



## Fall 2009 - Student/Faculty Self-Service Down Dates

Native Banner and Internet Banner (Faculty/Student Self-Service) will be down for an upgrade from **Thursday, November 5, 2009 at 5:00pm to Wednesday, November 11, 2009 at 12:00pm**. During this time, Native Banner and Student/Faculty Self-Service are not available, but myCommNet and Blackboard Vista will be available.

On **November 11, 2009**, all users who access the myCommNet portal will be required to reestablish their Security Question & Answer due to upgrades. A message is now displayed on the "myCommNet Status" section of the login page and an announcement is posted in the myCommNet portal to ensure that students, faculty and staff are prepared for this change prior to it taking effect.

## Spring 2010 Online/Hybrid Courses

39 fully online courses and 4 hybrid courses will be offered in spring 2010. Three new courses will be offered:



**ART 100 Art Appreciation**

**EAS 102 Earth Science**

**ECE 131 Children's Literature**

Distance learning is accepting requests to roll-over, update, and develop online/hybrid courses. Send your request or class files at your earliest convenience; we will assist you with getting your course ready.



## Spring 2010 – MyCommNet/Blackboard Server Down Dates

In 2010, MyCommnet and Blackboard Vista are off line from **Saturday, March 13th, through 12 Noon on Monday, March 15th** for upgrade. During this time, myCommNet, Blackboard Vista, Student/Faculty Self-Service, Library Databases are not available. Please plan your spring courses accordingly.

## READI Assessment



READI assessment was implemented in November 2008 for MxCC online/hybrid students. About 900 students have taken the READI test to identify their strengths and weaknesses in online learning. Aspects such as self-discipline, self-motivation, time-management, learning style, reading comprehension, and technical competency were assessed. The preliminary data analysis indicates that factors of self-discipline, self-motivation, and time-management contribute highly to student success in online learning.

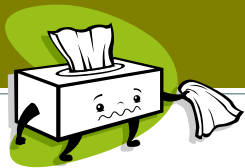
For academic advisors, if your students are interested in taking an online course, hybrid course, self-paced course, or courses that require high technical competency, please recommend they take a READI test. The READI test information can be found at <http://www.mxcc.commnet.edu/distance/readi.shtml>

If a faculty or staff member would like to see what the READI test is all about, go to <http://mxcc.readi.info> and log on with:

Username: mxccfaculty (Choose "mxccfaculty" in the Username box.)

Password: mxccpractice

The username and password are for faculty or staff use only. Please do not give them to your students.



# Pandemic: What can faculty do?



## What a faculty member can do if MxCC has to close for a considerable length of time

### Use Faculty Self-Service to communicate with students via Emails.

This is the simplest way to keep in touch with your students. Step-by-step instruction with screen captures can be accessed at <http://www.mxcc.commnet.edu/distance/facultyes/rosters.shtml>

Log on to MyCommNet with your **NetID** and **password** at my.commnet.edu.

Click on **Faculty** tab.

Under **Faculty and Advisor Self-Service**, click on the link **Click here to access the Faculty Self-Service system.**

Click on **Middlesex Community College** link.

Click on **Faculty Services** link.

Click on **Summary Class** List link.

Select a Term such as **Fall 2009**.

Select a **CRN** and click on **Submit** button. You will see your student names. If you see an email icon next to a student, the student has entered his/her email address in Student/Faculty Self-Service.

Click on Email **Entire Class** link (bottom). A new message window opens, you will type subject and message, click on **Send**. You may also attach a file-class note in the email sent to your students. \*



\*In order to send an email to all students in your course, you need to have an Email application installed to your computer such as MS Outlook Express, MS Outlook, etc. You also need to remind your students to have their most updated email address entered in the Student Self-Service via MyCommNet. If you do not have an email application on your home computer, use Blackboard Vista instead.

### Use Blackboard Vista to communicate with students.

Log on to MyCommNet with your **NetID** and **password** at my.commnet.edu.

Click on **Blackboard Vista** icon at upper right. You are then on **My Blackboard** page.

Click on your class name. Select **Set up a blank course**. Click on **Continue** button (bottom).

Select tools you need such as **Announcements, Calendar, Mail, Discussions, My Files, Gradebook, Assignments, Syllabus, etc.** Click on **Save** button (bottom).

### Three ways to learn Blackboard Vista:

Attend a Blackboard Vista training workshop offered at any of 12 community colleges. Go to **Course Cart** at <https://www.commnet.edu/academics/iitt/coursecart.asp>

Click on **Launch Course Cart** button. Log in with your NetID and password. Search for a Blackboard Vista workshop and register.

Download a **Getting Started with Blackboard Vista** training handout and follow instructions. Go to <http://www.mxcc.commnet.edu/workshops/index.shtml> Under **Getting Started with Blackboard Vista**, click on either **PPT** link or **PDF** link.

All faculty members have access to a Blackboard Vista training site on Blackboard. When you are at **My Blackboard** page, click on **Blackboard Vista Orientation and Faculty Resources** link. Click on **Blackboard Vista Training Manuals & Resources** icon. There are a variety of training materials to help you learn Blackboard Vista.



MxCC Distance Learning is located in Chapman 632/633

[mxccdistan@mxcc.commnet.edu](mailto:mxccdistan@mxcc.commnet.edu) ~ 860-343-5756 ~ Monday to Friday 8:30 am — 5:00 pm

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