

# 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/fttr>

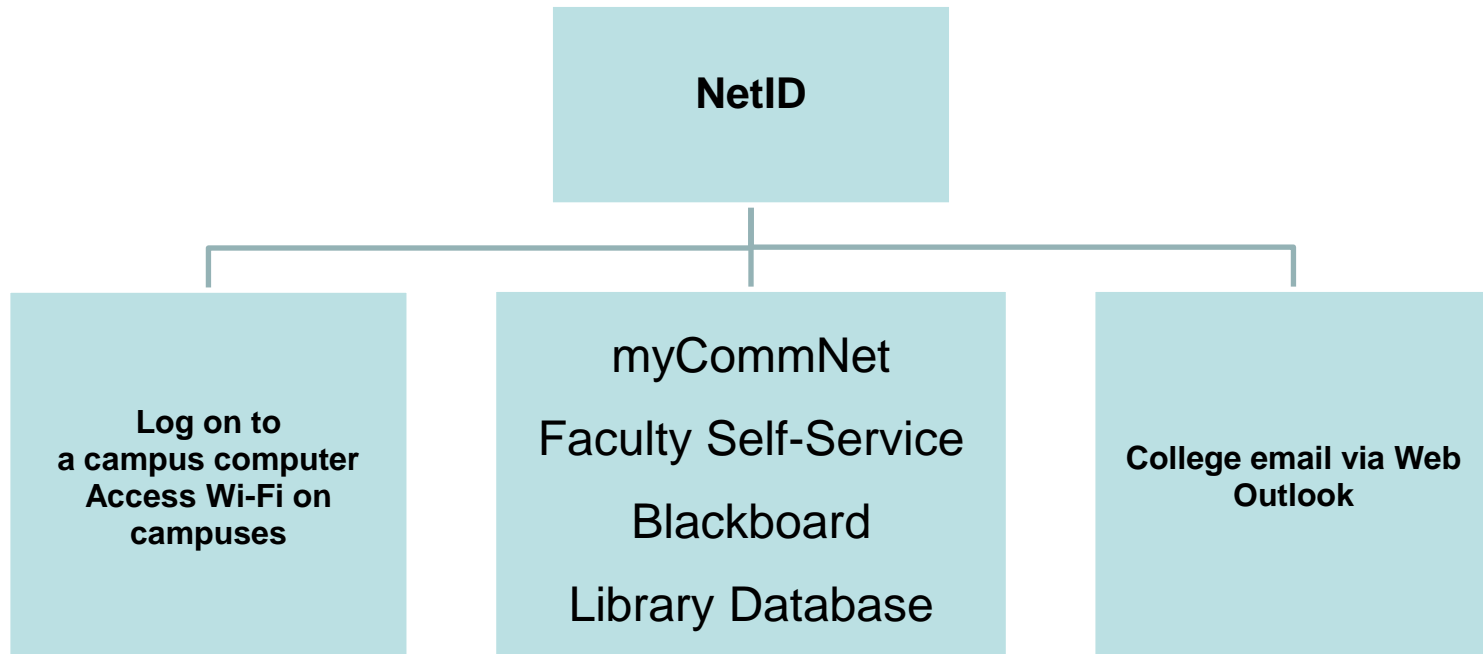
# Faculty Technology Resources

- **Networked computers and Wi-Fi on MxCC campuses.**
- **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**

# NetID

## **NetID:**

- Log on to computers and use Wi-Fi 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

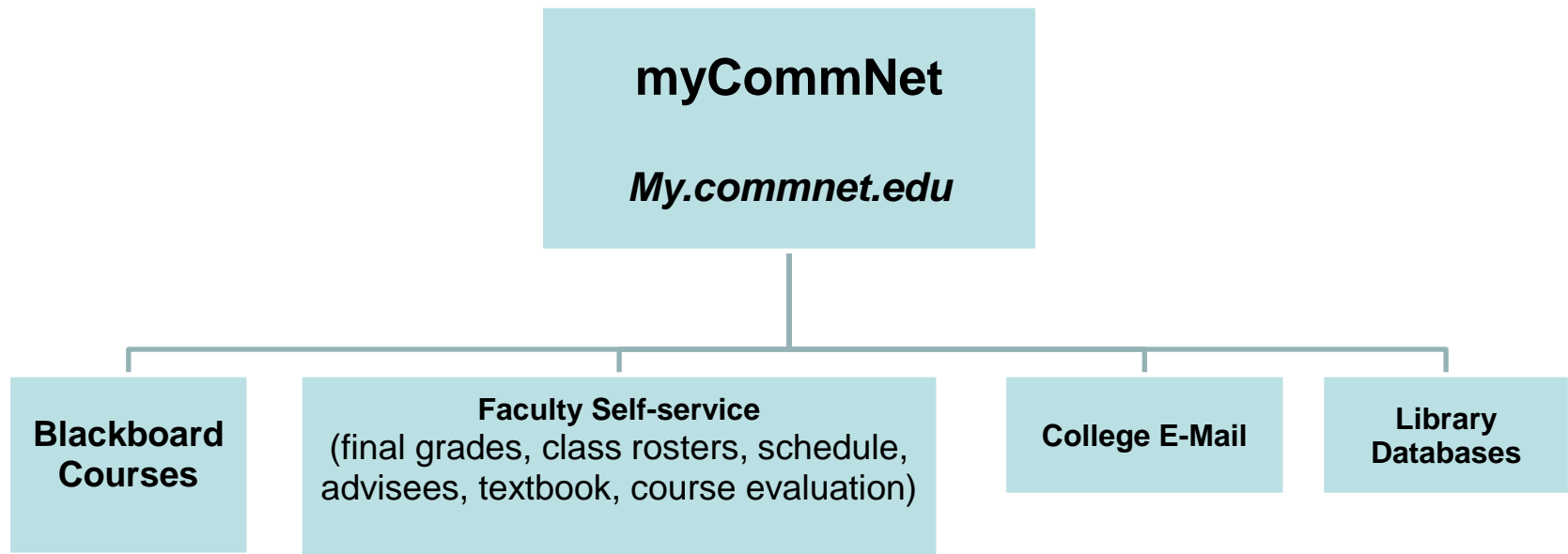
- **Enter NetID (Username)**
  - **BannerID@mxcc.commnet.edu**
  - Example, John Brown's Banner ID is @00687968, then his NetID is [00687968@mxcc.commnet.edu](mailto:00687968@mxcc.commnet.edu)
  - Look up your NetID at <https://www.commnet.edu/netid/lookupnetid.asp>
- **Enter Password**
  - **Initial Password** (if you never log on to MyCommNet, a campus computer, or college email.)
    - 1<sup>st</sup> 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.commnnet.edu](http://my.commnnet.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

CONNECTICUT COMMUNITY COLLEGES

# myCommNet

Log In to myCommNet  
to access Banner, Blackboard & Email

NetID See faculty/staff NetID format

12345678@student.commnnet.edu

Password

[Forgot your password?](#) **LOG IN**

### Other Resources

- myCommNet portal videos
- Search for Course Offerings
- Search for Programs/Majors
- Apply for Admission
- Apply for Financial Aid
- Sign Up for myCommNet Alert

# Public Resources in myCommNet

- my.commnnet.edu
  - Click **Search for Course Offerings** under **Other Public Resources** (Middle-Right).
  - Select Term: **Fall Term 2015**.
  - Select a college: **Middlesex CC**.
  - 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.

The screenshot shows a search form for course offerings. The form includes the following fields and options:

- Term:** A dropdown menu set to "Fall Term 2015".
- College:** A dropdown menu set to "Middlesex CC".
- (O)pen (C)losed:** Radio buttons for "Open", "Closed", and "Both". "Both" is selected.
- Course Level:** Radio buttons for "Credit", "Non\_Credit", and "Both". "Credit" is selected.
- Instruction Type:** A dropdown menu with "All" selected. The list of options includes: CLIN - Clinical, COOP - Cooperative Learning, HYBR - Online and Classroom, INDE - Independent Study, INTN - Internship, OLCR - Online with Campus Requirement, ONLN - Fully Online, and TRAD - Classroom.
- by Start Time:** Fields for "Hour" (00), "Minute" (00), and "am/pm" (am).
- by End Time:** Fields for "Hour" (00), "Minute" (00), and "am/pm" (am).
- by Days:** Radio buttons for "Mon", "Tues", "Wed", "Thur", "Fri", "Sat", and "Sun".
- Buttons:** "Get Courses" and "Reset".

Red boxes highlight the Term, College, Instruction Type dropdown, and the Get Courses button. A red line points from the "Course information will be displayed" step in the list to the "Get Courses" button.

# Course Search Result

## Accounting

Sts	CRN	Subj	Crse	Sec	Textbook	Cred	Title	Inst	Day(s)	Time
A	3001	ACC*	F100	01	<a href="#">textbook info</a>	3.00	Basic Accounting	TRAD	TR	11:00 am-12:20 pm
A	3338	ACC*	F100	50	<a href="#">textbook info</a>	3.00	Basic Accounting	T	W	05:30 pm-08:20 pm
A	3002	ACC*	F115	01	<a href="#">textbook info</a>	4.00	Accounting	T	TR	09:00 am-10:50 am
A	3003	ACC*	F115	02	<a href="#">textbook info</a>	4.00	Accounting	T	MW	07:00 pm-08:50 pm
A	3005	ACC*	F115	03	<a href="#">textbook info</a>	4.00	Financial Accounting	C	-	-
A	3004	ACC*	F271	01	<a href="#">textbook info</a>	3.00	Intermediate Accounting I	T	R	07:00 pm-09:45 pm

Textbook

Time

Location

Course Information

Act	Rem	Instructor	Date	Location
8	23	Nancy L. Kelly	08/29-12/17	FWHEAT 308
4	19	Nancy L. Kelly	08/29-12/17	FMERID
19	12	Nancy L. Kelly	08/29-12/17	FWHEAT 308
11	20	Michael Rotondo	08/29-12/17	FWHEAT 308
8	23	Nancy L. Kelly	08/29-12/17	F_OL 632
13	18	Elizabeth C. Bailey	08/29-12/17	FWHEAT 308



# Logon to MyCommNet

- Go to **my.commnet.edu** and enter your NetID and password.
  - NetID: [BannerID@mxcc.commnet.edu](mailto:BannerID@mxcc.commnet.edu)
    - Example of NetID: [09109109@mxcc.commnet.edu](mailto: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](http://www.mail.commnet.edu)).
- If you have never logged on to a campus computer or accessed your college email at [www.mail.commnet.edu](http://www.mail.commnet.edu), then use your initial password.
  - **Initial Password:**
    - First 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.

# Navigating myCommNet

Click different tabs and icons to access the subsequent pages.

The screenshot displays the myCommNet website interface. At the top, there is a navigation bar with the following tabs: Home, My Student Info, My Faculty Info, My Employee Info, My Library Info, Special Programs, Support and Training, and College Resources. To the right of the navigation bar, there are three icons (mail, BB, and refresh) and a user profile icon labeled 'Yi Guan-Ra'. Below the navigation bar, there is a section for 'myCommNet Announcements' with a 'Schedule' and 'Manage' button. To the right, there is a section for 'Access College Email' with a link to 'Launch Outlook Web Access' and a note that users can access their college email directly with their NetID and password via a link. Further right, there is a section for 'Access Banner Self-Service' with a sub-section for 'Banner Student & Faculty Self-Service' listing options like 'Course registration, add/drop classes', 'Degree requirements', and 'Transcripts'. Red arrows point from the top navigation bar to the 'My Student Info', 'My Faculty Info', 'My Employee Info', and 'My Library Info' tabs, and from the top right icons to the mail, BB, and refresh icons.

# Faculty Self-Service in myCommNet

- Log into **my.commnet.edu**
- Click on **Banner Student & Faculty Self-Service** icon or link at upper right.
- Click **Middlesex Community College**.
- Click **FACULTY/ADVISOR SERVICES**.

The screenshot displays the myCommNet website interface. At the top, the 'myCommNet' logo is centered in a dark blue header. Below the header is a navigation bar with four tabs: 'My Library Info', 'Special Programs', 'Support and Training', and 'College Resources'. The main content area is divided into several sections. On the left, there is a section titled 'Access College Email' with a sub-section 'Access Your Faculty/Staff Email: Outlook Web Access (OWA)'. It includes a link to 'Launch Outlook Web Access' and a note that college email can also be accessed directly with a NetID and password. Below this is the 'myCommNet Emergency Alert System' section, which features a 'myCommNet Alert' icon and a list of emergency notification details. On the right, there is a section titled 'Access Banner Self-Service'. The link 'Banner Student & Faculty Self-Service' is circled in orange. To the right of this link is a blue graduation cap icon, also circled in orange. Below the link is a list of services available to faculty, including course registration, degree requirements, transcripts, accounts/billing, financial aid, and course evaluation. A link to 'Banner Student & Faculty Self-Service FAQs' is provided at the bottom of this section.

**myCommNet**

My Library Info    Special Programs    Support and Training    College Resources

Access College Email

Access Your Faculty/Staff Email: Outlook Web Access (OWA)  
[Launch Outlook Web Access](#)  
[You can also access your college email directly with your NetID and password via this link.](#)

myCommNet Emergency Alert System

**myCommNet Alert**

- Emergency notifications to students, staff, and faculty
- Contact can be via text, cell/home phone, and email

myCommNet ALERT

Access Banner Self-Service

**Banner Student & Faculty Self-Service**

- Course registration, add/drop classes
- Degree requirements
- Transcripts
- Accounts/billing
- Financial aid
- Course evaluation, and more!
- FACULTY: Enter grades, check course rosters, etc.

[Banner Student & Faculty Self-Service FAQs](#)

# FACULTY/ADVISOR SERVICES

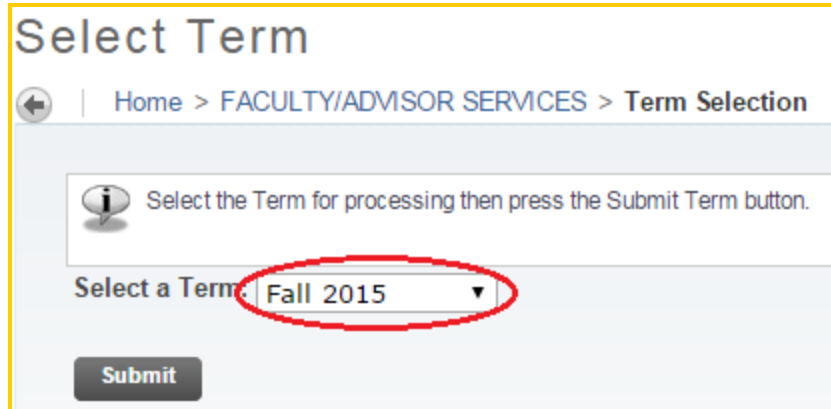
You see a list of online services provided to faculty:

- Faculty Detail Schedule: *schedule, textbook, and course evaluation*
- Class List and Roster
- Grading Students: *Active in the end of a semester.*
- Student and Advising
- Advisee List

For **Faculty Detail Schedule** or **Class Lists and Roster**, you may select a Term and CRN first.

<p><b>Term Selection</b></p>	<p><b>CRN Selection</b></p>	<p><b>Faculty Detail Schedule</b></p> <ul style="list-style-type: none"> <li>• Access your Course Evaluation results</li> </ul>	<p><b>Class Lists and Roster</b> ▼</p> <ul style="list-style-type: none"> <li>• View Detail Class List</li> <li>• Print or download (Excel) roster</li> </ul>
<p><b>Student and Advising</b> ▼</p> <ul style="list-style-type: none"> <li>• View Student Information including: personal info, schedules and transcripts, placement tests</li> </ul>	<p><b>Grading Students</b> ▼</p> <ul style="list-style-type: none"> <li>• Enter Midterm Grades</li> <li>• Enter Final Grades</li> </ul> <p><b>Note:</b> Not all colleges post midterm grades</p> <p><b>Note:</b> Midterm and final grades from Blackboard must be re-entered here</p>	<p><b>Registration Overrides</b> ▼</p> <ul style="list-style-type: none"> <li>• Override prerequisites, course limits and other course restrictions</li> </ul> <p><b>Note:</b> Not all colleges allow faculty to process registration overrides.</p>	<p><b>Advisee List</b></p> <ul style="list-style-type: none"> <li>• Faculty and Advisors may view lists of their advisees here, if they have been assigned in Banner</li> </ul>

# Select a Term and CRN



Select Term

Home > FACULTY/ADVISOR SERVICES > Term Selection

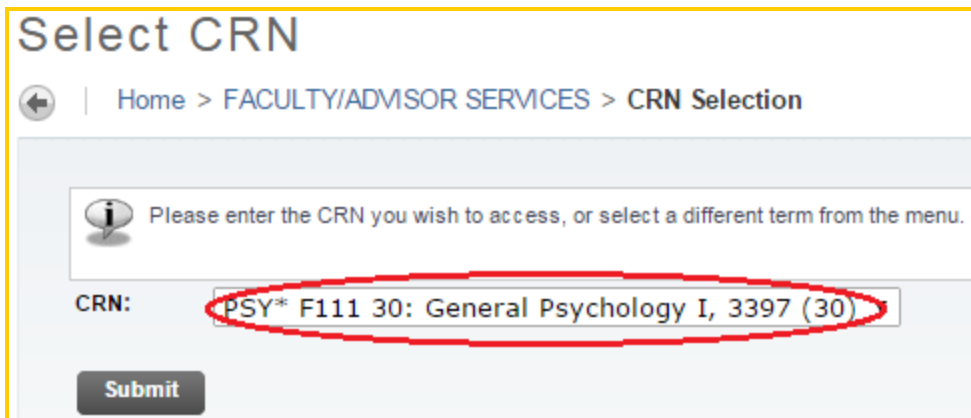
Select the Term for processing then press the Submit Term button.

Select a Term: **Fall 2015**

Submit

- Select a term/semester
  - Click on **Term Selection**.
  - Select a term (Fall 2015).
  - Click **Submit**.

- Select a class/CRN
  - Click **Select CRN**.
  - Select a course.
  - Click **Submit**.



Select CRN

Home > FACULTY/ADVISOR SERVICES > CRN Selection

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

CRN: **PSY\* F111 30: General Psychology I, 3397 (30)**

Submit

# Class List and Roster

Click on **Class List and Roster** tab. You will see two options, **Access Detail Class List** or **View/Print Class Roster**.

The screenshot shows a web interface with four main navigation tabs at the top: 'FACULTY/ADVISOR SERVICES' (highlighted in blue), 'REGISTRATION/SCHEDULE', 'TUITION/PAYMENT', and 'PERSONAL INFORMATION'. Below these tabs is a grid of four menu items: 'Term Selection', 'CRN Selection', 'Faculty Detail Schedule', and 'Class Lists and Roster'. The 'Class Lists and Roster' item is circled in red and contains two sub-items: 'View Detail Class List' and 'Print or download (Excel) roster'. At the bottom of the interface, there are two buttons: 'Access Detail Class List' and 'View/Print Class Roster', both enclosed in an orange border.

FACULTY/ADVISOR SERVICES	REGISTRATION/SCHEDULE	TUITION/PAYMENT	PERSONAL INFORMATION
Term Selection	CRN Selection	Faculty Detail Schedule <ul style="list-style-type: none"><li>Access your Course Evaluation results</li></ul>	<b>Class Lists and Roster</b> <ul style="list-style-type: none"><li>View Detail Class List</li><li>Print or download (Excel) roster</li></ul>
Access Detail Class List		View/Print Class Roster	



# View/Print Class Roster

Click on **View/Print Class Roster**. You will see a summary list of students with their IDs, names, phone#, and email.

Class Roster

Fall 2015 - 3397 PSY\* F111 30 - General Psychology I

**Number of students in section: 30**  
**July 27, 2015**

Banner ID	Student Name	Grade	Telephone	E-Mail
@				
@				

E-mail the [entire class](#).


Faculty Member's Signature: \_\_\_\_\_

Date: \_\_\_\_\_





**Spreadsheet**

At the bottom of the page, when you click on **Spreadsheet** button, a "classlist.csv" file will be downloaded. You may open the file using MS Excel application. It contains student names, IDs, mailing addresses, phone numbers, and email addresses.

# Class List and Roster - Class Roster, Email, Grade

- You may click on the email icon  to email to a student.
- 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. Then type the subject and the message and send it to your students.
  - If you log on to your college email via Web Outlook, right-click on **Entire Class** link and select **Copy Email Addresses**. Then 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.

*Summary Class List*

Record Number	Student Name	ID	Reg Status	Level	Credits	Grade Detail
1	[Redacted]	[Redacted]	***Web Registered***	MxCC Credit	3.000	
2	[Redacted]	[Redacted]	***Web Registered***	MxCC Credit	3.000	
3	[Redacted]	[Redacted]	***Web Registered***	MxCC Credit	3.000	
4	[Redacted]	[Redacted]	***Registered***	MxCC Credit	3.000	

[E-mail the entire class](#)



# Access Detail Class List

- In Detail Class List page, when you click a student's name, you will see the student's mailing address and phone #.

[FACULTY/ADVISOR SERVICES](#) | [REGISTRATION/SCHEDULE](#) | [PERSONAL INFORMATION](#) |

- At the top of the page, you may choose **FACULTY/ADVISOR SERVICES** to return to the previous page.
- At the bottom of the page, you may email to Entire Class or go to Term or CRN Selection, Final Grades, Faculty Detail Schedule, and Summary Class List..

[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](#)

# Faculty Detail Schedule – Course Evaluation

- About **a month** before the final grade is due, the link to course evaluation for all credit courses are active to students in MyCommNet. The link will be inactive on the day before the first day of final exam.
- 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.

## Faculty Detail Schedule



Home > FACULTY/ADVISOR SERVICES > Faculty Detail Schedule



Listed below is your Faculty Detail Schedule for the selected term.

[General Psychology I - 3397 - PSY\\* F111 - 30](#)

**Course Evaluations:**

[Course Evaluation Report](#)

**Status:**

Active

**Available for Registration:**

Apr 13, 2015 - Aug 30, 2015

**College:**

Middlesex CC (7706)

**Department:**

Social Sciences

**Part of Term:**

1

**Course Credits:**

3.000

**Course Levels:**

MxCC Credit

**Campus:**

On-Line

# Course Evaluation Result

- 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

Course Term Department Division Professor ID  
 % Middlesex - Spring 2012  
 Sort By 1 Sort By 2 Output Records  Excel  
 Course Summary 500 Search

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.

Term	Division	Department	Course ID	Course	Description	Professor	Evaluations Taken	Total Enrollment	% Complete	Reporting Disabled
112106	06	0170	PSY* F111 07	1297	General Psychology I	<a href="#">Yi Guan-Raczkowski</a>	25	34	73.5	
<b>Total:</b>							<b>25</b>	<b>34</b>	<b>74%</b>	
<b>Records: 1 Time: 0.57 Seconds</b>										

# Personal Information

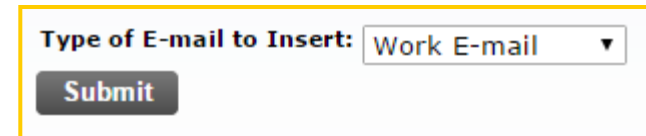
- In **Banner Student & Faculty Self-Service** page, click on **Personal Information** tab.

The screenshot displays the Banner Student & Faculty Self-Service interface. At the top, there are four navigation tabs: 'FACULTY/ADVISOR SERVICES', 'REGISTRATION/SCHEDULE', 'TUITION/PAYMENT', and 'PERSONAL INFORMATION'. The 'PERSONAL INFORMATION' tab is highlighted with a red oval. Below the tabs, the page is organized into a grid of service categories:

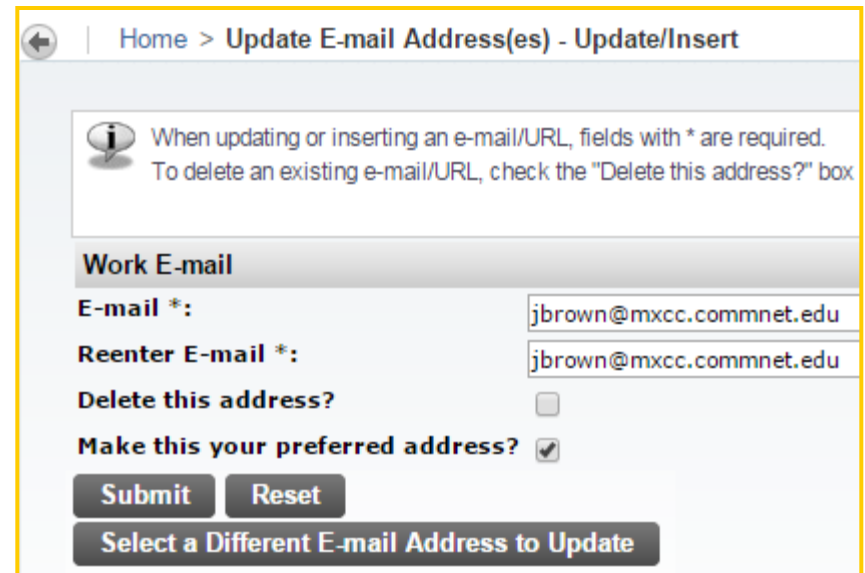
<b>Address and Phone Information</b> <ul style="list-style-type: none"><li>• Update Multiple Addresses and Phones</li></ul>	<b>E-mail Address Information</b> <ul style="list-style-type: none"><li>• Update multiple e-mail addresses</li></ul>	<b>Name Change Information</b> <ul style="list-style-type: none"><li>• Process a name change</li></ul>	<b>Social Security Number Change Information</b> <ul style="list-style-type: none"><li>• Process a social security number change</li></ul>
<b>Student College Contact Information</b> <ul style="list-style-type: none"><li>• Update address, phone and e-mail information each term, in order that you receive <b>Important</b> College information.</li></ul>	<b>myCommNet Alert Information</b> <ul style="list-style-type: none"><li>• Update your <b>Emergency</b> contact information every term</li></ul>		

# Personal Information- Update Email

- You may enter your college email account as “preferred” email so students will be able to email you directly in Student & Faculty Self-Service. A preferred email will be shown in Blackboard Profile. Email feature in Blackboard allows you to use your preferred email to communicate with students.
- At Personal Information page, click on **Email Address Information** link.
- In **Type of E-Mail to Insert**, select **Work E-Mail.**, and click on **Submit**.
- Type your college email twice.
- Check **Make This Your Preferred Address**.
- Click on **Submit**.



Type of E-mail to Insert: Work E-mail ▼  
Submit



Home > Update E-mail Address(es) - Update/Insert

When updating or inserting an e-mail/URL, fields with \* are required.  
To delete an existing e-mail/URL, check the "Delete this address?" box

**Work E-mail**

E-mail \*: jbrown@mxcc.commnet.edu

Reenter E-mail \*: jbrown@mxcc.commnet.edu

Delete this address?

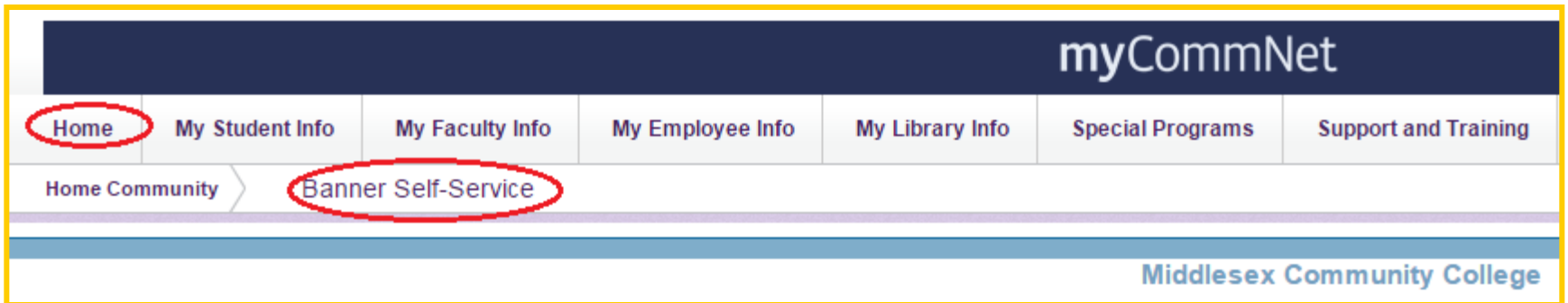
Make this your preferred address?

Submit Reset

Select a Different E-mail Address to Update

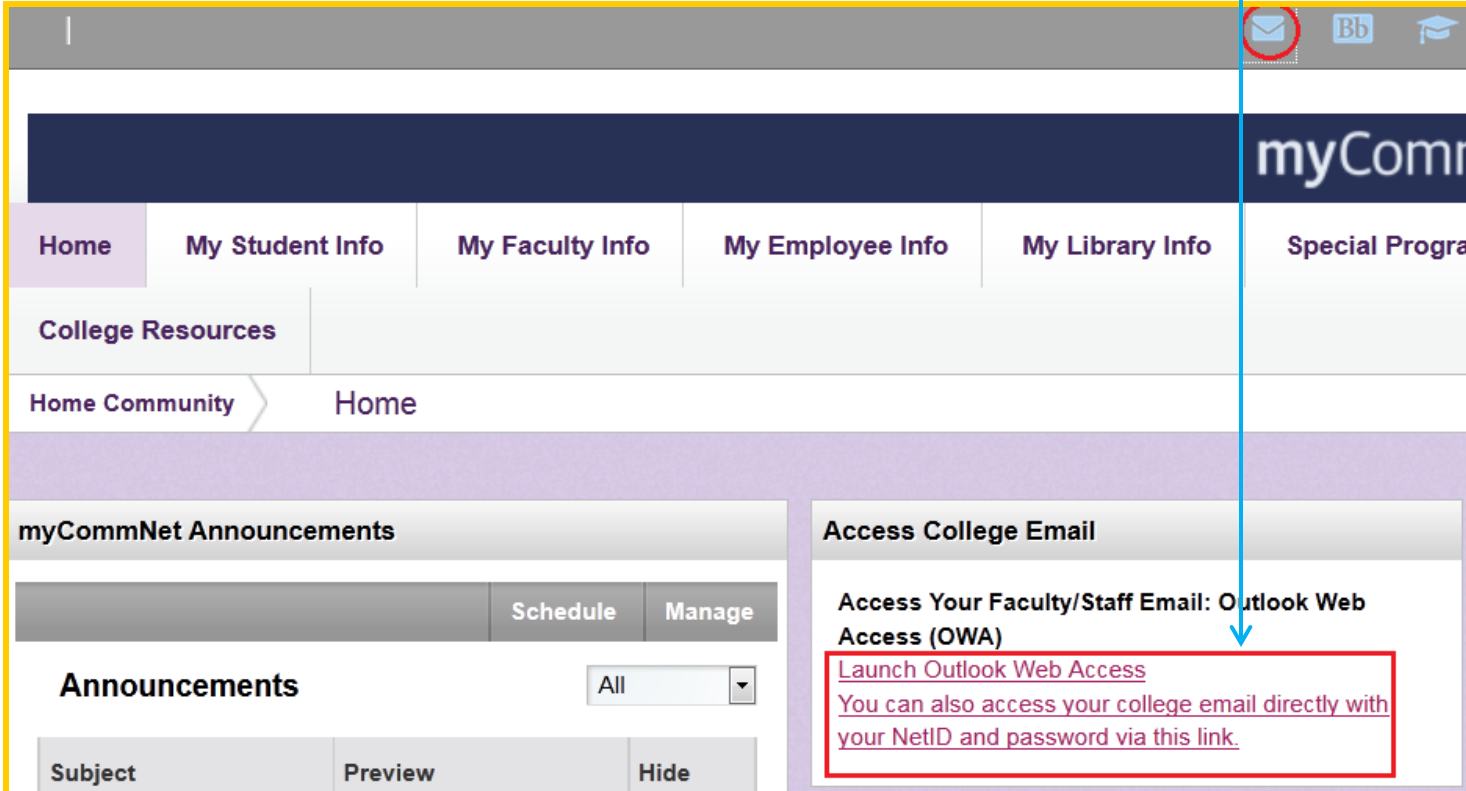
# Home Tab and Banner Self-Service Link

- From any page in Banner Student & Faculty Self-Service, you may click on Home tab to go back to MyCommNet Home page.
- You may click on Banner Self-Service link to go back to the Banner Student & Faculty Self-Service page.



# 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. Two additional links will get you to the email as well.
- The direct access to your college email via Internet is <http://www.mail.commnet.edu>.



The screenshot displays the MyCommNet website interface. At the top right, there is a navigation bar with icons for Home, Bb, and a graduation cap. Below this is a dark blue header with the text "myCommNet". A horizontal menu contains several options: Home, My Student Info, My Faculty Info, My Employee Info, My Library Info, and Special Programs. Below the menu is a section for "College Resources" with a "Home Community" link and a "Home" button. The main content area is divided into two columns. The left column is titled "myCommNet Announcements" and includes a "Schedule" and "Manage" button, a dropdown menu set to "All", and a table with columns for "Subject", "Preview", and "Hide". The right column is titled "Access College Email" and contains the text "Access Your Faculty/Staff Email: Outlook Web Access (OWA)". Below this text is a red-bordered box containing two links: "Launch Outlook Web Access" and "You can also access your college email directly with your NetID and password via this link." A blue arrow points from the email icon in the top right corner of the browser window to the "Launch Outlook Web Access" link in the red-bordered box.

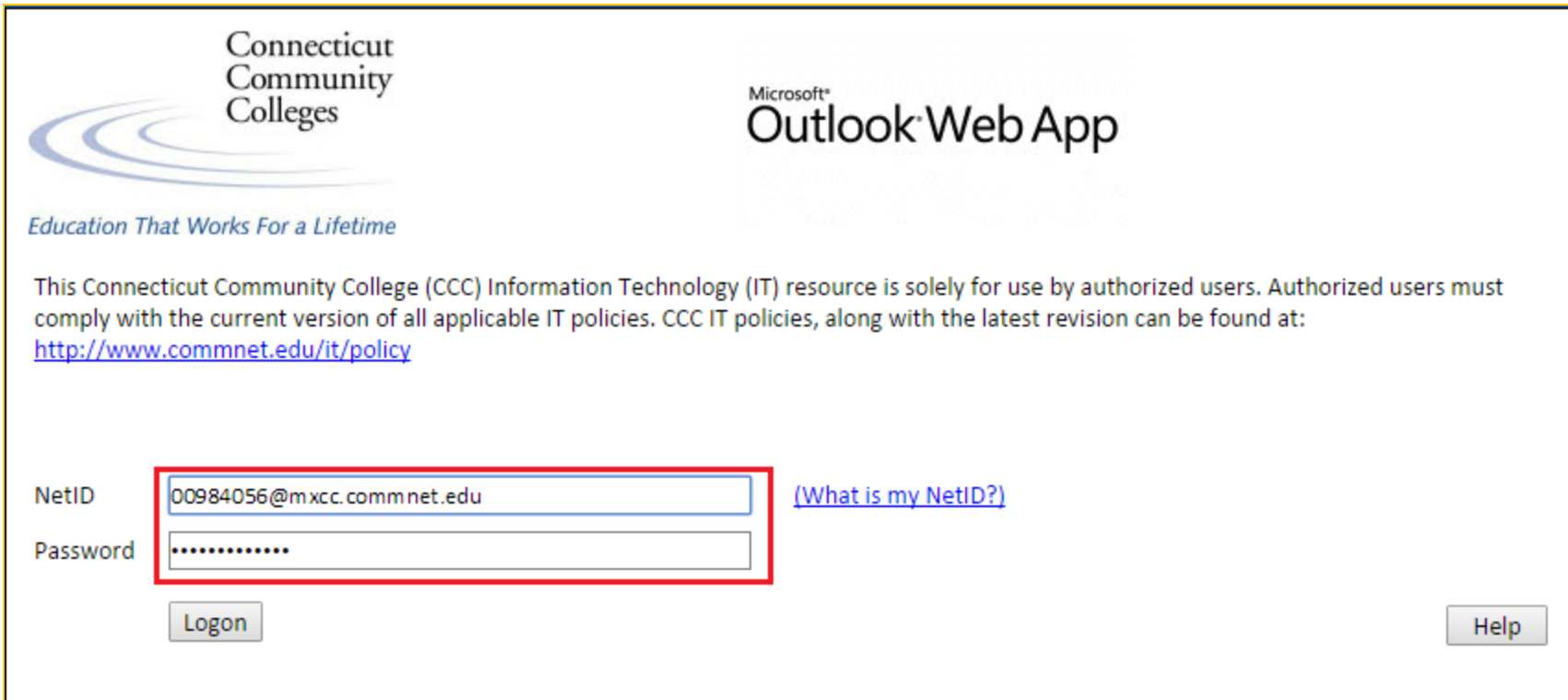
# Another Way to Access E-mail

- You may also access your college email directly at [www.mail.commnet.edu](http://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](mailto: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](http://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

- [Go to www.mail.commnet.edu](http://www.mail.commnet.edu).
- Enter your **NetID** and **Password** and click on “Logon”.



Connecticut  
Community  
Colleges

Microsoft®  
Outlook® Web App

*Education That Works For a Lifetime*

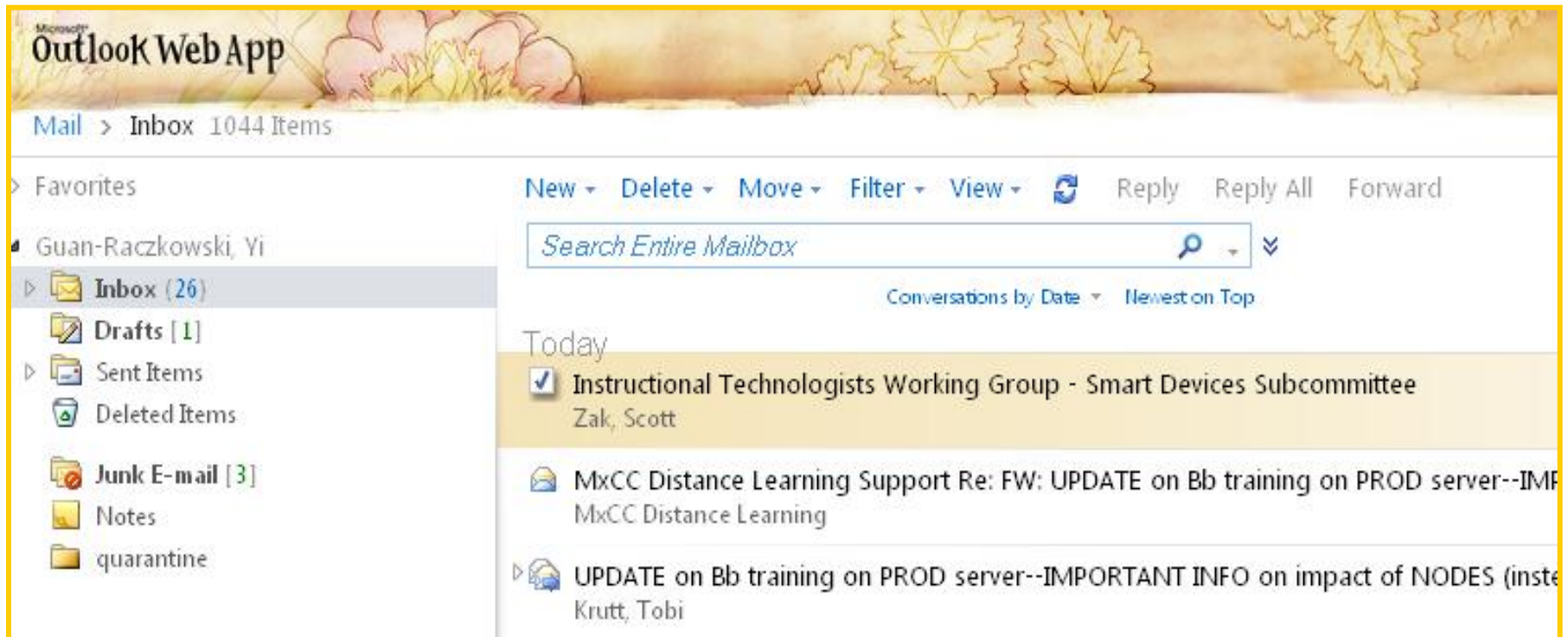
This Connecticut Community College (CCC) Information Technology (IT) resource is solely for use by authorized users. Authorized users must comply with the current version of all applicable IT policies. CCC IT policies, along with the latest revision can be found at: <http://www.commnet.edu/it/policy>

NetID  [\(What is my NetID?\)](#)

Password

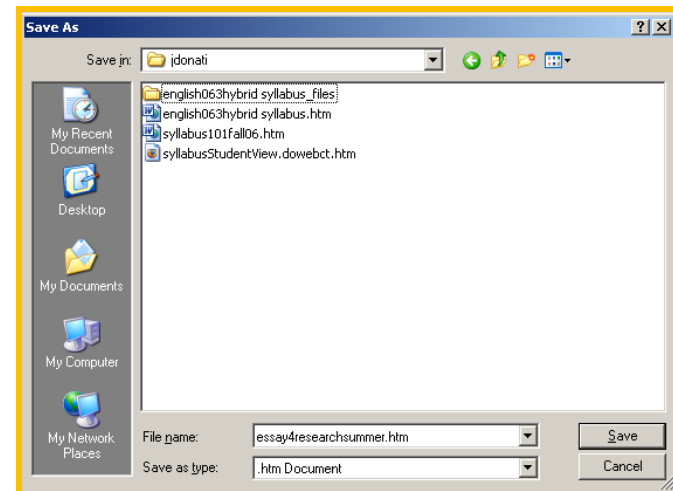
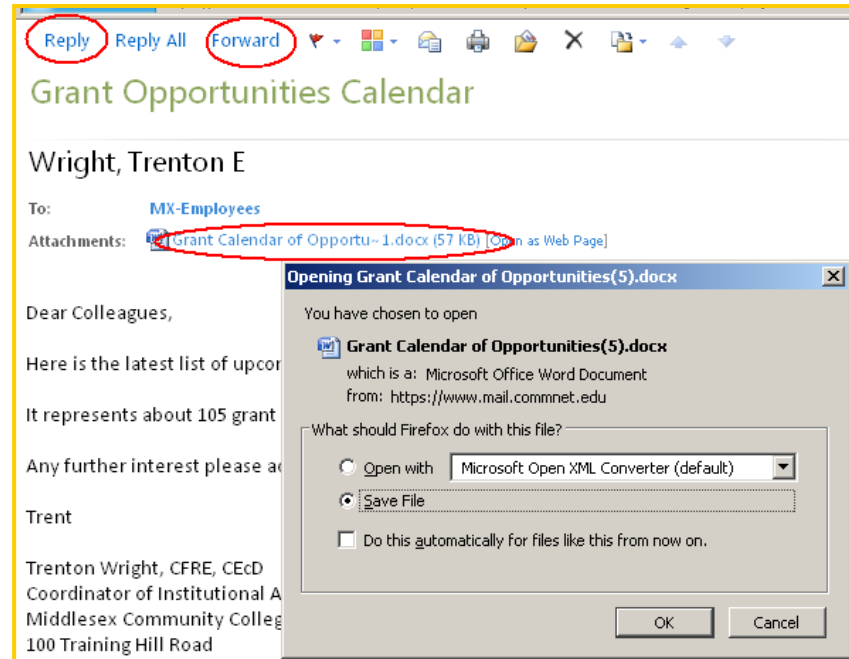
# Outlook Web Access Window

- List of e-mail in Inbox.
- Folders: Deleted Items, Drafts, Send Items, etc.



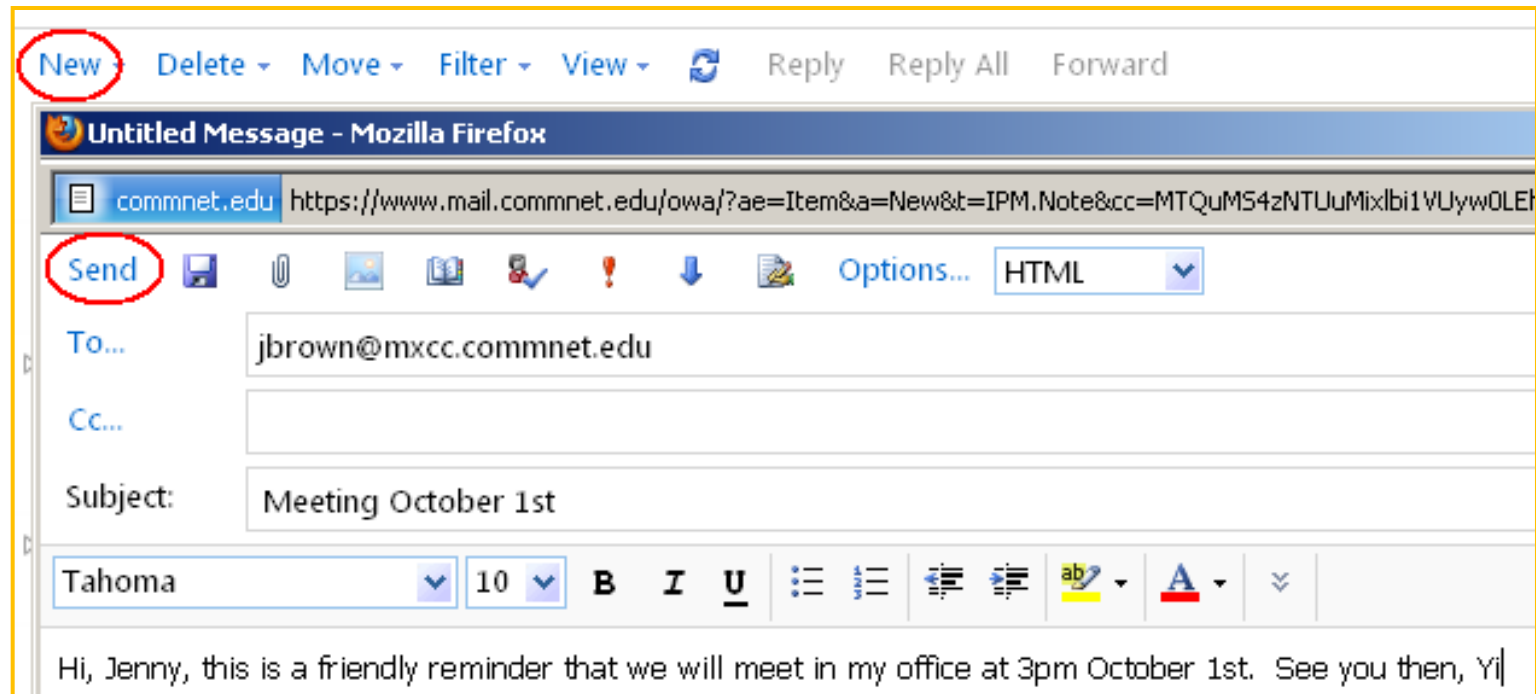
# Read, Reply, Forward, and Attachments

- 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.



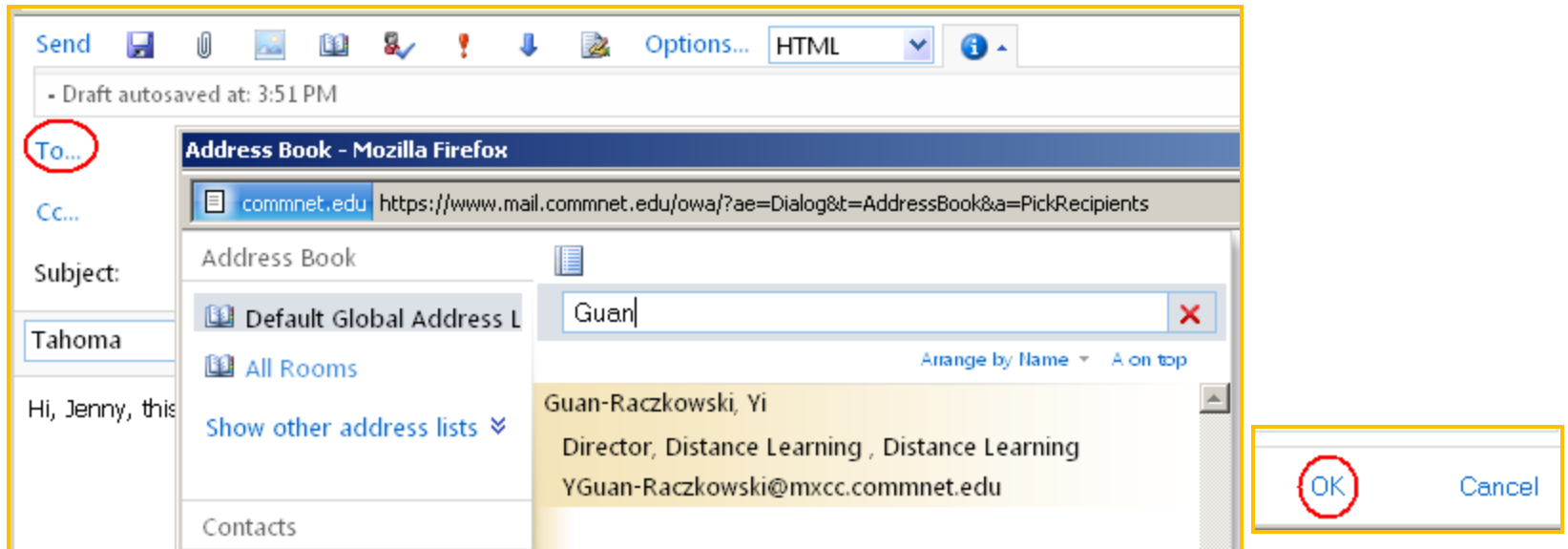
# Compose and Send a Message

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



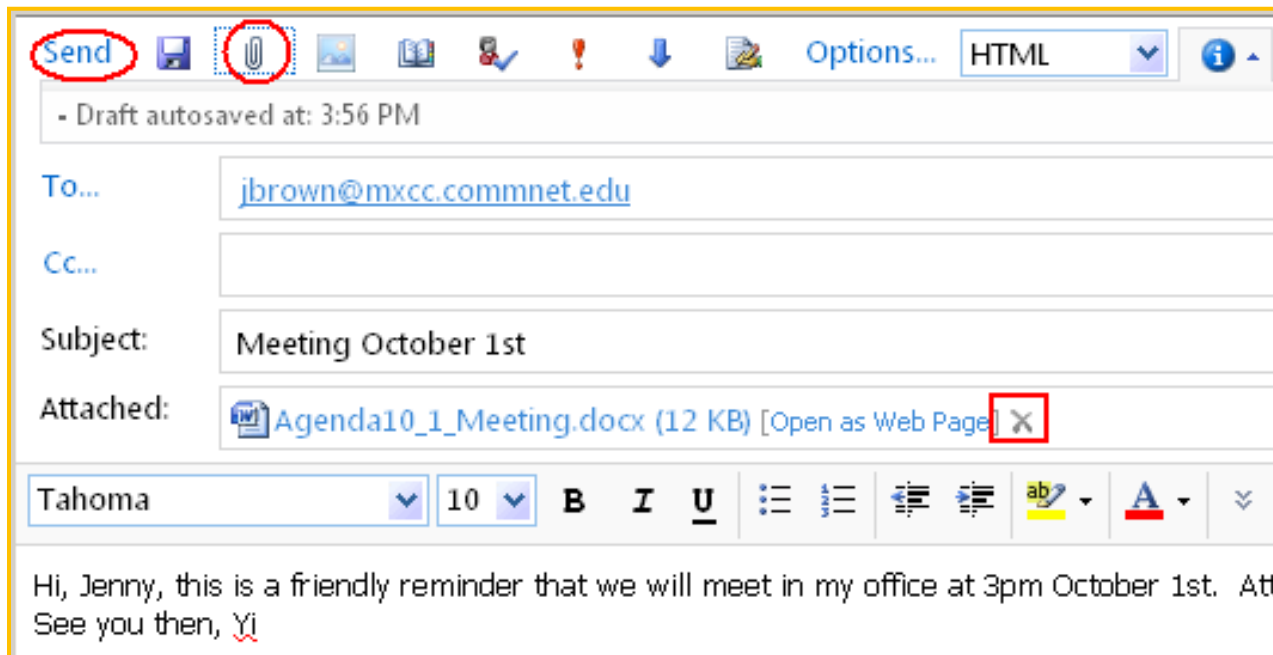
# Search for an Address

- 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**”.

Change Password

Enter your current password, type a new password, and then type it again to confirm it.

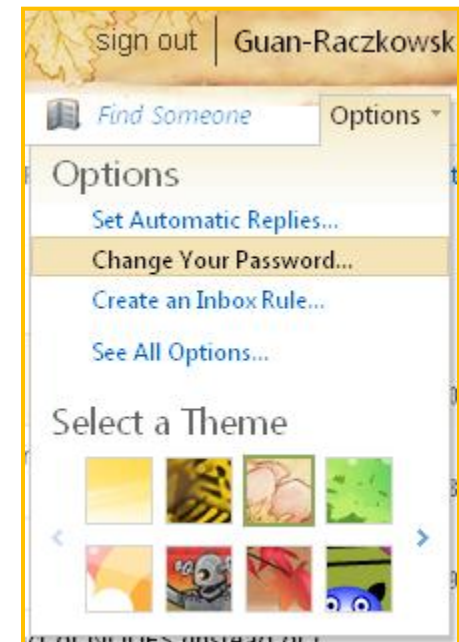
After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully.

Domain\user name: MXCC\00701015

Current password:

New password:

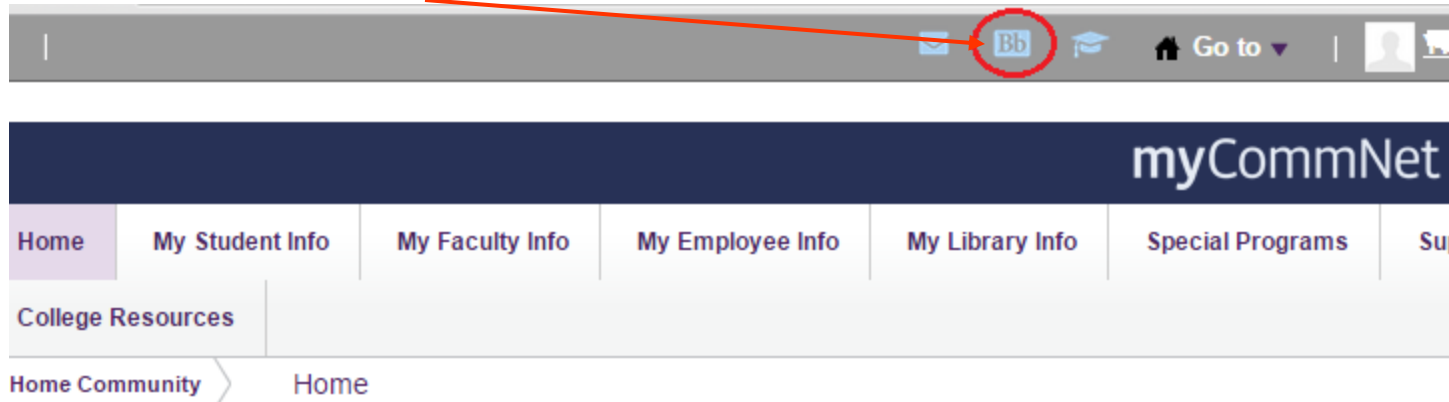
Confirm new password:



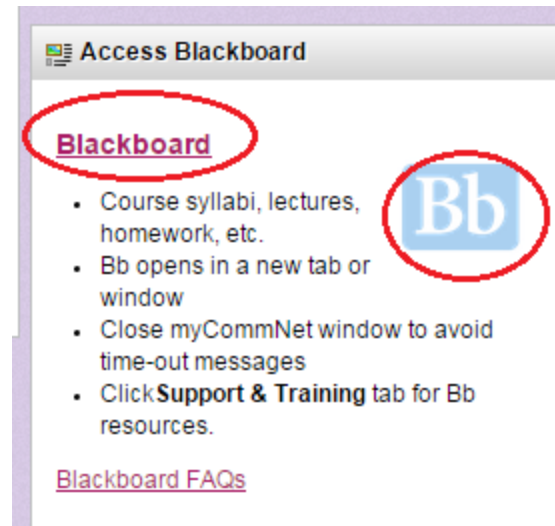


# Accessing Blackboard

- You must first log on to [my.commnet.edu](http://my.commnet.edu) using your NetID and password.
- Click the **Blackboard** icon at upper right corner.



Or click on Blackboard link or icon at the right panel.



# My Institution

- List of courses: Courses you teach and courses enrolled as student.
  - A Blackboard orientation course for training handouts and instructional manuals.
  - 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

The screenshot shows the Blackboard My Institution page. At the top left is the Connecticut Community Colleges logo. The user's name, Yi Guan-Raczkowski, is in the top right. Below the logo are navigation tabs: My Courses, Support and Training, and My Media from Kaltura. A dark blue bar contains 'Add Module' and 'Personalize Page'. The main content area features a faculty announcement: 'FACULTY: Your winter 2013 and spring 2014 course shells will start showing in Blackboard Learn on October 29th (it will take a day to post them all). Before copying any course contents into these shells PLEASE WATCH THE UPDATED VIDEO ON COURSE COPYING. There are important changes you need to know before copying anything into future terms. This video and job aid can be found on the Support and Training tab under the Faculty Learning Center. In particular, pay attention in the Job Aid to Step IV. If there are questions, please see your colleges' Director of Educational Technology. Thank you.' Below the announcement are three sidebars: 'Blackboard Maintenance Window' with an 'IMPORTANT - Please Read!' alert about maintenance on Sunday mornings; 'My Courses' listing three courses: '3298.113306: PSY-F111-3298-Fall2013-General Psychology I', '1133.113106: ECE-F101-1133-Spring2013-Intro to ECE', and '3299.112306: PSY-F111-3299-Fall2012-General Psychology I'; and 'My Messages' showing one unread message for 'PSY-F111-3298-Fall2013-General Psychology I'.

Connecticut Community Colleges

Yi Guan-Raczkowski 54

My Institution

My Courses Support and Training My Media from Kaltura

Add Module Personalize Page

**FACULTY:** Your winter 2013 and spring 2014 course shells will start showing in Blackboard Learn on October 29th (it will take a day to post them all).  
Before copying any course contents into these shells **PLEASE WATCH THE UPDATED VIDEO ON COURSE COPYING.**  
There are important changes you need to know before copying anything into future terms.  
This video and job aid can be found on the **Support and Training tab** under the Faculty Learning Center.  
*In particular, pay attention in the Job Aid to Step IV.*  
*If there are questions, please see your colleges' Director of Educational Technology. Thank you.*

**Blackboard Maintenance Window**

**IMPORTANT - Please Read!**

The Blackboard Maintenance Window is

Sunday mornings from 6:00 AM to 10:00 AM.

During this time, Blackboard Learn may not be available.

*Please take this planned*

**My Courses**

Courses where you are: Instructor

[3298.113306: PSY-F111-3298-Fall2013-General Psychology I](#)  
Instructor: Yi Guan-Raczkowski;  
Announcements:  
> [Week 10 Assignments and Exam 2](#)

[1133.113106: ECE-F101-1133-Spring2013-Intro to ECE](#)  
Instructor: Yi Guan-Raczkowski;

[3299.112306: PSY-F111-3299-Fall2012-General Psychology I](#) (unavailable - was last available Tuesday, April 2, 2013)  
Instructor: Yi Guan-Raczkowski;

**My Messages**

Courses with Messages:

[PSY-F111-3298-Fall2013-General Psychology I](#) 1 unread

Last Updated: Monday, October 28, 2013 2:48:43 PM EDT

**My Organizations**

You are not currently participating in any organizations.

# CRN and Term Code

- **Example of a course:** ACC-F115-3008.115306-Financial Accounting
  - 3008 is the **Course Reference Number (CRN)**. A course is assigned to a unique CRN in a semester.
  - 115306 is the **Term Code for Fall 2015** courses.

Change over semester

<b>1</b>	<b>1</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>6</b>
<b>Century</b> 21 <sup>st</sup> century = 1	<b>Last 2-digit of a year</b> Year of 2015 = 15 Year of 2016 = 16 Year of 2017 = 17		<b>Semester</b> Spring = 1 Summer = 2 Fall = 3 Winter = 4	<b>College</b> MXCC="06"	

## Examples of Semester Codes

Winter 2015 → 115406

Spring 2016 → 116106

Summer 2015 → 115206

Fall 2015 → 115306

## 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 <http://mxcc.edu>. Click on **Faculty & Staff** link. Click on **Resources for Faculty and Staff** link. Click on **Faculty Technology Resources** link.
  - <http://mxcc.edu/distance/faculty-online-teaching/faculty-technology-resources>
- Group training
  - Training schedules are posted at <http://mxcc.edu/ett>
- Contact Distance Learning at 860-343-5756 for one-on-one assistance.

# Faculty - Technical Problems

- IT Help Desk
- Wheaton Hall, 2<sup>nd</sup> 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](http://www.mail.commnet.edu).
    - Unable to log on to myCommNet at <http://my.commnet.edu>
    - Unable to access Faculty Self-service in MyCommNet.