

# Faculty Technology Resources

Distance Learning  
Chapman 702/703  
mxccdistance@mxcc.commnet.edu  
<http://mxcc.edu/distance>  
(860)343-5756

**Faculty Technology Resources**  
<http://mxcc.edu/fttr>

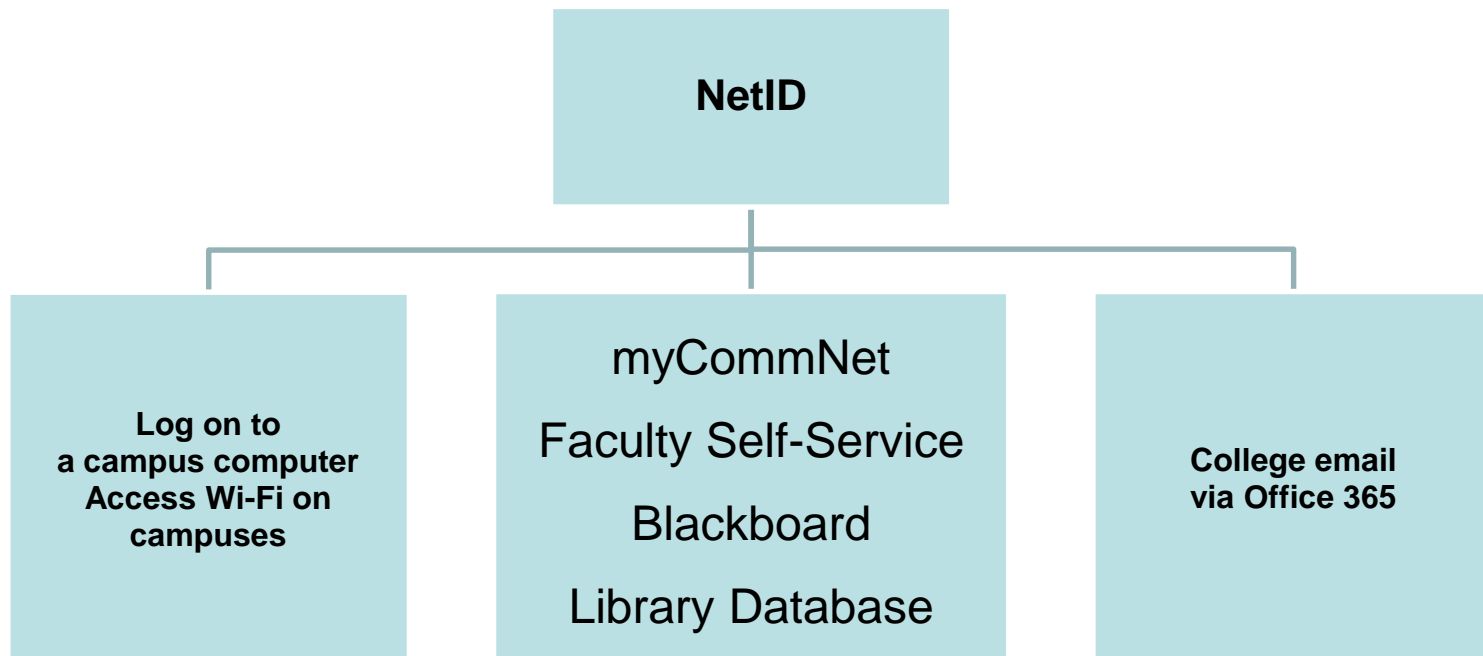
# Faculty Technology Resources

- **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

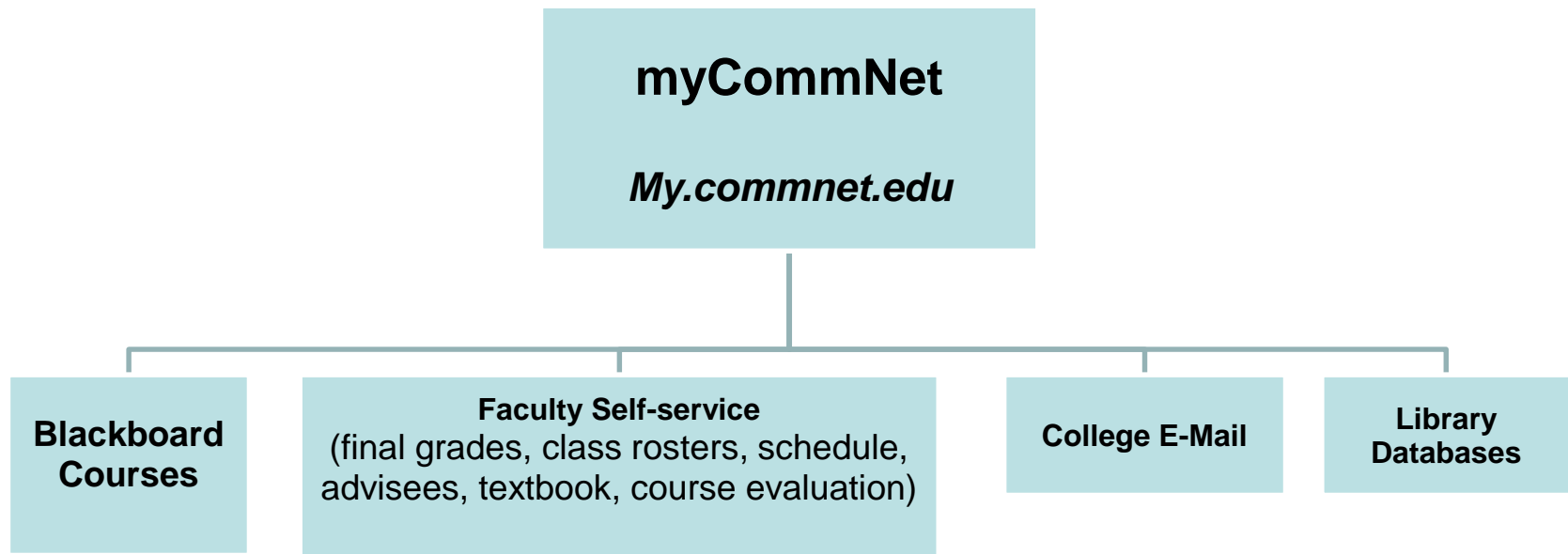
- **Enter NetID (Username)**
  - **BannerID@mxcc.commnet.edu**
  - Example, John Brown's Banner ID is @00687968, then his NetID is [00687968@mxcc.commnet.edu](mailto:00687968@mxcc.commnet.edu)
  - Look up your NetID at <https://www.commnet.edu/netid/lookupnetid.asp>
- **Enter Password**
  - **Initial 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

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 2016**.
  - 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

Home

The screenshot shows the 'Course Search' interface. The 'Term' dropdown is set to 'Fall Term 2016'. The 'College' dropdown is set to 'Middlesex CC'. The 'Course Level' section has 'Credit' selected. The 'Instruction Type' dropdown is set to 'All'. The 'by Start Time' and 'by End Time' sections are set to '00:00 am'. The 'by Days' section has all days (Mon, Tues, Wed, Thur, Fri, Sat, Sun) selected. A red circle highlights the 'Get Courses' button at the bottom. A red arrow points from the 'Search Result' section of the text to this button.

Term: **Fall Term 2016**

College: **Middlesex CC**

(Open/Closed):  Open  Closed  Both

Course Level:  Credit  Non\_Credit  Both

Instruction Type

All

CLIN - Clinical

COOP - Cooperative Learning

HYBR - Online and Classroom

INDE - Independent Study

INTN - Internship

OLCR - Online with Campus Requirement

ONLN - Fully Online

TRAD - Classroom

by Start Time: Hour: 00 Minute: 00 am/pm: am

by End Time: Hour: 00 Minute: 00 am/pm: am

by Days: Mon Tues Wed Thur Fri Sat Sun

**Get Courses** Reset

# 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

Location

Time

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.

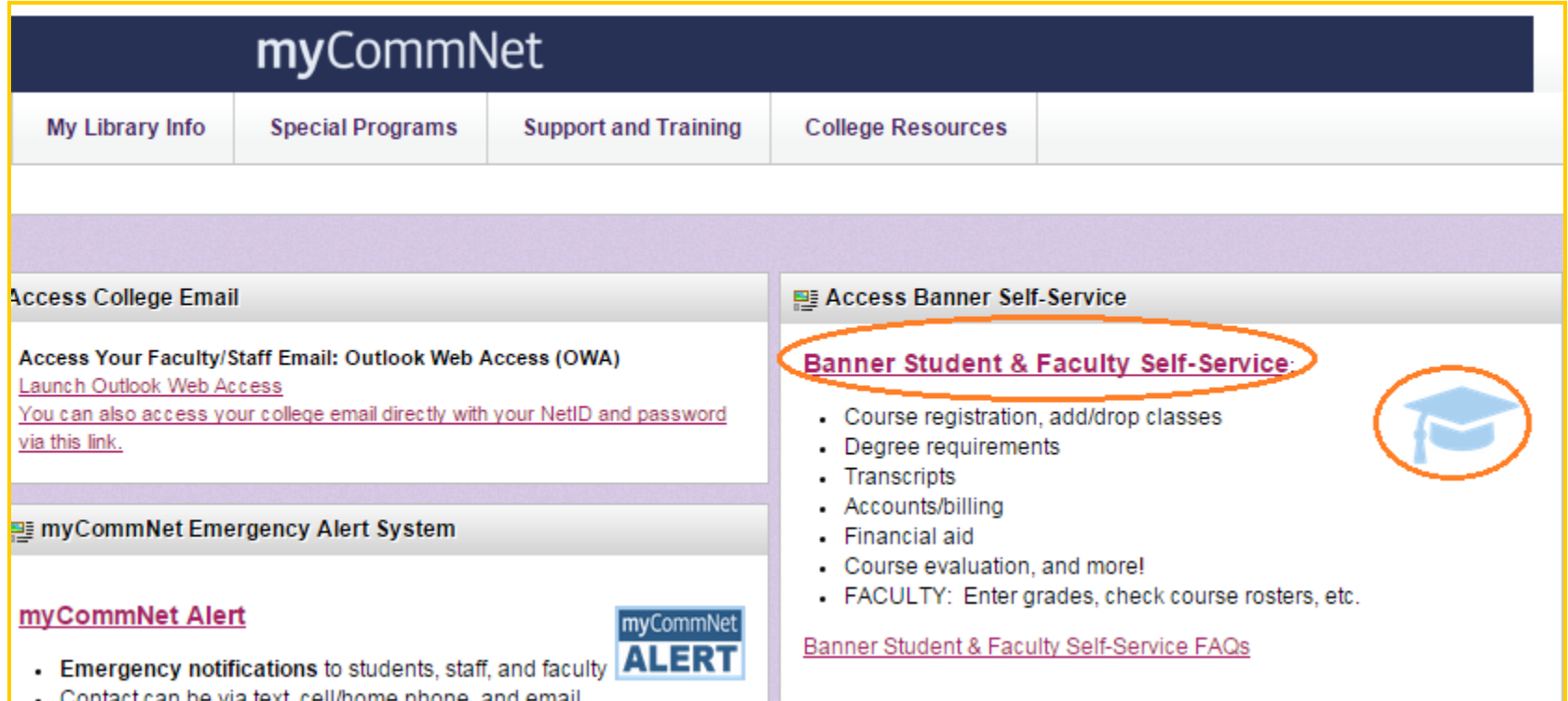
# Navigating myCommNet

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 these tabs, there are icons for email, Blackboard (BB), and a refresh icon, along with a 'Go to' dropdown menu and a user profile icon labeled 'Yi Guan-Rac'. Red arrows point from the top navigation bar to the 'My Student Info', 'My Faculty Info', 'My Employee Info', and 'My Library Info' tabs. Another set of red arrows points from the top right corner to the email, BB, and refresh icons. Below the navigation bar, the main content area is divided into three columns. The left column is titled 'myCommNet Announcements' and includes a 'Schedule' button, a 'Manage' button, and a dropdown menu set to 'All'. The middle column is titled 'Access College Email' and contains the text: 'Access Your Faculty/Staff Email: Outlook Web Access (OWA)', a link to 'Launch Outlook Web Access', and a note: 'You can also access your college email directly with your NetID and password via this link.' The right column is titled 'Access Banner Self-Service' and features a section for 'Banner Student & Faculty Self-Service:' with a bulleted list: 'Course registration, add/drop classes', 'Degree requirements', and 'Transcripts'.

# 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, there is a dark blue header with the text "myCommNet". Below this, a white navigation bar contains 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" which includes a link to "Access Your Faculty/Staff Email: Outlook Web Access (OWA)" and a sub-link "Launch Outlook Web Access". Below this, there is a section for the "myCommNet Emergency Alert System" with 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, there is a list of services:

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

At the bottom of the "Access Banner Self-Service" section, there is a link for "Banner Student & Faculty Self-Service FAQs".

# FACULTY/ADVISOR SERVICES

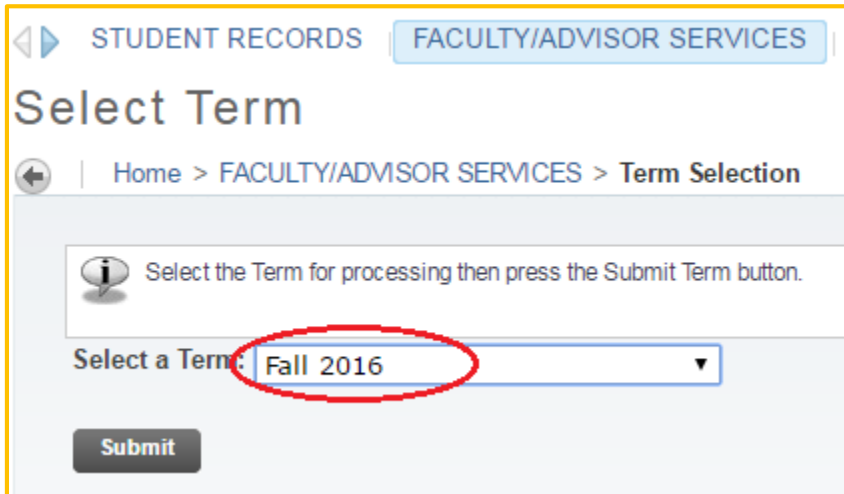
You see a list of online services provided to faculty:

- 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



STUDENT RECORDS | FACULTY/ADVISOR SERVICES

## Select Term

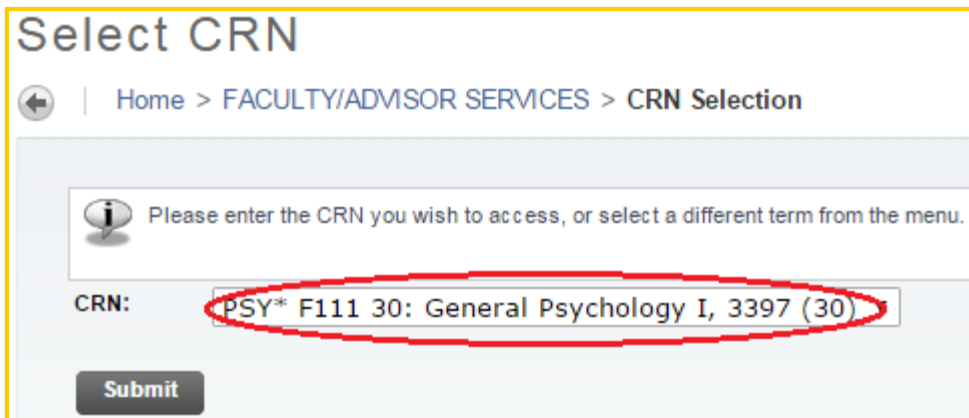
Home > FACULTY/ADVISOR SERVICES > Term Selection

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

Select a Term:

- Select a term/semester
  - Click on **Term Selection**.
  - Select a term (Fall 2016).
  - 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:

# 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-options: 'View Detail Class List' and 'Print or download (Excel) roster'. At the bottom of the interface, there is a box containing two buttons: 'Access Detail Class List' and 'View/Print Class Roster'.

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 2016 - 3377 PSY* F111 30 - General Psychology I					
Number of students in section: 27					
August 12, 2016					
Banner ID	Student Name	Grade	Telephone	E-Mail	
@01088700	Corval, Hannah		(900) 3000310		
@01088800	Dharwad, Mary...		(900) 3000700		

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](#)

---

[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	<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

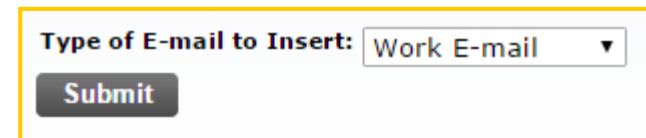
- In **Banner Student & Faculty Self-Service** page, click on **Personal Information** tab.

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:

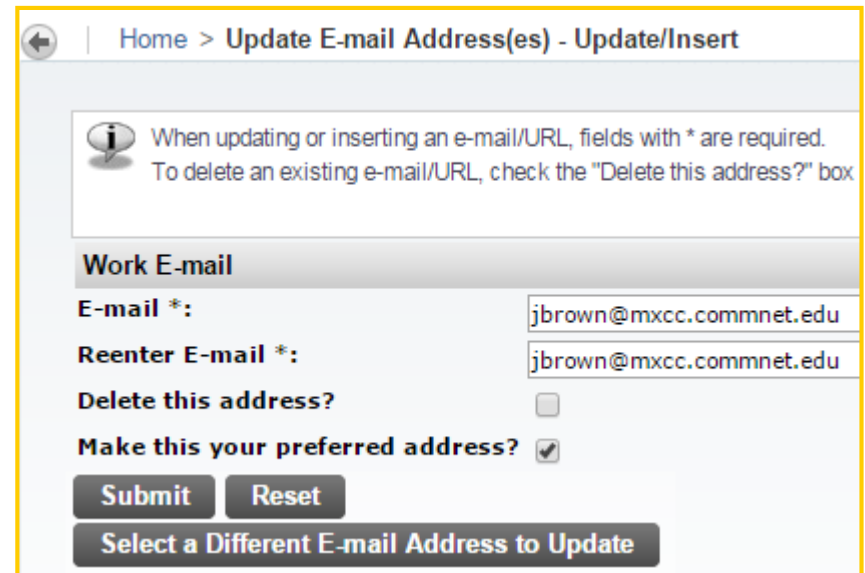
<b>Address and Phone Information</b> <ul style="list-style-type: none"><li>• Update Multiple Addresses and Phones</li></ul>	<b>E-mail Address Information</b> <ul style="list-style-type: none"><li>• Update multiple e-mail addresses</li></ul>	<b>Name Change Information</b> <ul style="list-style-type: none"><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**.



A screenshot of a web form element. It features a dropdown menu labeled "Type of E-mail to Insert:" with "Work E-mail" selected. Below the dropdown is a dark "Submit" button. The entire element is enclosed in a yellow rectangular border.



A screenshot of a web form titled "Home > Update E-mail Address(es) - Update/Insert". It includes an information icon and text: "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". The form is for "Work E-mail" and contains two input fields for "E-mail \*" and "Reenter E-mail \*", both containing "jbrown@mxcc.commnet.edu". There are checkboxes for "Delete this address?" (unchecked) and "Make this your preferred address?" (checked). At the bottom, there are "Submit" and "Reset" buttons, and a large button labeled "Select a Different E-mail Address to Update". The entire form is enclosed in a yellow rectangular border.

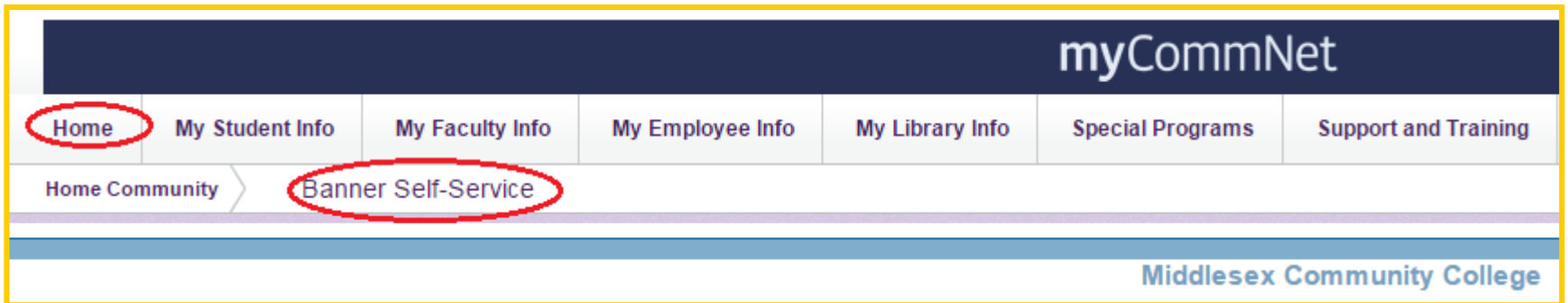
# Enter Final Grades

- In Faculty Self-Service page, click on Grading Students. Click on Enter Final Grades.
- About one week before the grades are due, a grade sheet with student names and IDs will display. Next to a student's name, choose a grade. Only 25 students are displayed in the first page. If you have more than 25 students, click on Submit button at the bottom and click on "26-30" page. You will need to click on Submit button every 20 minutes.

<b>Term Selection</b>	<b>CRN Selection</b>	<b>Faculty Detail Schedule</b> <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>
<b>Student and Advising</b> ▼ <ul style="list-style-type: none"><li>• View Student Information including: personal info, schedules and transcripts, placement tests</li></ul>	<b>Grading Students</b> ▲ <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>	<b>Registration Overrides</b> <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>	<b>Advisee List</b> <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>
■ Enter Midterm Grades	■ Enter Final Grades		

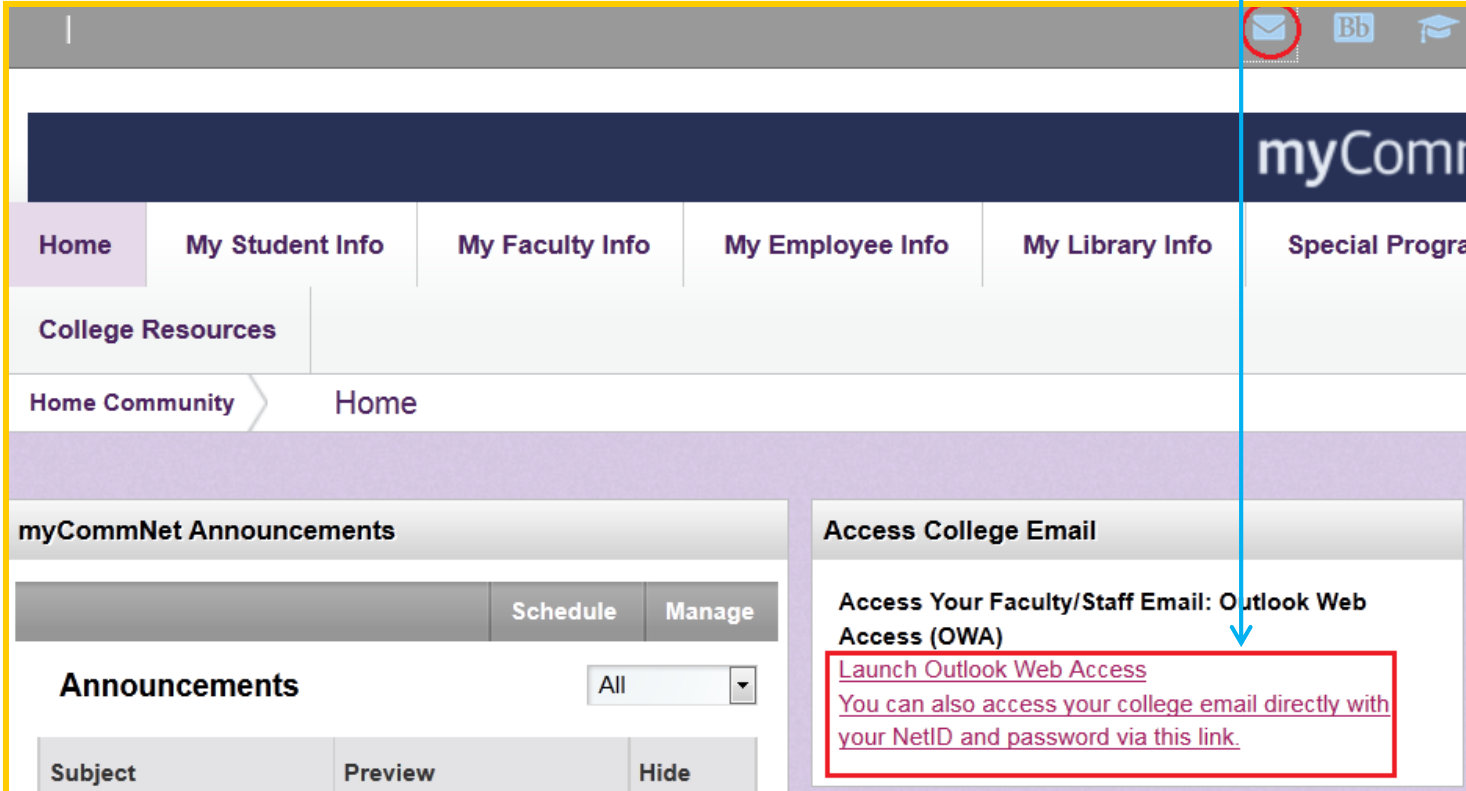
# Home Tab and Banner Self-Service Link

- 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://portal.microsoftonline.com>.



The screenshot displays the MyCommNet user 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" and "Home Community". The main content area is divided into two columns. The left column is titled "myCommNet Announcements" and contains a table with columns for "Subject", "Preview", and "Hide". The right column is titled "Access College Email" and contains the following text: "Access Your Faculty/Staff Email: Outlook Web Access (OWA)", a red-bordered box containing the link "Launch Outlook Web Access" and the text "You can also access your college email directly with your NetID and password via this link.", and a blue arrow pointing from the "Email" icon in the top right corner to the "Launch Outlook Web Access" link.



# Another Way to Access E-mail

- You may also access your college email directly at <http://portal.microsoftonline.com> without going through MyCommNet.
- Your e-mail address is your “first initial and last name”@mxcc.comnet.edu.
  - Example: John Brown, [jbrown@mxcc.comnet.edu](mailto:jbrown@mxcc.comnet.edu)
- To log on, you need to use your NetID and its password, the same NetID and password to logon to myCommNet and a campus computer.
- Open a web browser such as Internet Explorer.
- Type: “portal.microsoftonline.com” 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

- “portal.microsoftonline.com”.
- Enter your **NetID** and click on the password box. You will be directed to another log on page.



Work or school account

06949000@mxcc.commnet.edu

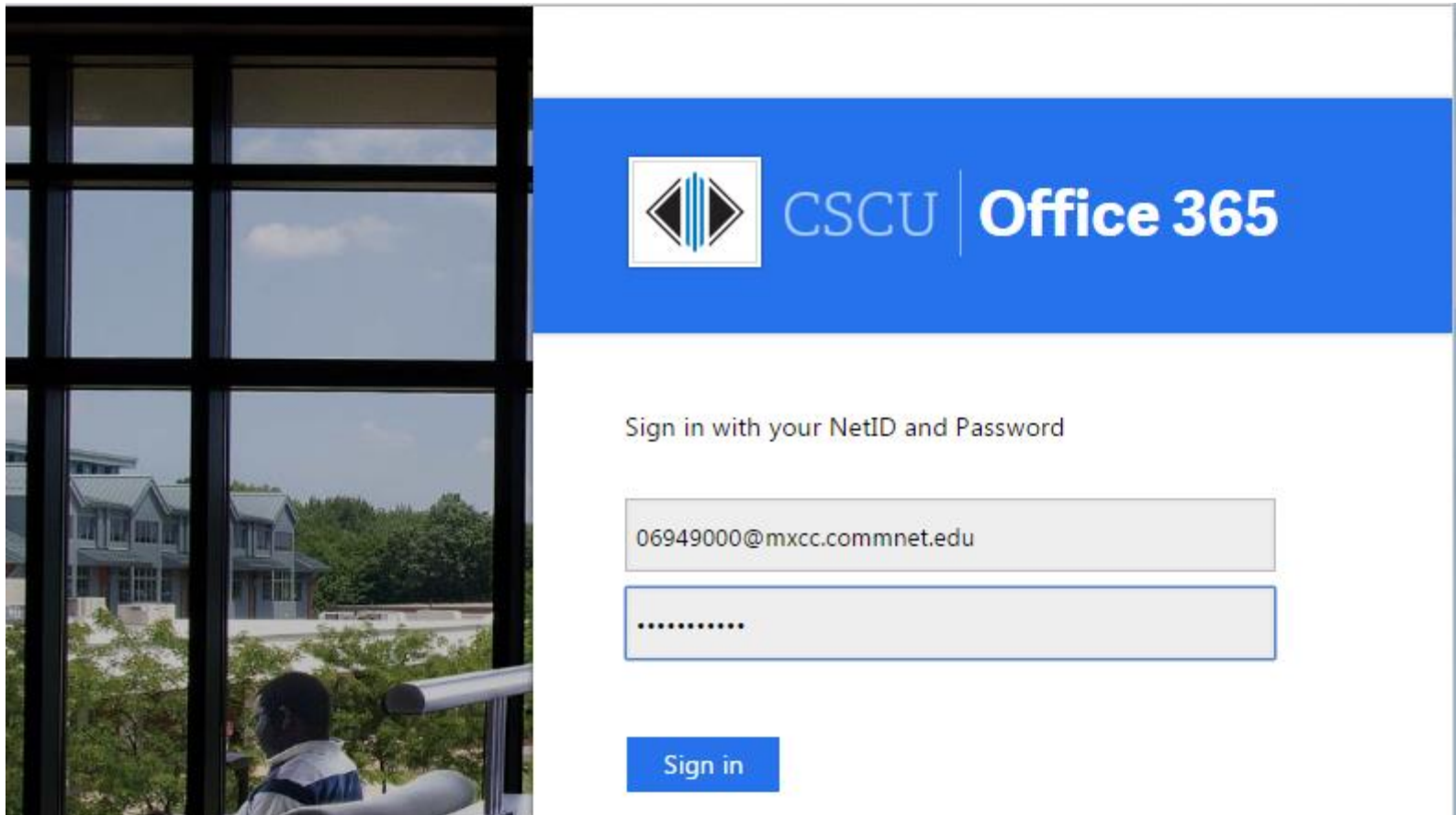
Password


Keep me signed in

Sign in

# Logon to Email

- Enter NetID and password. Click on Sign in.





CSCU | **Office 365**

Sign in with your NetID and Password

06949000@mxcc.commnet.edu

.....

**Sign in**

# Microsoft Online

- When you first time log on, click on Mail icon at the bottom of the page.

Office 365 Home

COMBINED STATE COLLEGE OF UNIVERSITY

Let your ideas go free.

Install Office 2016 on your PC

Word Excel PowerPoint Outlook OneNote

Got a Mac? Sign in to Office 365 on your Mac to install.

How do I get Office 2013?  
Smartphone or tablet? Get Office on your devices  
Learn how to set up email and Office 365 apps on your device

Collaborate with Office Online

Mail Calendar People Planner Tasks

# Microsoft Outlook Web

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

The screenshot displays the Microsoft Outlook Web interface. At the top, the Office 365 logo and the word "Outlook" are visible. Below this is a search bar labeled "Search Mail and People" and a "New" button with a dropdown arrow. The left-hand navigation pane is divided into "Folders" and "Groups". Under "Folders", "Inbox" is selected and shows 108 items, with other folders like "Sent Items" and "Drafts" (117) listed below. Under "Groups", there is a "New" group icon and a description: "Groups give teams a shared space for email, documents, and scheduling events." Below this are "Discover" and "Create" options. The main content area shows the "Inbox" with a list of emails. The first email is from "Assigned - Blackboard Question - Goals ISSUE=29240 PROJ=12" dated 7/7/2016. The second is from "Riordan, Kimberly A" with the subject "BlackBoard Access" dated 7/6/2016. The third is from "BOR-Service Desk" with the subject "Request - Blackboard Question - Goals ISSUE=29240 PROJ=12" dated 7/6/2016. The fourth is from "Guan-Rackowski, Yi" with the subject "Blackboard Question - Goals" dated 7/6/2016. The fifth is from "Tyquan" dated 7/6/2016. Each email entry includes a preview of the subject and the beginning of the body text.

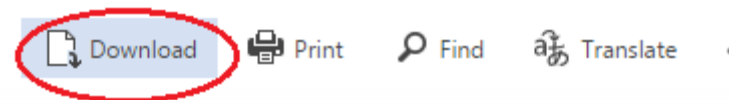
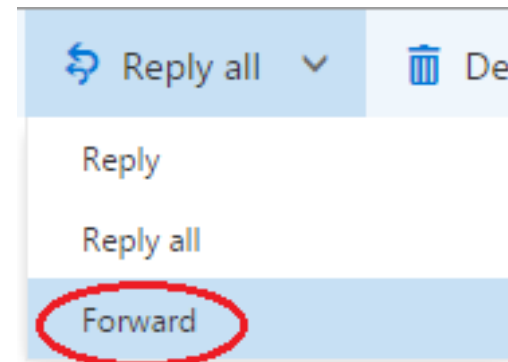
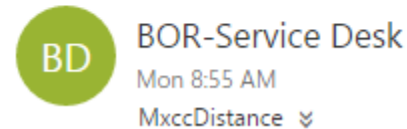
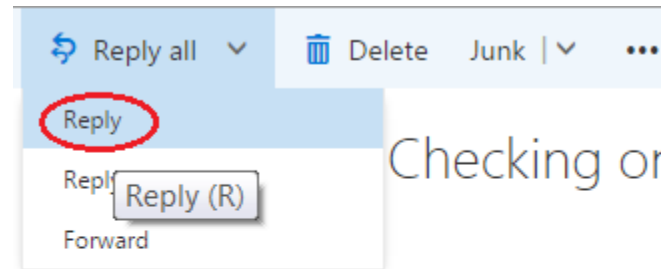
# Email Operations

- When clicking on an email, the preview pane on the right will display the email message.
- Four icons are also displayed next to the subject of the message.
  - Delete the message
  - Mark Unread
  - Flag the message
  - Keep the message at the top of the folder.

The screenshot shows an email client interface. On the left is a 'Groups' sidebar with a 'New' button and a list of groups: 'SPEAK' (SP) and 'NCCC\_CFT' (NC). Below are 'Discover' and 'Create' options. The main area displays a list of emails. The top email is from 'The QVCC Foundation' with subject 'Get Ready to Golf' and time '7:18 AM'. It has four icons: a trash can, an envelope, a flag, and a pin. Red lines connect these icons to the list items above. Below it is an email from 'League for Innovation' with subject 'League Connections, August 2016: Recc' and time '6:43 AM'. The bottom email is from 'Middlesex Community Co...' with subject 'Important Fall 2016 Hybrid/Online Cour' and time '1:29 AM'. On the right is a preview pane showing the sender 'Guan-Raczkowski, Y' and an 'Unsubscribe' button. At the bottom right is a logo with a white 'Q' on a blue background.

# Read, Reply, Forward, and Attachments

- Double-click on the Subject of a message. The message window opens.
  - To reply to a message, click the down arrow next to **Reply to All** and select **Reply**. 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, double-click on the attached file.
  - The attached file will open for you to review.
  - To save the attached file, click on Download icon. You will need to go to Download folder to open up the file you just downloaded.



# Mail Settings – Reply as Default, Fonts

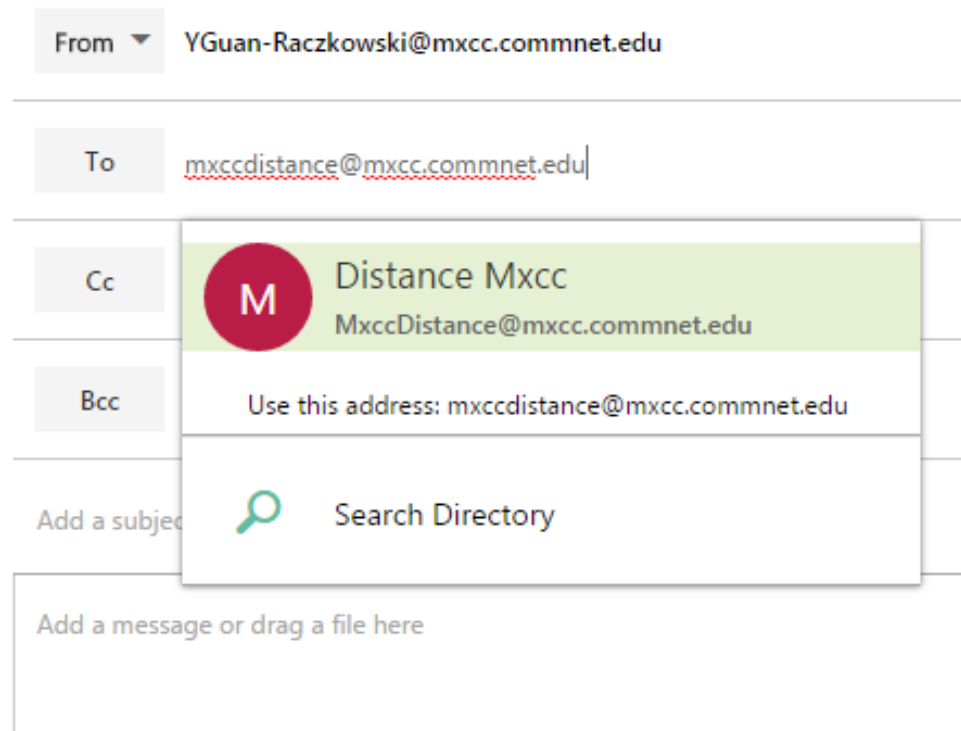
- Set “Reply” as a default option.
  - Click on “Reply Settings”, choose “Reply” and click on “Save”.
- Change fonts
  - In the Mail setting option menu, under Layout, select “Message Format”. Choose a size and font and click on Save/

The screenshot displays the Outlook Mail settings interface. On the left, the 'Options' menu is visible, with 'Reply settings' highlighted. The main area shows the 'Reply settings' page, where the 'Save' button is circled in red. Below the 'Make my default response:' section, the 'Reply' radio button is selected and circled in red. On the right, the 'Message format' settings are shown, with the 'Save' button circled in red. The 'Compose messages in this format:' dropdown is set to 'HTML'. The 'Message font' section shows 'Helvetica' selected in the font dropdown and '16' in the size dropdown, both circled in red. A 'Sample text' area is visible at the bottom right.



# Compose and Send a Message

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

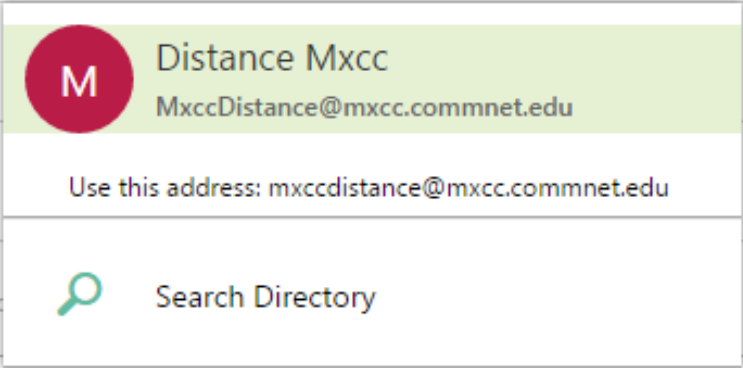




From ▾ YGuan-Raczkowski@mxcc.commnet.edu

---

To [mxccdistan...@mxcc.commnet.edu](mailto:mxccdistan...@mxcc.commnet.edu)

---

Cc 

-  Distance Mxcc  
MxccDistance@mxcc.commnet.edu
- Use this address: mxccdistan...@mxcc.commnet.edu
-  Search Directory

---

Bcc

---

Add a subject

---

Add a message or drag a file here

# Search for an Address

- You may search for an e-mail address if the person has an account at one of 12 CT Community Colleges.
- In the message window, click on the **To...** button. Click on << to display the groups. Choose the group the person belongs such as “Mx Faculty”. Type the person’s last name in the search box and click on Search icon.
- You may 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). You will see the person’s contact information. Click on the person’s email. The address will be entered to “To” box.

✓ Save ✕ Cancel

To:

<<

Brown

MX Faculty By display name

AM Abou-Saad, Ibrahim M +

AE Acevedo, Elizabeth +

AH Albert, Janis H +

Guan-Raczkowski, Yi  
Director, Distance Learning CC Professional, Distance Learning

Contact Notes Organization Groups

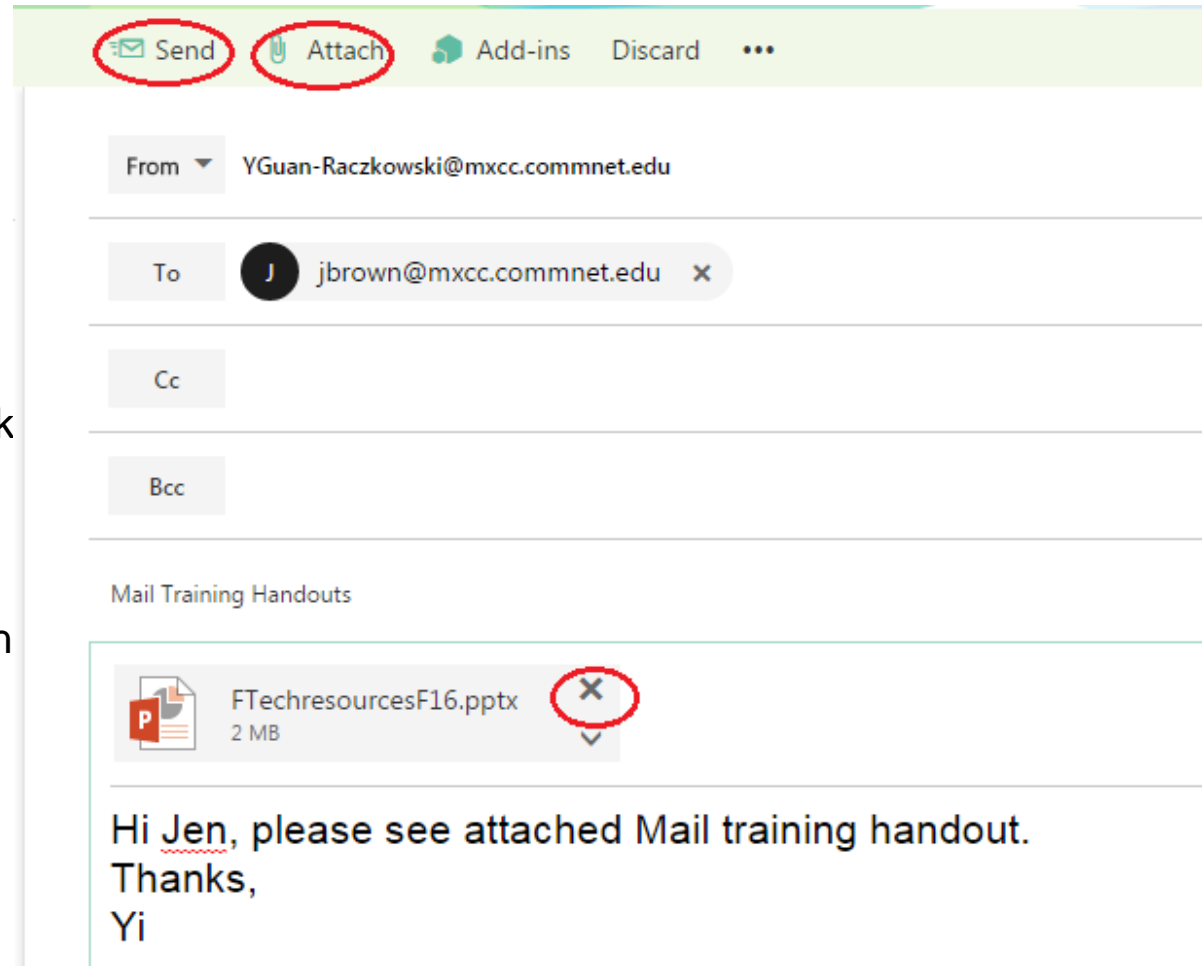
Calendar  
[Schedule a meeting](#)

Email  
[YGuan-Raczkowski@mxcc.comnet.edu](mailto:YGuan-Raczkowski@mxcc.comnet.edu)

Business  
860.343.5783

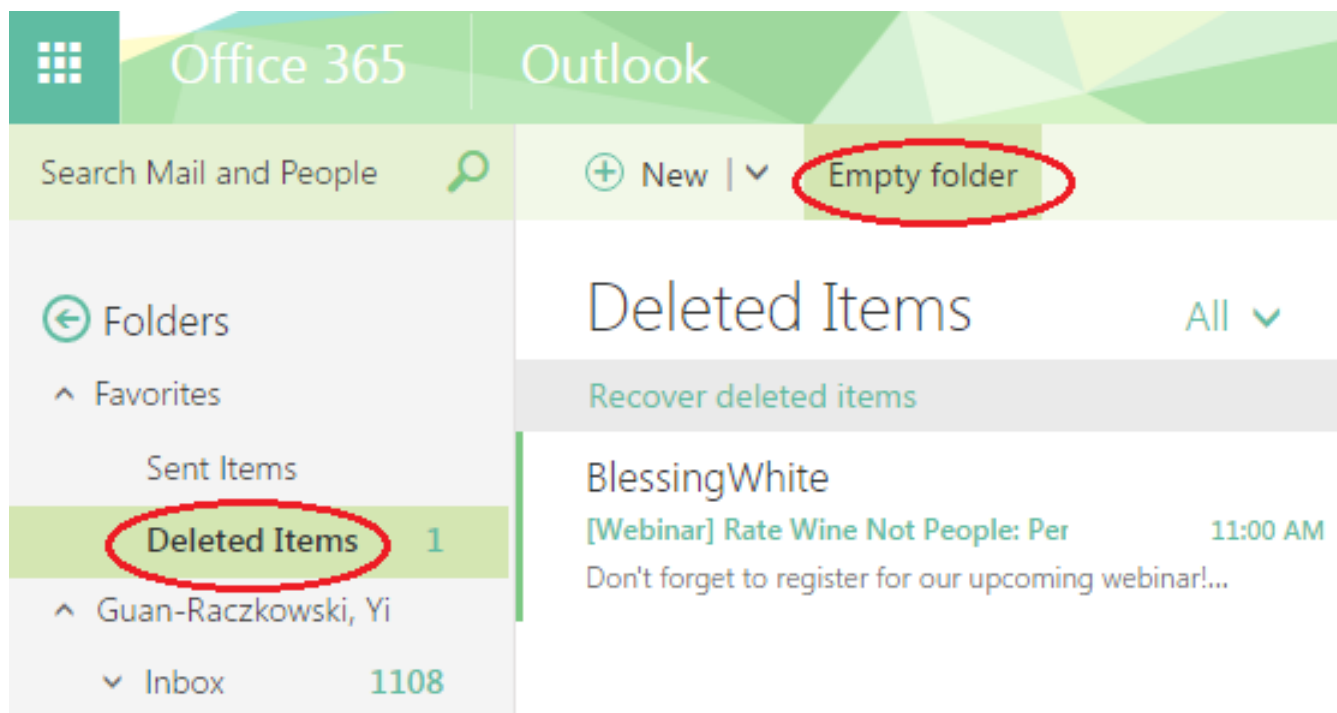
# Send a File as Attachment

- To send a file attached to your message, before clicking the **Send** button, click on **Attach** icon.
- Locate the directory where you saved the file. Double-click on the file you would like 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 to send.



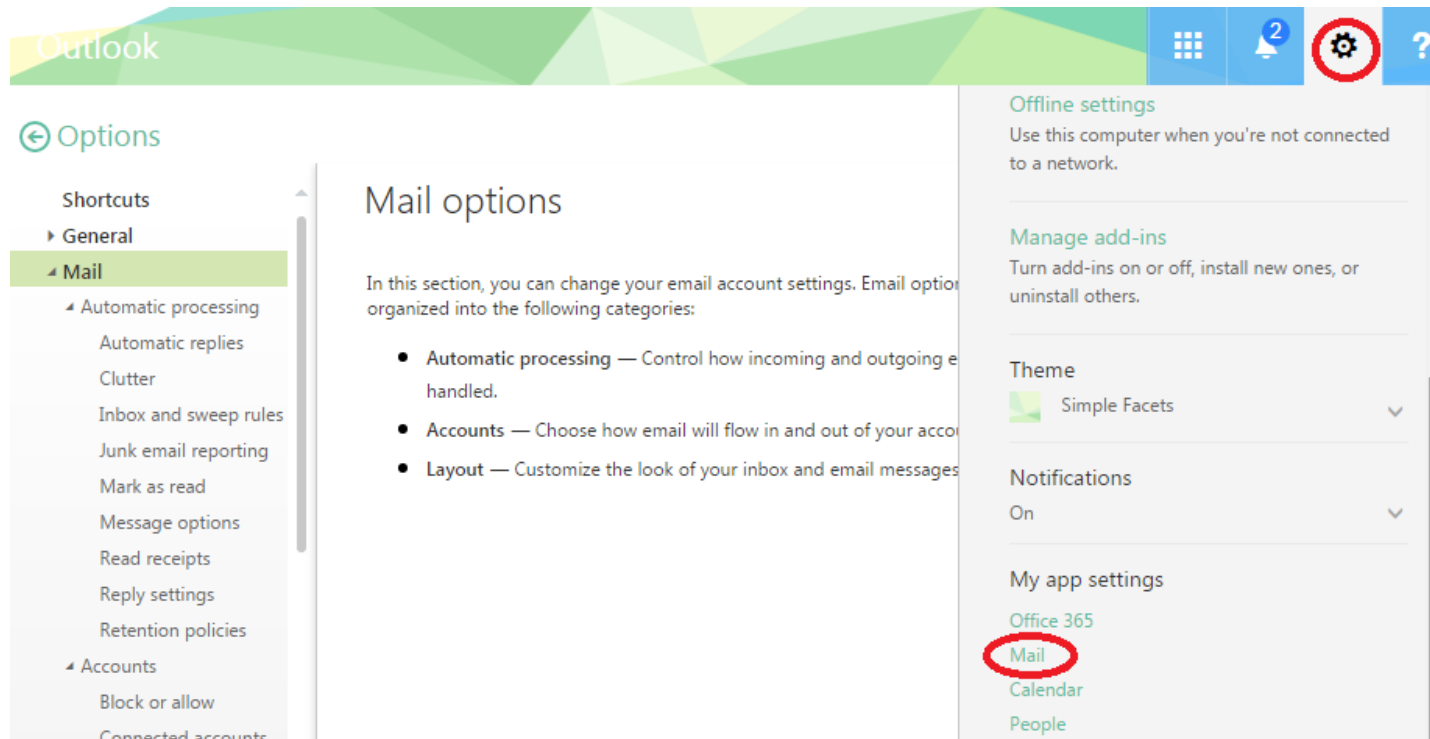
# Delete Mails

- In the **Inbox** Window, select the message you would like to delete. Hit on **Delete** key on the keyboard.
- The deleted messages are then stored in **Deleted Items** folder.
- To permanently delete the messages, Click on **Deleted Items** folder.
  - Click on **Empty folder** icon.



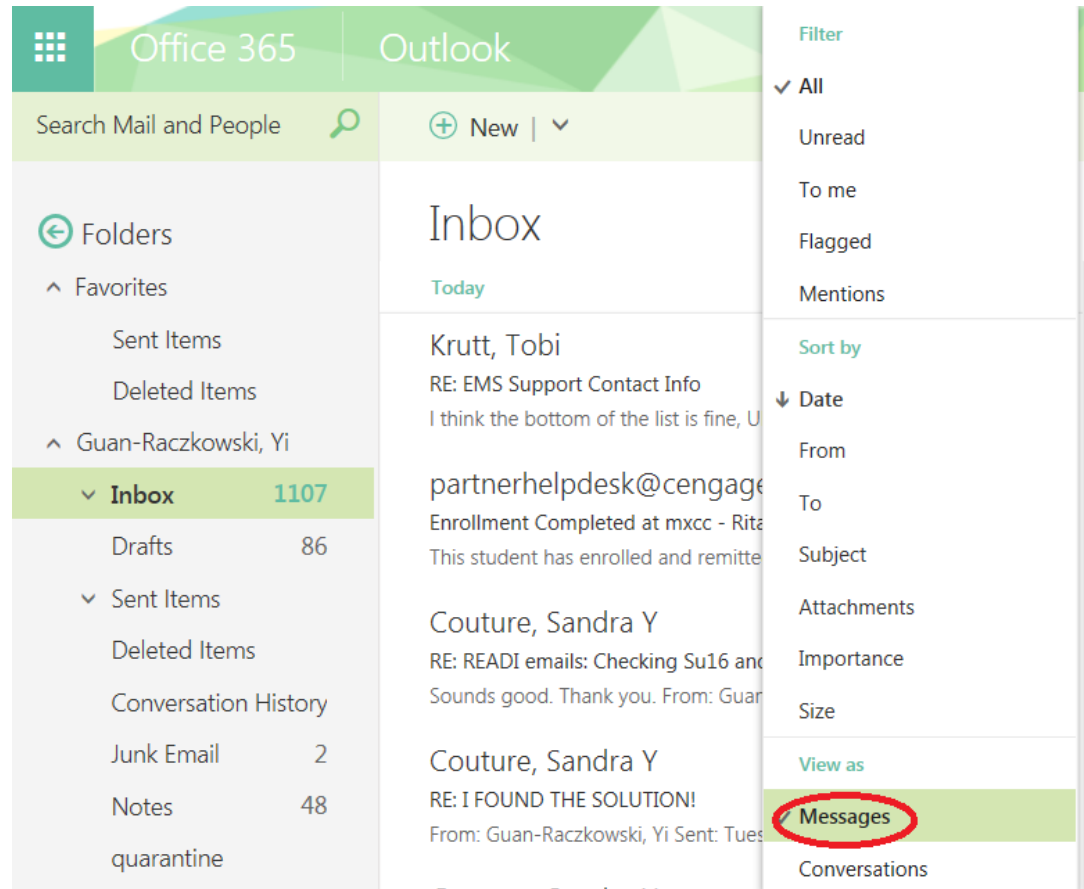
# Mail Settings

- To change the display theme, fonts, and other features in Email, you will need to go to the Email Setting.
  - Click on the setting icon, scroll all the way to the bottom. Click on Mail.



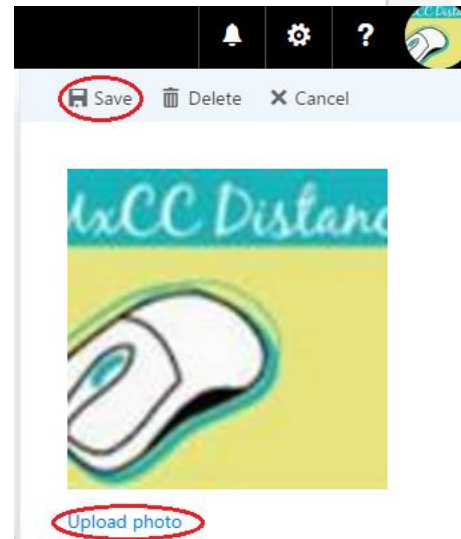
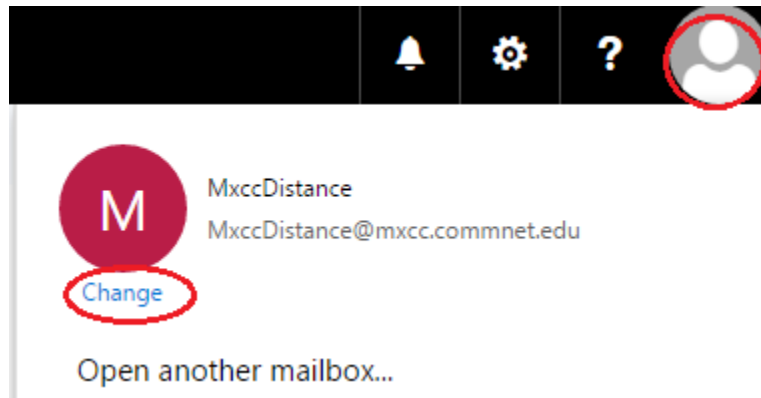
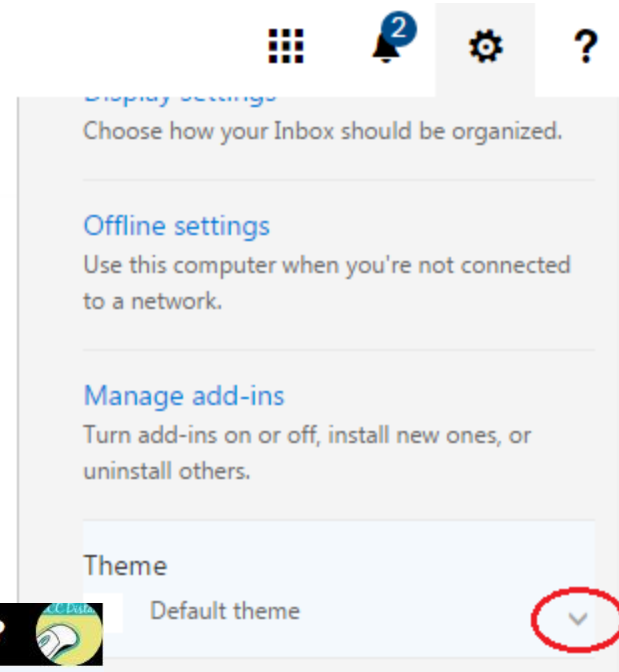
# Disable Conversation View

- By default, the mails are displayed in Conversation View - replied mails are grouped together in a thread.
- You may change the display view to Messages View - mails are displayed by dates, senders, etc.
- Click on Inbox, click on the down arrow next to All. A menu pops up. Choose “Messages” under “View As”.



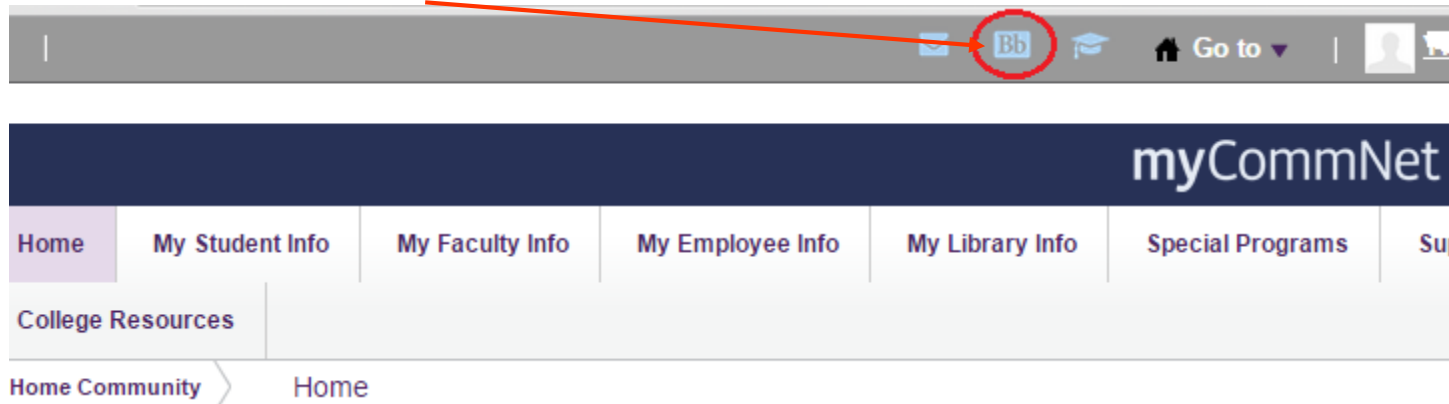
# Mail Setting – Theme and Profile Photo

- To get a new theme of the mail window, click on the Mail Setting icon and click on the down arrow for the Theme option. Choose a theme icon and click on Save at the bottom of the them icons.
- You may add a photo to your Mail profile.
  - Click on the photo icon at the upper right corner.
  - Click on Change.
  - Click on “Upload Photo”. Locate the photo and double-click on it to open.
  - Click on Save.



# 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 for a user named Yi Guan-Raczkowski. The page features a navigation bar with tabs for 'My Courses', 'Support and Training', and 'My Media from Kaltura'. A central announcement for faculty states that winter 2013 and spring 2014 course shells will start showing on October 29th, with a link to a video on course copying. Below the announcement are three sidebars: 'Blackboard Maintenance Window' with an important read notice about system downtime on Sunday mornings; 'My Courses' listing three courses taught by the user, including 'General Psychology I' and 'Intro to ECE'; and 'My Messages' showing one unread message from '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

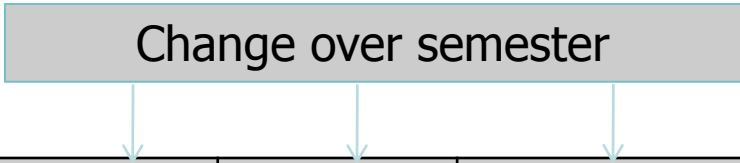
Last Updated: Monday, October 28, 2013 2:48:43 PM EDT

**My Organizations**

You are not currently participating in any organizations.

# CRN and Term Code

- **Example of a course:** ACC-F115-3008.116306-Financial Accounting
  - 3008 is the **Course Reference Number (CRN)**. A course is assigned to a unique CRN in a semester.
  - 116306 is the **Term Code for Fall 2016** courses.



<b>1</b>	<b>1</b>	<b>6</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 2016 = 16 Year of 2017 = 17 Year of 2018 = 18		<b>Semester</b> Spring = 1 Summer = 2 Fall = 3 Winter = 4	<b>College</b> MXCC="06"	

## Examples of Semester Codes

- Winter 2016 → 116406
- Spring 2017 → 117106
- Summer 2017 → 117206
- Fall 2017 → 117306

## 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**.

# Mobile Learn

- Search for Blackboard Learn app and download it to your mobile device.
- Search for “Connecticut Community Colleges”.
- Logon with your 8-digit ID and password.
- Limitations:
  - Mobile devices can be used to browse information, post an announcement, reply to messages, and post a discussion message.
  - Advise students not to submit any assignment, post discussions, and take a test on a mobile device.

# 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](mailto:mx-it@mxcc.commnet.edu)
    - Unable to log on to a campus computer.
    - Unable to log on to e-mail at <http://portal.microsoftonline.com>
    - Unable to log on to myCommNet at <http://my.commnet.edu>
    - Unable to access Faculty Self-service in MyCommNet.