# Faculty Technology Resources

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

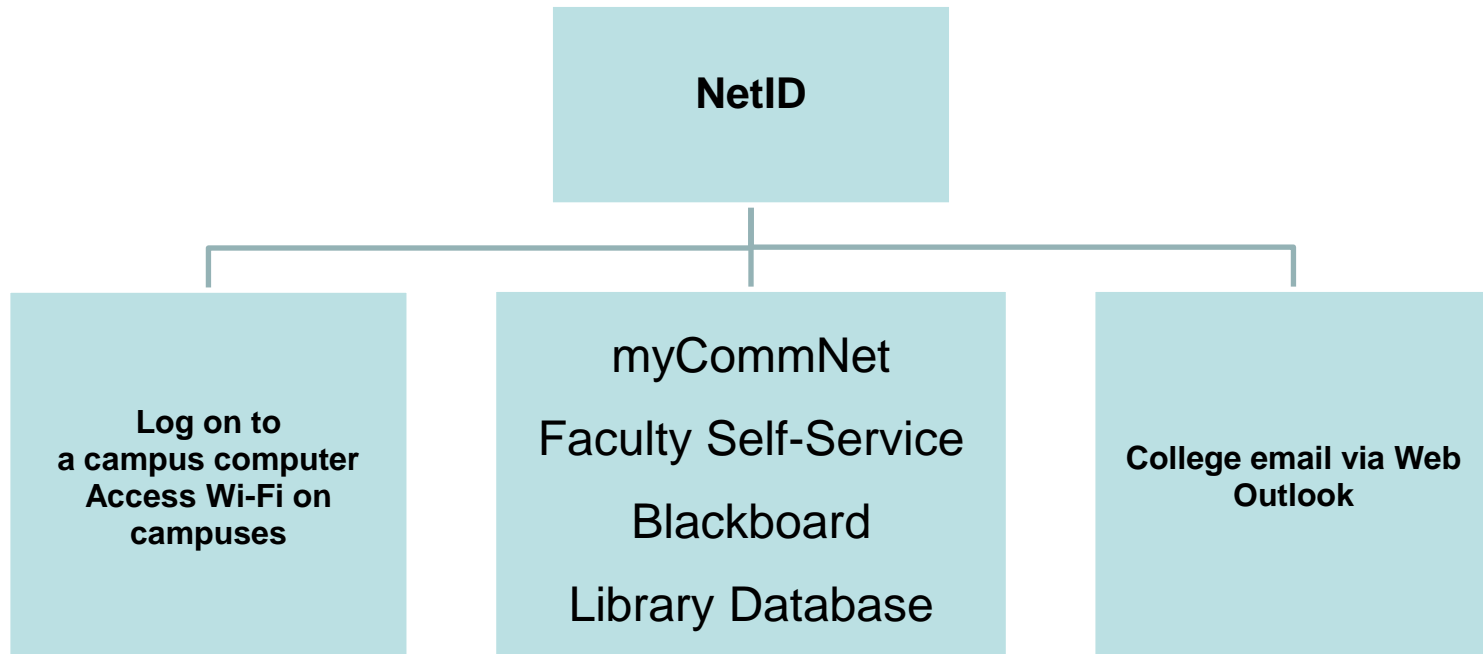**Faculty Technology Resources**
http://mxcc.edu/ftr

# Faculty Technology Resources

- **Networked computers 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.
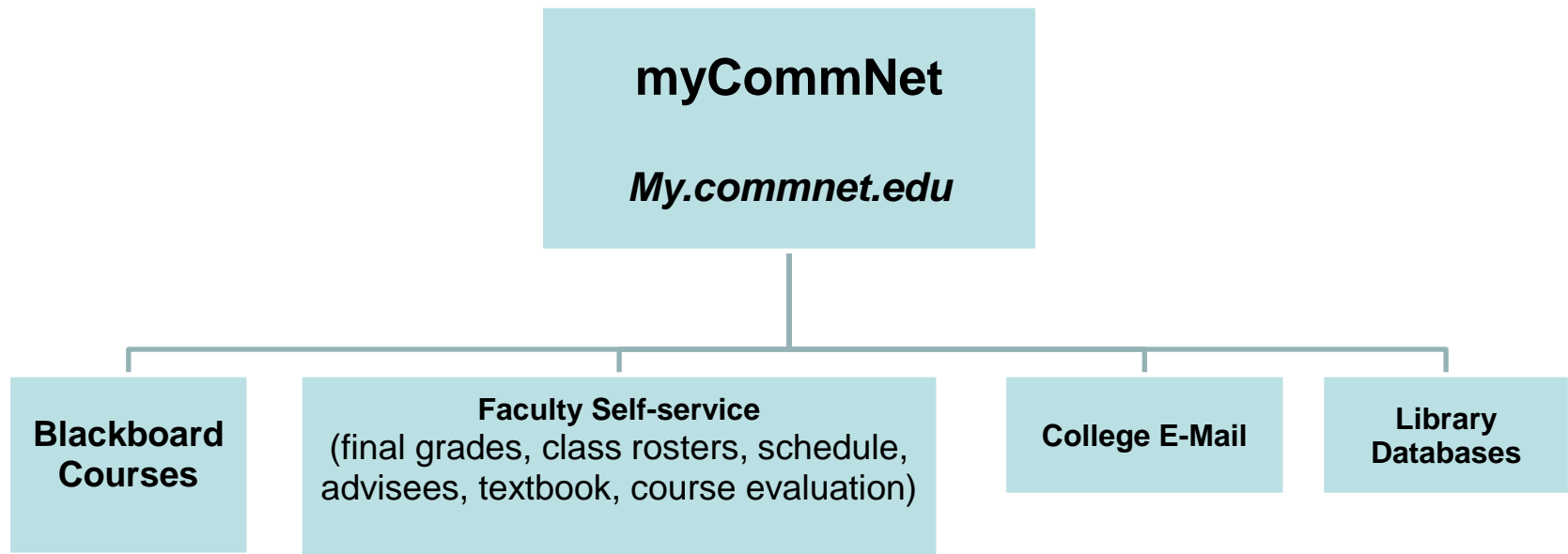
**NetID**

**Log on to a campus computer Access Wi-Fi on campuses**

myCommNet

Faculty Self-Service

Blackboard

Library Database

**College email via Web Outlook**

# 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
- **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.

**myCommNet**

*My.commnet.edu*

**Blackboard Courses**

**Faculty Self-service**
(final grades, class rosters, schedule, advisees, textbook, course evaluation)

**College E-Mail**

**Library Databases**

# About MyCommNet

- [my.commnet.edu](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

CONNECTICUT COMMUNITY COLLEGES

## myCommNet

Log In to myCommNet
to access Banner, Blackboard & Email

**NetID**                          See faculty/staff NetID format

12345678@student.commnet.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.commnet.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.

# Course Search Result

**Time**

**Textbook**

**Location**

**Course Information**

## Accounting

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

| 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
    - 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:**
    - 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.

# Faculty Self-Service in myCommNet

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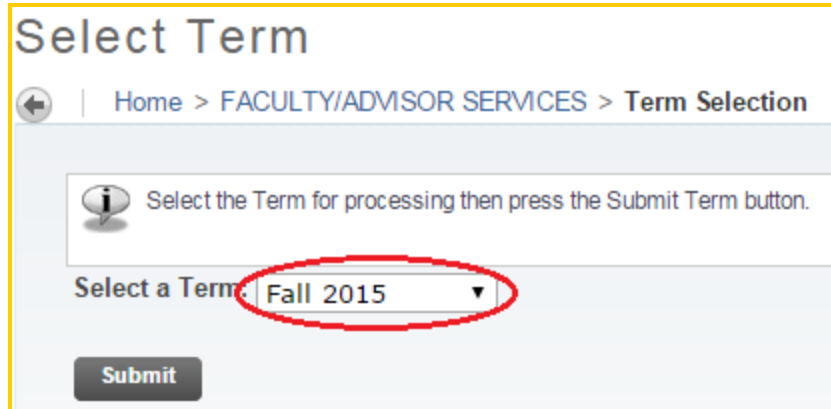- Click **Middlesex Community College.**
- Click **FACULTY/ADVISOR SERVICES.**

# 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.

| Term Selection | CRN Selection | Faculty Detail Schedule | Class Lists and Roster ▼ |
|---|---|---|---|
| | | • Access your Course Evaluation results | • View Detail Class List<br><br>• Print or download (Excel) roster |
| **Student and Advising** ▼ | **Grading Students** ▼ | **Registration Overrides** | **Advisee List** |
| • View Student Information including: personal info, schedules and transcripts, placement tests | • Enter Midterm Grades<br><br>• Enter Final Grades<br><br>**Note**: Not all colleges post midterm grades<br><br>**Note**: Midterm and final grades from Blackboard must be re-entered here | • Override prerequisites, course limits and other course restrictions<br><br>**Note**: Not all colleges allow faculty to process registration overrides. | • Faculty and Advisors may view lists of their advisees here, if they have been assigned in Banner |

# Select a Term and CRN

## Select Term
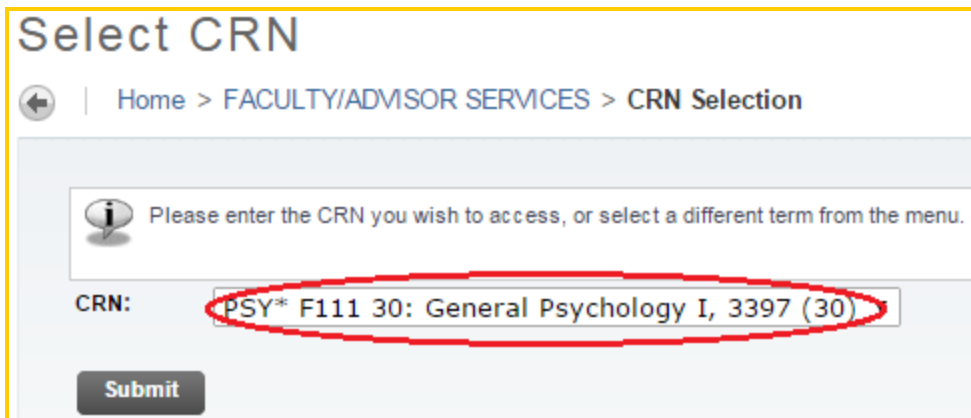
Home > FACULTY/ADVISOR SERVICES > **Term Selection**

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

Select a Term: Fall 2015 ▼

Submit

## Select 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

- 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.**

# 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.**

| FACULTY/ADVISOR SERVICES | REGISTRATION/SCHEDULE | TUITION/PAYMENT | PERSONAL INFORMATION |
|---|---|---|---|

| Term Selection | CRN Selection | Faculty Detail Schedule | Class Lists and Roster |
|---|---|---|---|
| | | • Access your Course Evaluation results | • View Detail Class List<br><br>• Print or download (Excel) roster |

■ 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 | | | **Web Registered** | MxCC Credit | 3.000 | | ✉ |
| 2 | | | **Web Registered** | MxCC Credit | 3.000 | | ✉ |
| 3 | | | **Web Registered** | MxCC Credit | 3.000 | | ✉ |
| 4 | | | **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

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 ▼ | | | 701027 |

| 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 | Yi Guan-Raczkowski | 25 | 34 | 73.5 | |
| | | | | | | Total: | 25 | 34 | 74% | |
| Records: 1  Time: 0.57 Seconds | | | | | | | | | | |

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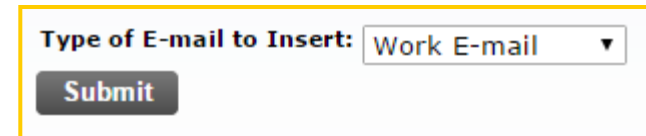
- In **Banner Student & Faculty Self-Service** page, click on **Personal Information** tab.

# 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.
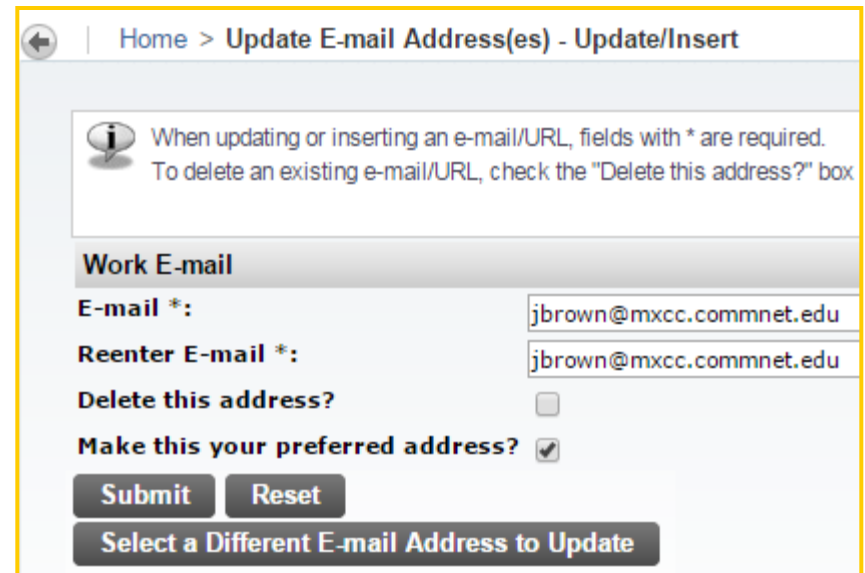
- At Personal Information page, click on **Email Address Information** link.

- 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**.
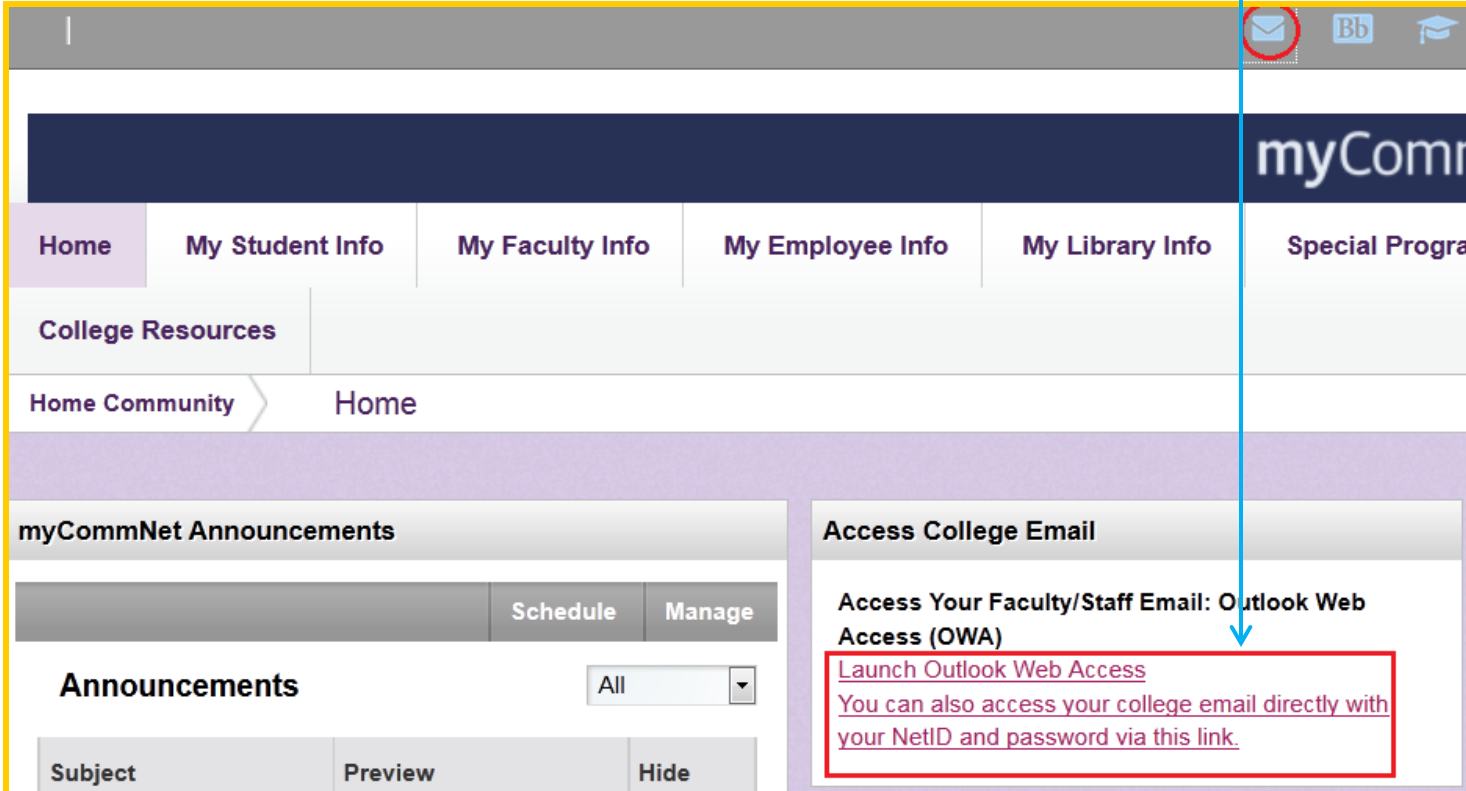
# Home Tab and Banner Self-Service Link

- 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.
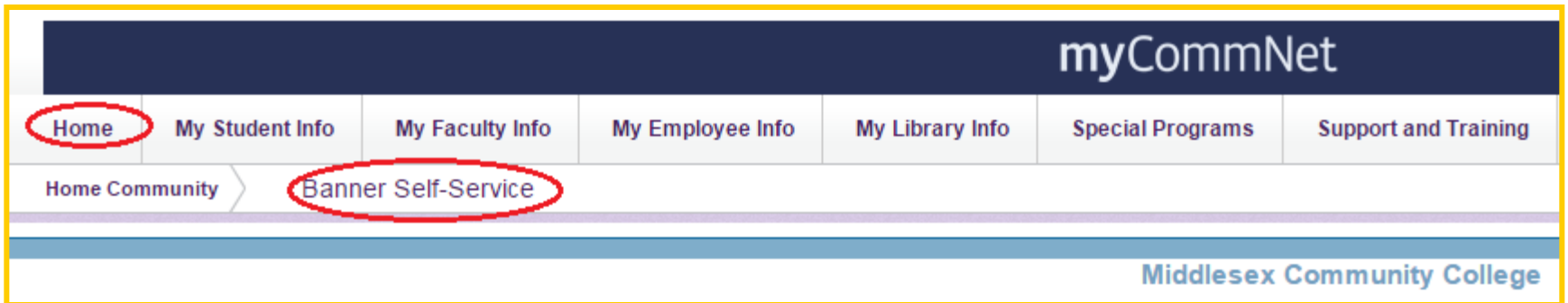
# Access E-mail in MyCommNet

- 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.
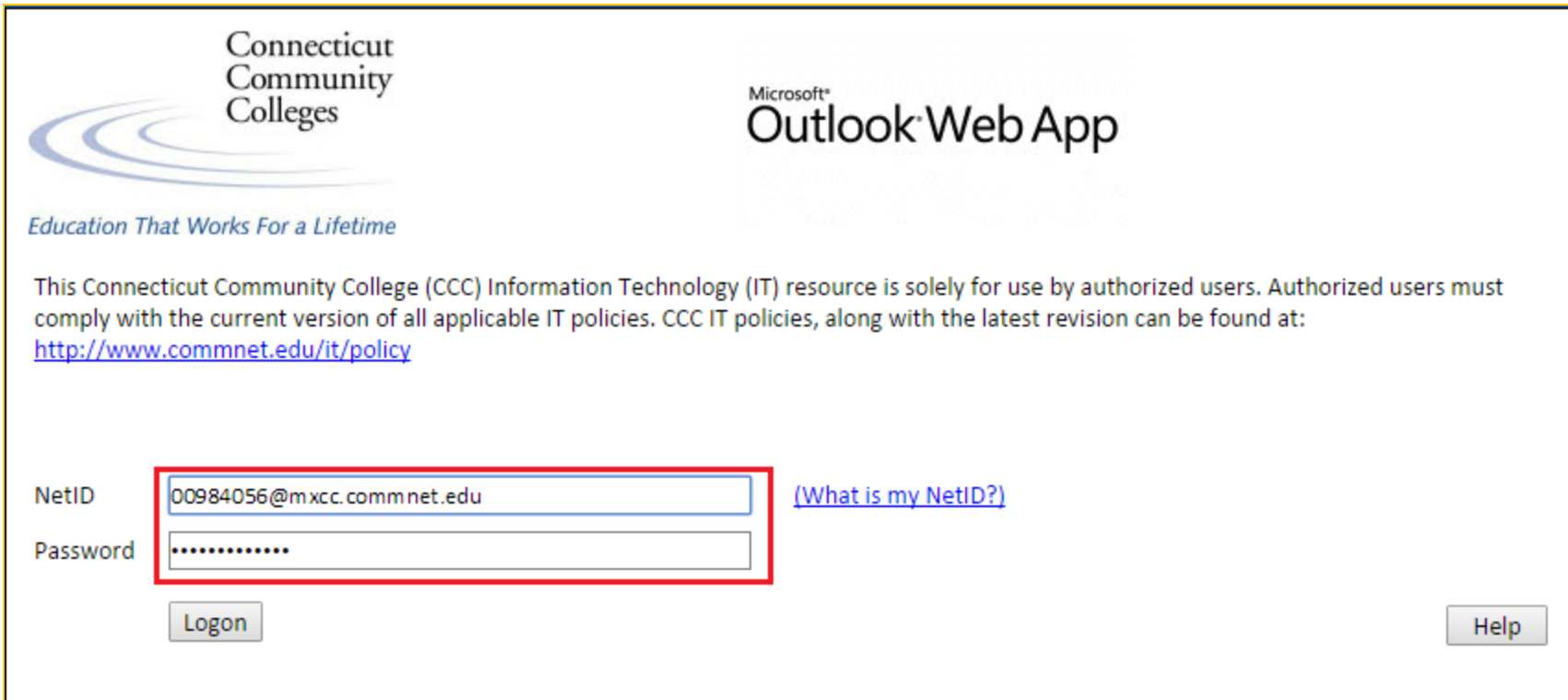
- The direct access to your college email via Internet is http://www.mail.commnet.edu.

# 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.commnent.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.
- 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    00984056@mxcc.commnet.edu         (What is my NetID?)

Password    ···········

Logon                                                          Help

# Outlook Web Access Window

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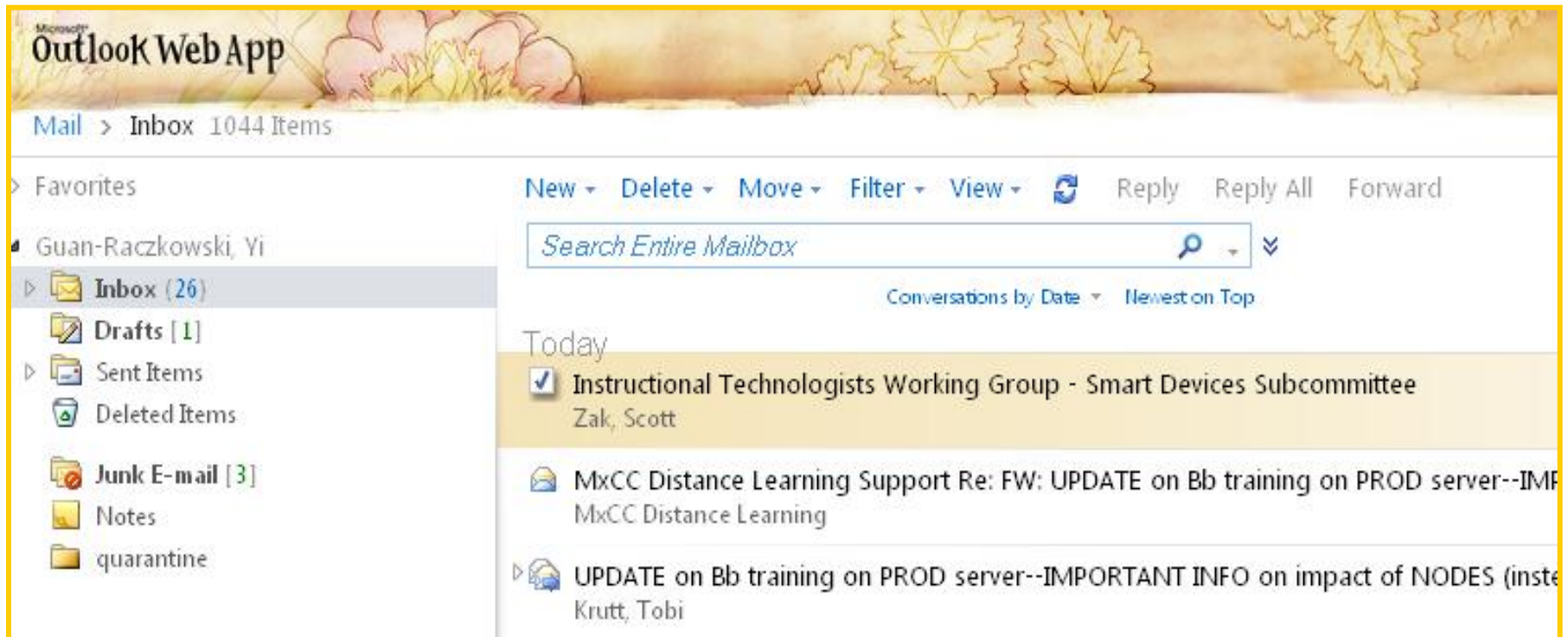
# Read, Reply, Forward, and Attachments

- 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.
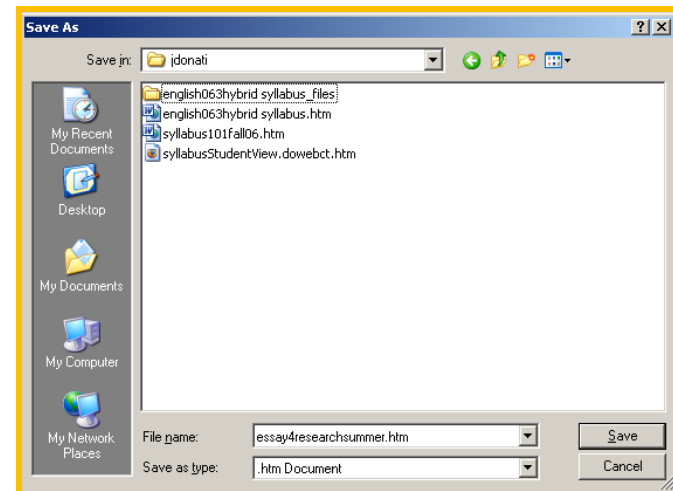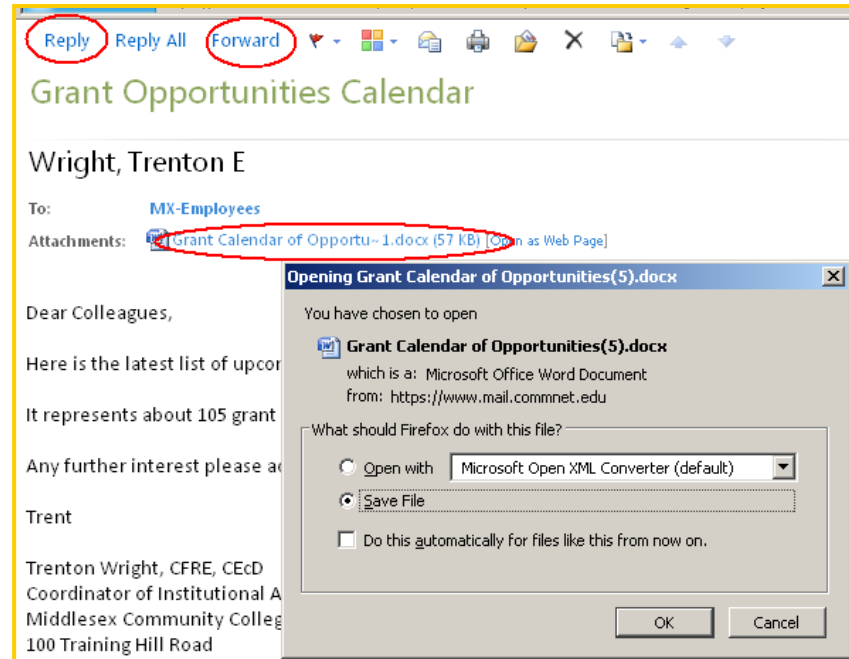
# Compose and Send a Message

- Click the "**New**" icon.
- Type the e-mail address, subject, and message. Click **Send** button.  Use "**;**" between addresses.
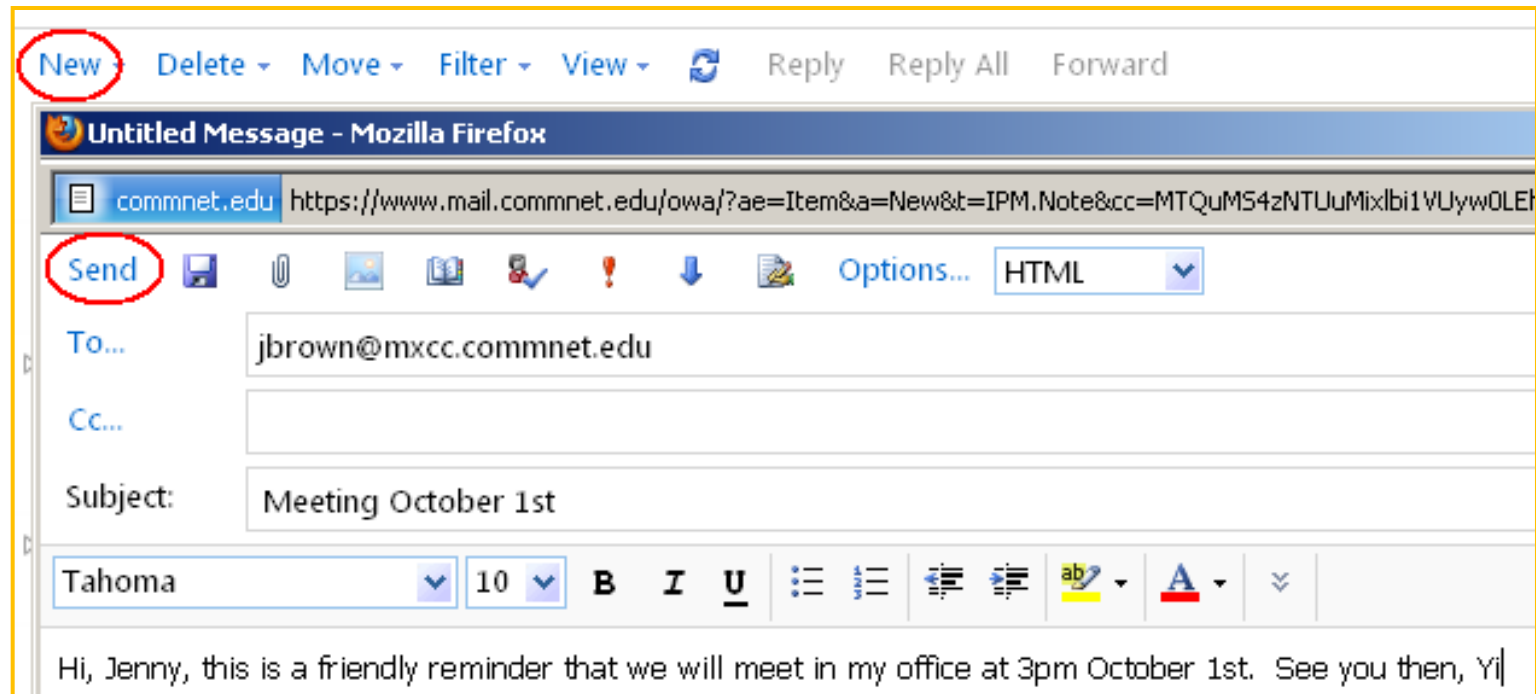
# Search for an Address

- 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).
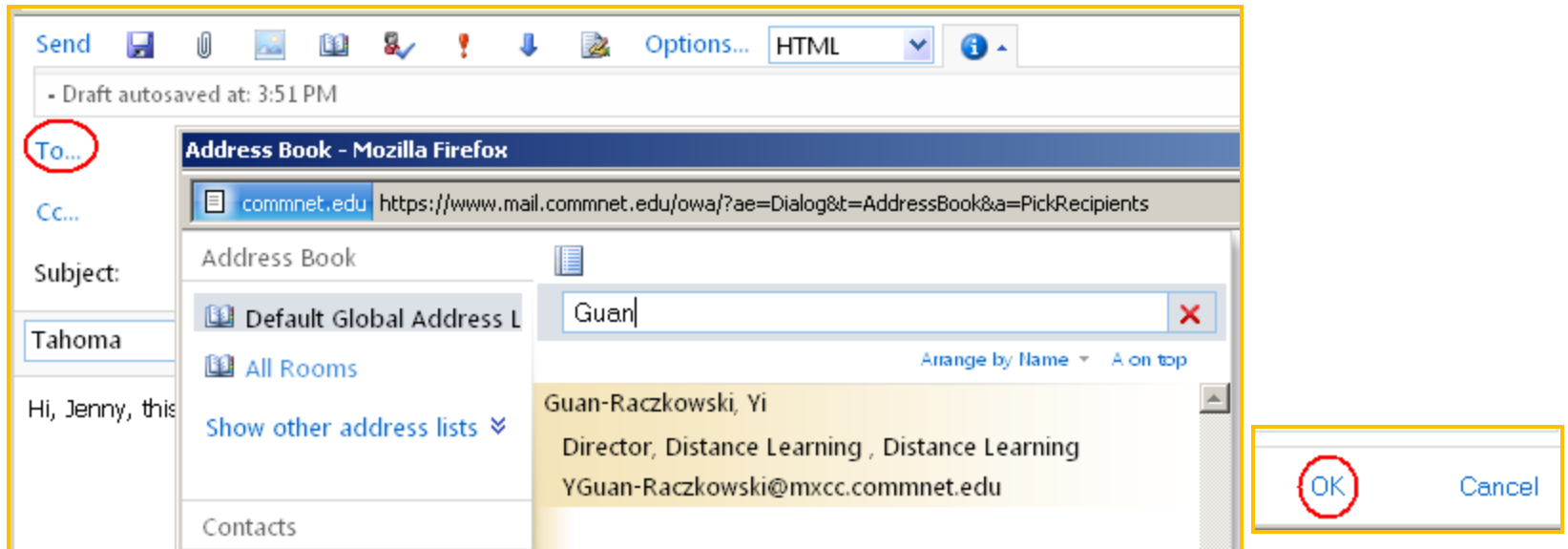
# Send a File as Attachment

- 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.
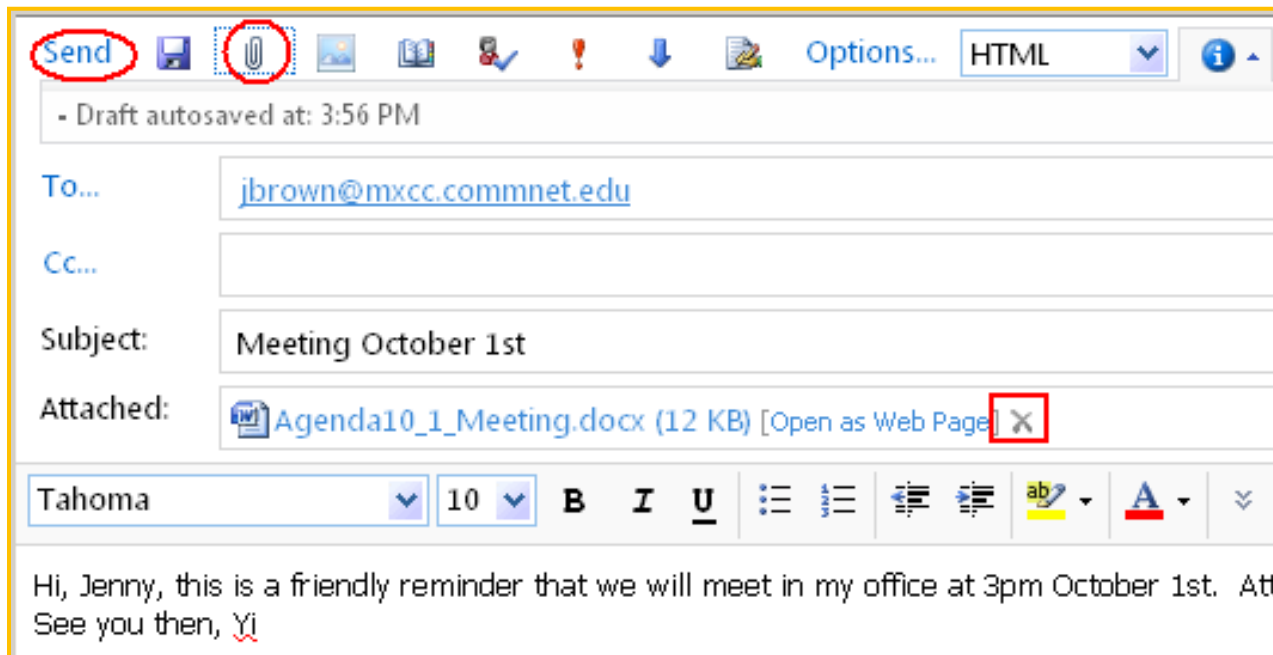
# Delete E-mail

- 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".**
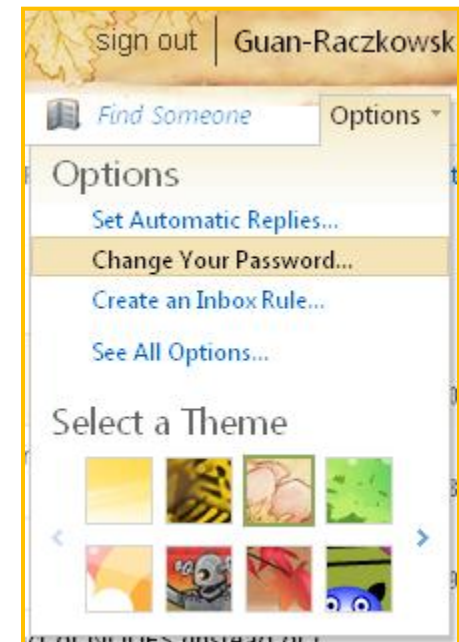
# Accessing Blackboard

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

- Click the **Blackboard** icon at upper right corner.
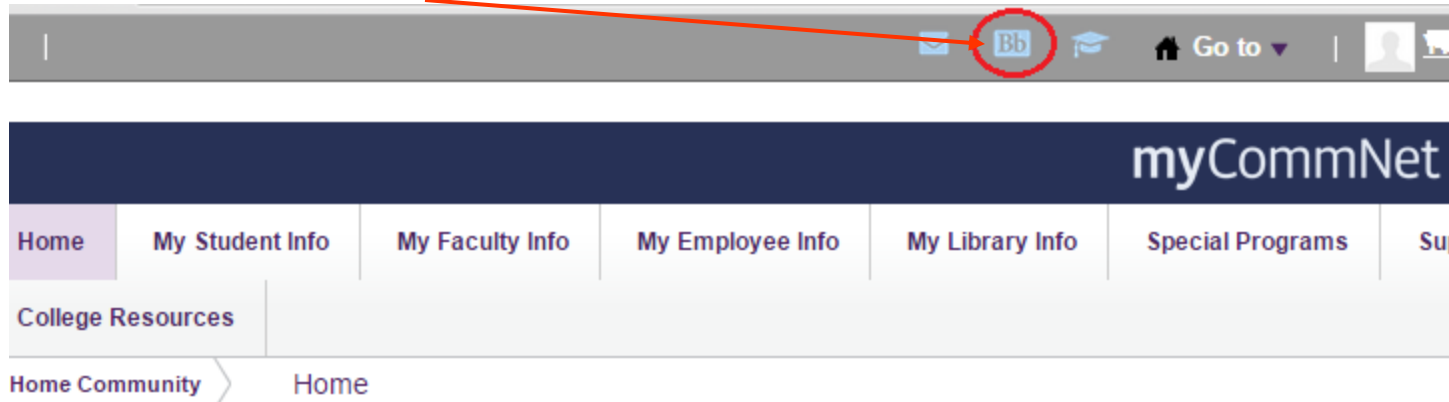


Or click on Blackboard link or icon at the right panel.
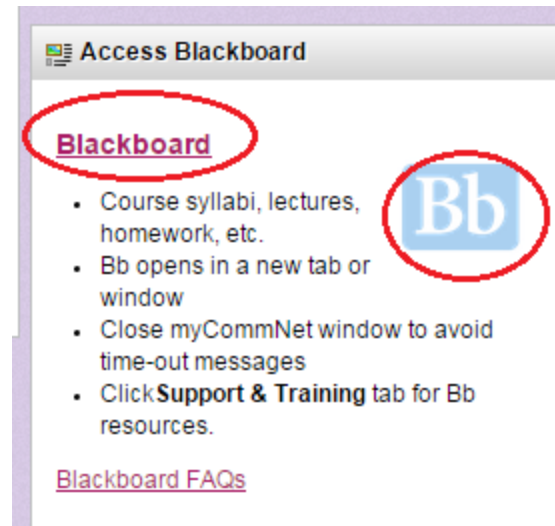
# My Institution

- 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

# 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

| 1 | 1 | 5 | 3 | 0 | 6 |
|---|---|---|---|---|---|
| **Century**<br>21st century = 1 | **Last 2-digit of a year**<br>Year of 2015 = 15<br>Year of 2016 = 16<br>Year of 2017 = 17 | | **Semester**<br>Spring = 1<br>Summer = 2<br>Fall = 3<br>Winter = 4 | **College**<br>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.
    - Unable to log on to myCommNet at http://my.commnet.edu
    - Unable to access Faculty Self-service in MyCommNet.