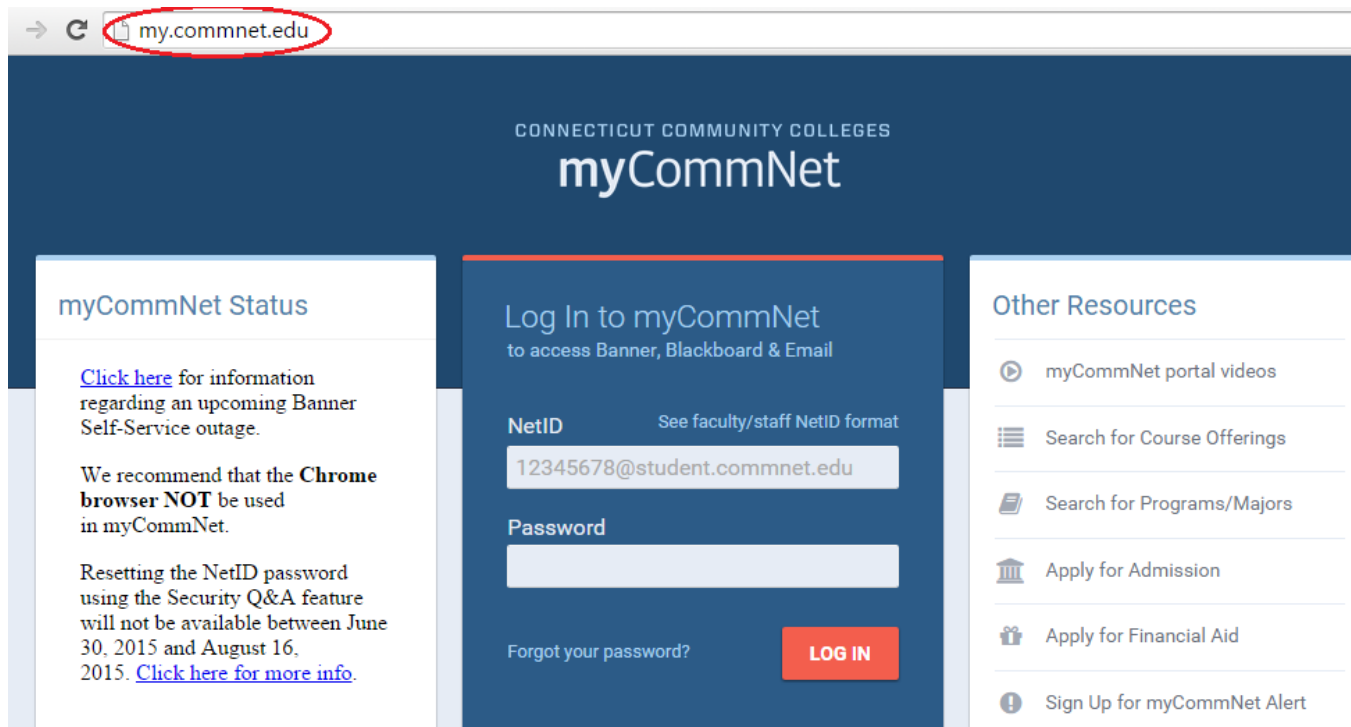


MxCC Distance Learning Documentation

View Class Roster & Email to Students

1. Logon to my.commmnet.edu.



2. Login using your **NetID**.

NetID: Faculty/staff: BannerID@mxcc.commmnet.edu

Example:

00689764@mxcc.commmnet.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:

- Upper case
- Lower case

MxCC Distance Learning Documentation

- 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.

CONNECTICUT COMMUNITY COLLEGES
myCommNet

Log In to myCommNet
to access Banner, Blackboard & Email

NetID See faculty/staff NetID format
00795867@mxcc.commnet.edu

Password
.....

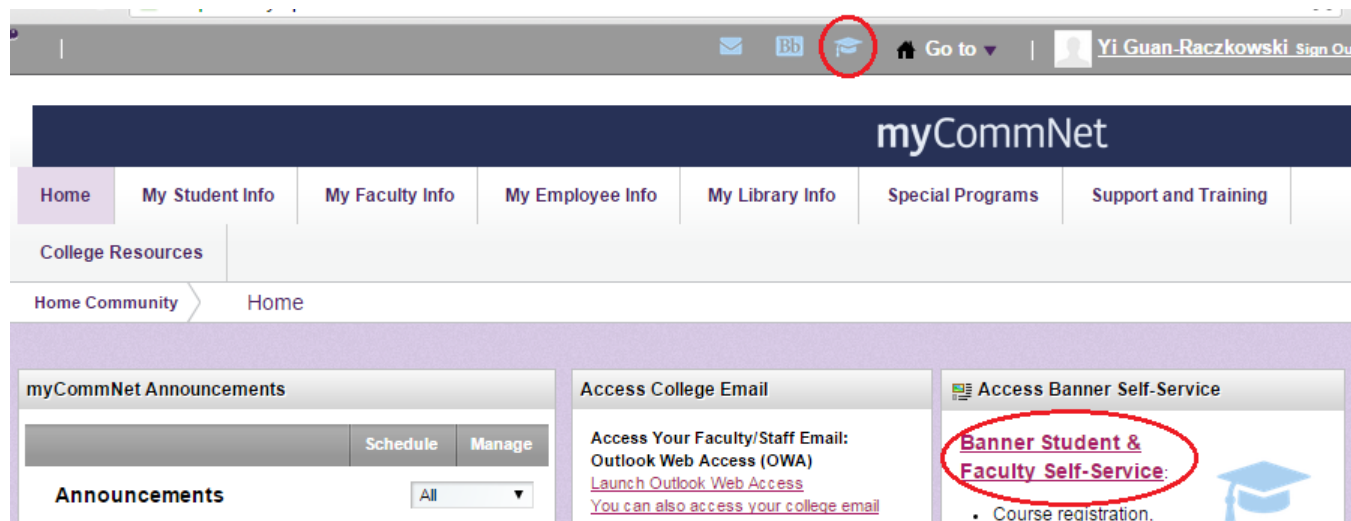
[Forgot your password?](#) **LOG IN**

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

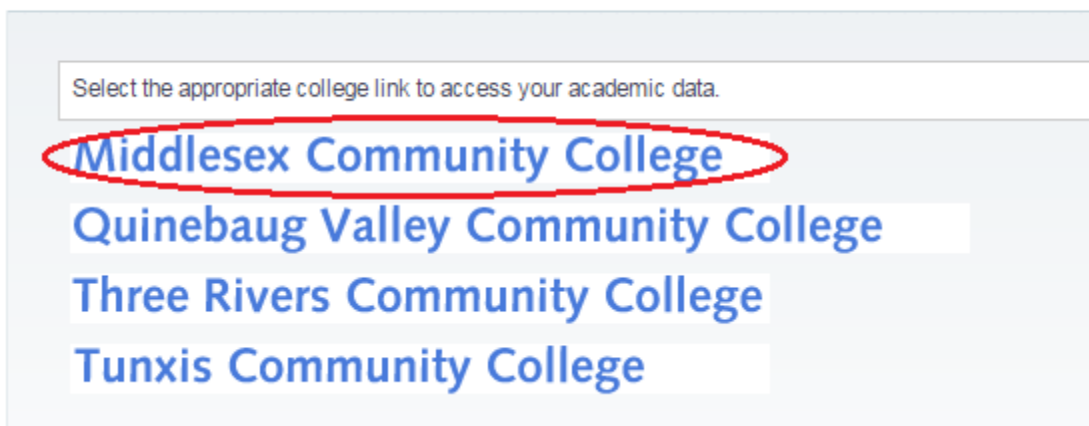
3. Click on the **Banner Self-Service** icon at upper right corner of the screen. Or click on the **Faculty Self - Service System** link under **Faculty and Advisor Self-Service** channel.

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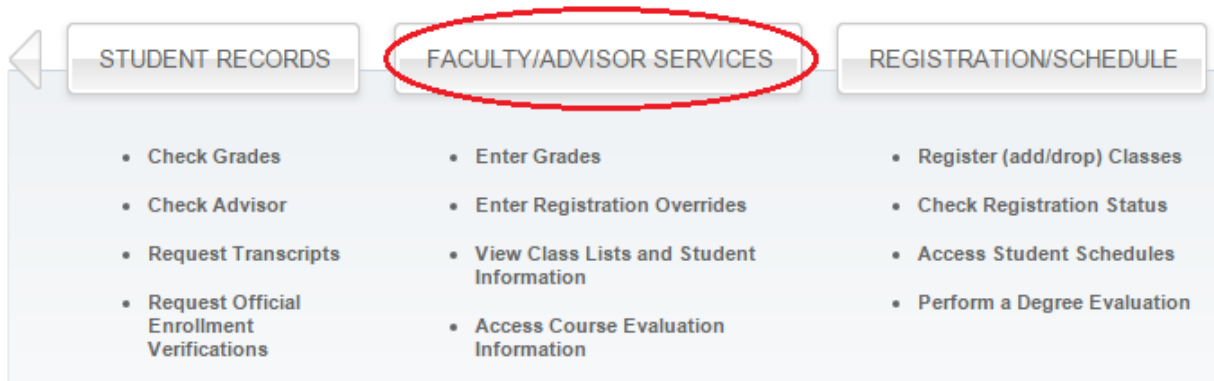
4. Click on **Middlesex Community College**.

[Home](#) > COLLEGE SELECTION

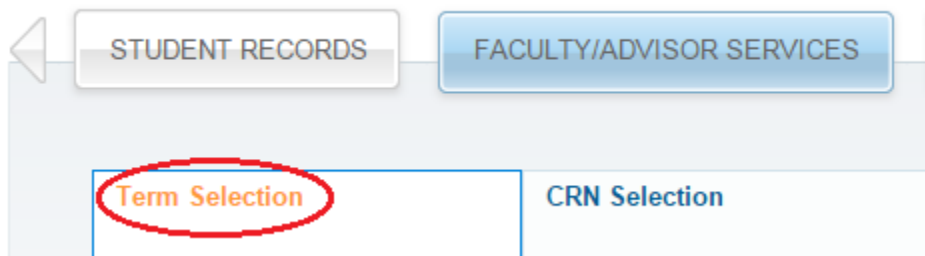


5. Click on **FACULTY/ADVISOR SERVICES**.

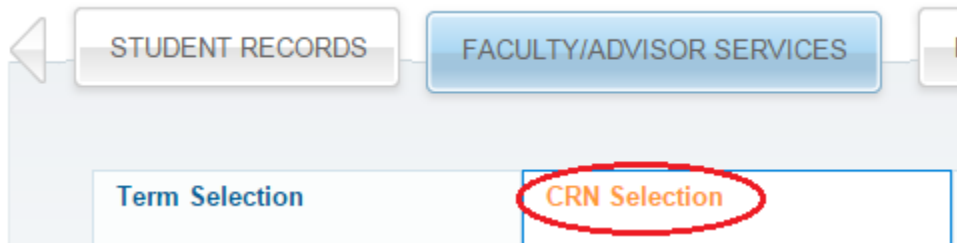
MxCC Distance Learning Documentation



6. Click on **Term Selection**. Select the term such as “**Summer 2015**” and click on **Submit**.



7. Click on **CRN Selection**, select the CRN of your course and click on **Submit**.



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

MxCC Distance Learning Documentation

STUDENT RECORDS **FACULTY/ADVISOR SERVICES** REGISTRATION/SCHEDULE TUITION/PAYMENT PER:

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

8-a. Click on **View/Print Class Roster**. You will see IDs, Names, and phone numbers.

Middlesex Community College

Class Roster

Summer 2015 - 2065 PSY* F111 30 - General Psychology I

Number of students in section: 31
July 22, 2015

| Banner ID | Student Name | Grade | Telephone | E-Mail |
|-----------|--------------|-------|-----------|--------|
| @C | E | (| | |
| @C | (| (| | |
| @C | (| (| | |
| @C | (| (| | |
| @C | (| (| | |
| @C | (| (| | |
| @C | (| (| | |

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8 - b. Detail Class List provides you with a list of students with name, ID, and an Email icon. The email you see are the students' college email. In the Detail Class List, click on a student name, you will see the student's phone number and mailing address.

Middlesex

Cross List: 0 0 0

Detail Class List

| Record Number | Student Name | ID | Registration Status | Registration Number |
|---------------|--------------|-----------|---------------------|---------------------|
| 1 | E [REDACTED] | @01714309 | **Registered** | 38 |



Current Program

Undeclared

Level: MxCC Credit

Program: NON DEG/NON MATR

Admit Term: Summer 2015

Admit Type: Transfer

Catalog Term: Summer 2015

9. Email to a student:

a. You may email to a student on either **Access Detail Class List** or **View/Print Class Roster** page. If you have an email application (e.g. MS Outlook) on your computer (college computer), click on the Email icon next to the student, a new message window will open with the email address entered in To: box. Type your message and click on **Send**.

b. If you use college email via WebOutlook, log on to your email first (www.mail.commnet.edu). Right-click on the email icon and select **Copy Email Address**. Log on to your Internet email. In the new message window, right-click on the box where you enter the email addresses and select **Paste**. This copies and pastes the student's email to the address box. You will then type your message and click on **Send**.

MxCC Distance Learning Documentation

Home Community > Banner Self-Service

STUDENT RECORDS | FACULTY/ADVISOR SERVICE

Home > Printable Class Roster

Number of students in section: 31
July 22, 2015

| Banner ID | Student Name | Grade | Telephone | E- |
|--------------|--------------|------------|------------|------------|
| @ [redacted] | E [redacted] | [redacted] | [redacted] | [redacted] |
| @ [redacted] | [redacted] | [redacted] | [redacted] | [redacted] |

Context menu options:
Open link in new tab
Open link in new window
Open link in incognito window
Save link as...
Copy email address
Save image as...
Copy image URL
Copy image
Open image in new tab
Search Google for this image
Print...
Inspect element

10. E-mail to All Students

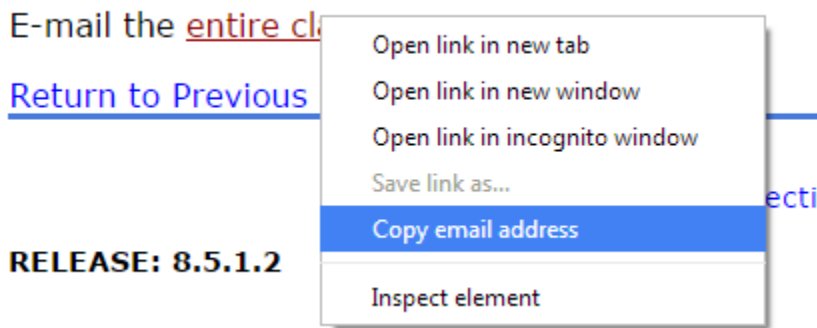
E-mail the entire class.

[Return to Previous](#)

a. At the bottom of the **View/Print Class Roster** page, click on E-mail the **entire class**. This opens a new mail message window if you have an email program on your computer (e.g. college computer). The students' email addresses are entered in BCC: box. You will type a message and click on Send to send the message to students with email addresses entered in the system.

b. If you use college email via WebOutlook, log on to your email first (www.mail.commnet.edu). Right-click on **Entire Class** link and select **Copy Email Address**. In the new mail message window, right-click on the *BCC box, and select **Paste**. This copies and pastes the students' addresses to the BCC: box. You will then type your message and click on **Send**. It is important to paste all students' addresses in BCC address box. This way, a student will not see the email addresses from other students in the class.

MxCC Distance Learning Documentation



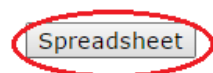
11. Save a Class Roster

At the bottom of **View/Print Class Roster** page, click on the **Spreadsheet** button.

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

Faculty Member's Signature: _____

Date: _____



RELEASE: 5.5

A .csv file will be downloaded. Depending on the browser you use, a dialog box may ask you either to open or save the file. Select **Save File** and click on **OK**. Locate a folder where you will save the roster file and click on **Save**.

The class roster will be saved as .csv format, which can be opened by **MS Excel**. The roster file provides student name, ID, phone number, mailing address, and email address.