: anytime, anywhere
  • Student/Faculty Self-Service System:
    – Course schedule, class rosters, students’ information, grades, etc.
  • College E-mail
  • Learning Management System: Blackboard
    – Communicate with students, put class files online, collect assignments, gradebook, etc.
• Library database
Log on to computers at MxCC and other Connecticut community colleges.
Log on to myCommNet: Faculty-Self Service, Blackboard, College Email, and Library Databases
Use MxCC e-mail: check e-mail any time, anywhere.
NetID - Log on to a Campus Computer

• **Enter NetID (Username)**
  – BannerID@mxcc.commnet.edu
  – Example, John Brown’s Banner ID is @00687968, then his NetID is 00687968@mxcc.commnet.edu
  – Look up your NetID at [https://www.commnet.edu/netid/lookupnetid.asp](https://www.commnet.edu/netid/lookupnetid.asp)

• **Enter Password**
  – **Initial Password** (if you never log on to MyCommNet, a campus computer, or college email.)
    • 1st three letters of birth month with first letter capitalized
    • Ampersand character: &
    • Last 4 digits of SS#
    • Example:
      – John Brown was born April of 1968 and SS# is 045-84-9583.
      – His initial password is Apr&9583
  – **Change password:**
    • When you log on the first time, you will be prompted to change to a new password.
      – At least 8 characters in length
      – At least 3 of the 4 following criteria: 1. Upper case letters, 2. lower case letters, 3. numbers, or 4. special characters.

**Having trouble logging on?**
Contact IT service in Wheaton Hall or call (860) 343-5711.
MyCommNet

- myCommnet is a single entry point to access Blackboard courses, Faculty Self-Service, Library Databases, and college e-mail.
About MyCommNet

- **my.commnet.edu**
- **Public** Resources
  - Course schedule
  - Registered seats
  - Time & Location
  - Textbook Information
  - Others
- **Secured** Resources
  - Blackboard courses
  - Faculty Self-Service
    - Rosters
    - Student information
    - Send e-mail to all
    - Enter final grades
    - On-ground course evaluation
    - Others
  - Library Databases
  - College Email
Public Resources in myCommNet

- my.commnet.edu
  - Click Search for Courses under Other Public Resources (Middle-Right).

  - Select Term: Fall Term 2014.
  - Select a college: Middlesex C C.
  - Check Course Level: Credit.
  - Select Instruction Type All.
  - Keep the rest as default
  - Click Get Courses button.
  - Course information will be displayed.

  Search Result
  - Course schedule, location, textbook, registered seats, remaining seats, etc.
# Course Search Result

<table>
<thead>
<tr>
<th>Course</th>
<th>Textbook</th>
<th>Cred Title</th>
<th>Inst Method</th>
<th>Day(s)</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>3.00 Basic Accounting</td>
<td>TRAD</td>
<td>TR</td>
<td>11:00 am-12:20 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.00 Basic Accounting</td>
<td>TRAD</td>
<td>TR</td>
<td>05:30 pm-08:20 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4.00 Intermediate Accounting</td>
<td>TRAD</td>
<td>TR</td>
<td>09:00 am-10:50 am</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.00 Intermediate Accounting</td>
<td>TRAD</td>
<td>TR, MW</td>
<td>07:00 pm-08:50 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4.00 Financial Accounting</td>
<td>ONLINE</td>
<td>MW</td>
<td>07:00 pm-09:45 pm</td>
</tr>
</tbody>
</table>

---

**Course Information**

<table>
<thead>
<tr>
<th>Act Rem</th>
<th>Instructor</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Nancy L. Kelly</td>
<td>08/29-12/17</td>
<td>FWHEAT 308</td>
</tr>
<tr>
<td>4</td>
<td>Nancy L. Kelly</td>
<td>08/29-12/17</td>
<td>FMERID</td>
</tr>
<tr>
<td>19</td>
<td>Nancy L. Kelly</td>
<td>08/29-12/17</td>
<td>FWHEAT 308</td>
</tr>
<tr>
<td>11</td>
<td>Michael Rotondo</td>
<td>08/29-12/17</td>
<td>FWHEAT 308</td>
</tr>
<tr>
<td>8</td>
<td>Nancy L. Kelly</td>
<td>08/29-12/17</td>
<td>F OL 632</td>
</tr>
<tr>
<td>13</td>
<td>Elizabeth C. Bailey</td>
<td>08/29-12/17</td>
<td>FWHEAT 308</td>
</tr>
</tbody>
</table>
Logon to MyCommNet

• Go to my.commnet.edu and enter your NetID and password.
  – NetID: BannerID@mxcc.commnet.edu
    • Example of NetID: 09109109@mxcc.commnet.edu
  – Password: 8-digit NetID password
• Use the same password to access campus computers and remote e-mail (www.mail.commnet.edu).
• If you have never logged on to a campus computer or accessed your college email at www.mail.commnet.edu, then use your initial password.
  – Initial Password:
    • 1st three letters of birth month with first letter capitalized
    • Ampersand character: &
    • Last 4 digits of SS#
    • Example:
    – John Brown was born April of 1968 and SS# is 045-84-9583.
    – His initial password is Apr&9583
  – Change password:
    • When you log on the first time, you will be prompted to change to a new password.
    – At least 8 characters in length
    – At least 3 of the 4 following criteria:1. Upper case letters, 2. lower case letters, 3. numbers, or 4. special characters.

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Navigating myCommNet

Simply click different tabs and icons to access the subsequent pages.
Faculty Self-Service in myCommNet

- Log into my.commnet.edu
- Click on **Banner Self-Service** icon at upper right.
- Click **Middlesex Community College**.
- Click **Faculty Services**.
- You see a list of services and the commonly used services are:
  - Faculty Detail Schedule: textbook, on-ground course evaluation
  - Summary Class List
  - Printable Class Roster
  - Final Grades: Active in the end of a semester.
  - Registration Overrides
  - List Advisees
  - Student Menu
- If you click a menu item listed on this page, you may be asked to select a Term and CRN first.
  - Click Summary Class List
Select a Term and CRN

• Select a term/semester
  – Click Term Selection.
  – Select a term (Fall 2014).
  – Click Submit.

Select a class/CRN

  – Click Select CRN.
  – Select a course.
  – Click Submit.
Click **Summary Class List.** Drag the scroll bar down to see a list of your students.

You may click a student name to view his/her address/phone#.

The icon  indicates that the student has entered an external e-mail address in Faculty Self-service.

At the bottom of the page, click on **Entire Class** on E-mail the **Entire Class.**

- If you use a campus computer with MS Outlook, a new message window opens in MS Outlook with all email addresses entered in **BCC:** box. You can send an e-mail to students.
- If you log on to your college email via Internet, you may right-click on **Entire Class** link and select **Copy Email Addresses.** Then you paste the email addresses to **BCC:** box in **New Message** window.

From the **Faculty Services** page, click **Enter** link under Midterm or Final exam, a worksheet may be available for you to enter grades.

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**Summary Class List**

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Reg Status</th>
<th>Level</th>
<th>Credits</th>
<th>Grade Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Capeles R.</td>
<td>00847</td>
<td><strong>Web Registered</strong></td>
<td>MxCC Credit 3.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Hernandez M.</td>
<td>066508</td>
<td><strong>Web Registered</strong></td>
<td>MxCC Credit 3.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Lauro A. S.</td>
<td>0846</td>
<td><strong>Web Registered</strong></td>
<td>MxCC Credit 3.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Silvestri M.</td>
<td>018094</td>
<td><strong>Registered</strong></td>
<td>MxCC Credit 3.000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E-mail the entire class
Summary Class List - Student Information

- Once you click a student’s name on the Summary Class List, you will see each student’s address and phone #.
- You may click the **Student Information** link at the bottom of the window to see more information about the student.

| Student Information | Student E-mail Address | Class List | Mid-Term Grades | Final Grades | Registration Overrides | Term Selection |

- At the top, there is a menu for you to go back to personal information, student services, financial aid, or Faculty Services page.
Faculty Detail Schedule – Course Evaluation

• About **a month** prior to the final grade is due, the link to course evaluation for all credit courses are active to students in MyCommNet. The link be inactive the day before the grade is due.

• When the **Course Evaluation** link is available, in **Faculty Detail Schedule**, you will see a **Course Evaluation Report** link in your course. The report page will show the number of students who have taken the course evaluation.

• A few weeks after the end of a semester, faculty is able to view In Course Evaluation Reporting page, click on the number in Evaluations Taken. You will see ratings and comments.

**Course Evaluation Reporting**

<table>
<thead>
<tr>
<th>Course</th>
<th>Term</th>
<th>Department</th>
<th>Division</th>
<th>Professor</th>
<th>Evaluations Taken</th>
<th>Total Enrollment</th>
<th>% Complete</th>
<th>Reporting Disabled</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Middlesex – Spring 2013</strong></td>
<td></td>
<td></td>
<td>701027</td>
<td>25</td>
<td>34</td>
<td>73.5</td>
<td></td>
</tr>
</tbody>
</table>

Click on the Professor name to see all Courses for that particular Professor.
Click on the number under “Evaluations Taken” to see detail information for that particular Course.
Personal Information

• Click the **Personal Information** tab.
  – Change Security Questions
  – View Address and Phone
  – View E-mail Address
  – Update E-mail Address: this is where you enter your personal email for students to contact you.
  – View Emergency Contacts
  – Others
Returning to myCommNet Home

Click back to Faculty Tab to return to myCommNet.

Faculty Services

- 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. Check with your Record's Office for details.
- Final Grades
- Printable Class Roster
- Registration Overrides
- List Advisees
- Student Menu
  Display student information. View a student's schedule or academic transcript. Process registration overrides.

Connect to Common Course Numbering Information

"Click" here for information about Connecticut Community College Common Course Numbering.
Access E-mail in MyCommNet

- Once you are logged on to myCommNet, click on the Email icon at upper right corner, it will lead you to your email page with Outlook Web Access.
- The direct access to your college email via Internet is http://www.mail.commnet.edu.
Another Way to Access E-mail

- You may also access your college email directly at www.mail.commnet.edu without going through MyCommNet.
- Your e-mail address is your “first initial and last name”@mxcc.commnet.edu.
  - Example: John Brown, jbrown@mxcc.commnet.edu
- To log on, you need to use your NetID and its password. They are the same NetID and password you use to logon to myCommNet and a campus computer.
- Open a web browser such as Internet Explorer.
- Type: www.mail.commnet.edu into the address box.
  - Type your NetID in NetID box.
  - Type the password in Password box.
  - Click the Log On button.
E-Mail Direct Access on Internet—
www.mail.commnet.edu.

Enter your **NetID** and **Password** and click on “Logon”.

This Connecticut Community College (CCC) Information Technology (IT) resource is solely for use by authorized users. Authorized users must comply with the current version of all applicable IT policies. CCC IT policies, along with the latest revision can be found at: [http://www.commnet.edu/it/policy](http://www.commnet.edu/it/policy)
Outlook Web Access Window

- List of e-mail in Inbox.
- Folders: Deleted Items, Drafts, Send Items, etc.
Read, Reply, Forward, and Attachments

- Double-click the Subject of a message. The message window opens.
  - To reply to a message, click the **Reply** button. Type the message and click **Send**.
  - To forward the message, click **Forward**, type the e-mail address to which the message is forwarded. Type the message and click **Send**.

- If there is an attachment (Delete any attachment with “name.exe”), double-click the attachment icon.
  - To read the attached file, select **Open** to open the attached file.
  - To save the attached file, select **Save Target As**… Select a folder where you want to save. Click **Save** button.
Compose and Send a Message

• Click the “New” icon.
• Type the e-mail address, subject, and message. Click Send button. Use “;” between addresses.

Hi, Jenny, this is a friendly reminder that we will meet in my office at 3pm October 1st. See you then, Yi
Search for an Address

- You may search for an e-mail address if the person has an account with any of the 12 CT Community Colleges.
- In the message window, click **To**… button.
- Type the last name and hit Enter key, you will see a list of people with the same last name displayed.
- Double-click on the person you would like to send an email to.
- Click OK (bottom - right).
Send a File as Attachment

- If you want to send a file attached to your message, before clicking the **Send** button, click **Attach File** icon.
- Locate the directory where you saved the file. Double-click on the file you want to send.
- The file is then attached to the email message. You may click on the X next to the file name to remove it.
- Click **Send** button after typing the message.
Delete E-mail

- In the **Inbox** Window, select the message you want to delete. Click **Delete** button.
- The deleted messages are stored in **Deleted Items** folder.
- To permanently delete the messages, right-click on **Deleted Items** folder.
  - Click on **Empty Deleted Items** icon.
Changing Your Password

• Click **Options** (upper-right). Choose “Change Your Password”.
• Click **Change Password** button.
  – Type the old password and new password twice.
  – Click “**Save**”.

![Password Change Interface](image.png)
Accessing Blackboard

• You must first log on to my.commnet.edu using your NetID and password.

• Click the Blackboard icon at upper right corner.
My Institution

- List of courses:
  - A Blackboard orientation course for training handouts and useful files and plug-ins.
  - Courses you teach or enrolled as a student at any of 12 CT community colleges.
- Help and Tutorials
  - Help desk and tutorials for faculty and students.
- Blackboard Learn maintenance alerts
- Tools: My Grades and Personal Information
- My Announcements
CRN and Term Code

- **Example of a course:** ACC-F115-3008.114106-Financial Accounting
  - 1008 is the **Course Reference Number (CRN).** A course is assigned to a unique CRN in a semester.
  - 114106 is the **Term Code for Spring 2014** courses.

### Change over semester

<table>
<thead>
<tr>
<th>Century</th>
<th>Last 2-digit of a year</th>
<th>Semester</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>21\textsuperscript{st} century = 1</td>
<td>Year of 2014 = 14</td>
<td>Spring = 1</td>
<td>MXCC=&quot;06&quot;</td>
</tr>
<tr>
<td></td>
<td>Year of 2015 = 15</td>
<td>Summer = 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Year of 2016 = 16</td>
<td>Fall = 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Winter = 4</td>
<td></td>
</tr>
</tbody>
</table>

| 1 | 1 | 4 | 1 | 0 | 6 |

**Examples of Semester Codes**

- **Winter 2013** → 113406
- **Spring 2014** → 114106
- **Summer 2014** → 114206
- **Fall 2014** → 114306
Hide/Show Course Titles in “My Institution”

• You may hide courses listed in “My Institution” page.
• Click icon.

• Hide Courses
  – Uncheck the courses you would like to hide. Click on Submit.
• Show Courses
  – Check the courses you would like to Show. Click on Submit.
Learning - Faculty Technology Resources

• Online Instruction
  – Go to www.mxcc.edu. Click on Faculty & Staff link.
    Click on Faculty Technology Resources link.
  – www.mxcc.edu/Content/FTechResources.asp

• Group training
  – Training schedules are posted at
    www.mxcc.edu/Content/Educational_Technology_Training.asp

• Contact Faculty Technology Mentors in your department for one-on-one assistance.
Faculty - Technical Problems

• IT Help Desk

• Wheaton Hall, 2nd floor, Middletown Campus
  – (860) 343-5711
  – mx-it@mxcc.commnet.edu
    • Unable to log on to a campus computer.
    • Unable to log on to e-mail at www.mail.commnet.edu.
    • Unable to log on to myCommNet at http://my.commnet.edu
    • Unable to access Faculty Self-service in MyCommNet.