Faculty Technology Resources

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

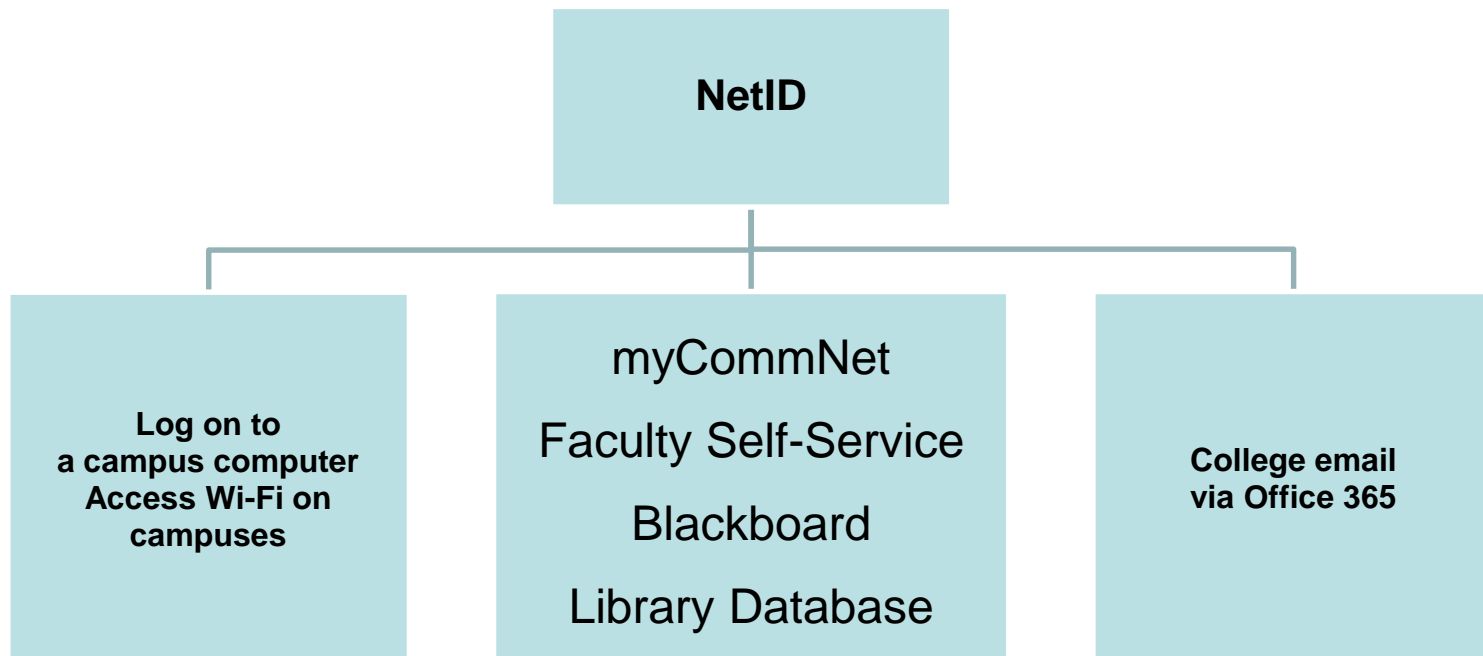**Faculty Technology Resources**
http://mxcc.edu/ftr

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.

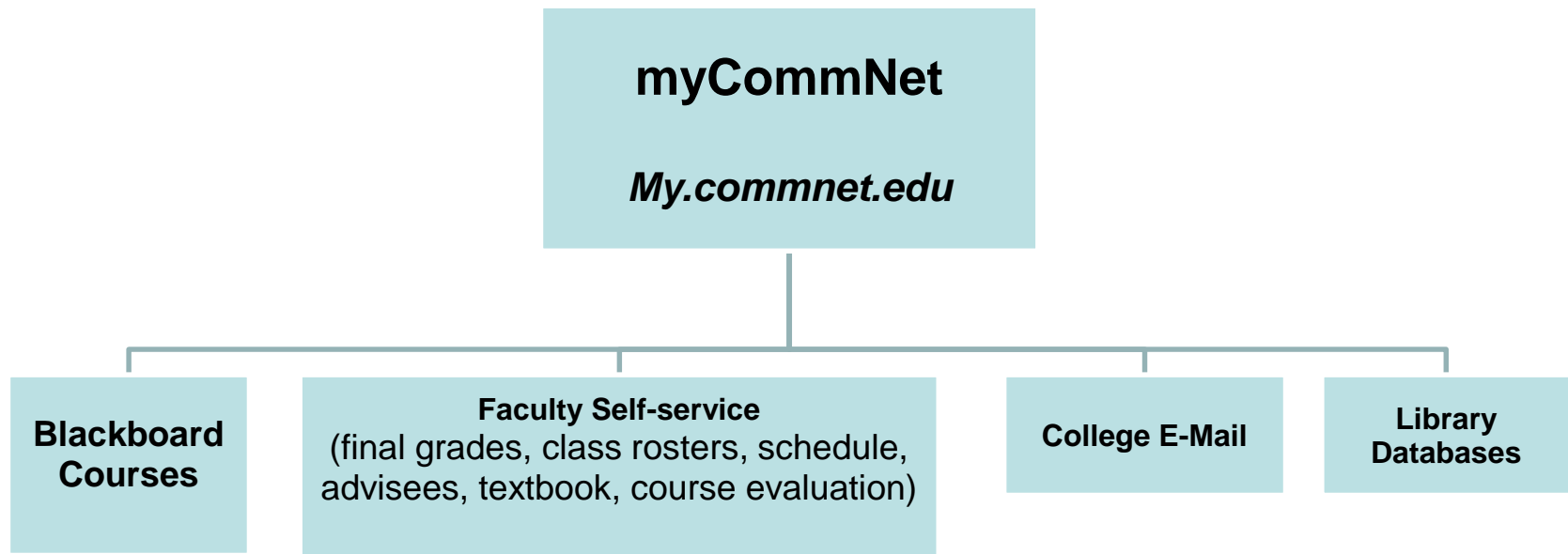**NetID**

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

myCommNet

Faculty Self-Service

Blackboard

Library Database

**College email
via Office 365**

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.

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
- **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 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

Term
Fall Term 2016 ▾

College
Middlesex CC ▾

(O)pen (C)losed: ○ 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   Minute   am/pm
                  00 ▾   00 ▾   am ▾

by End Time: 00 ▾   00 ▾   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 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		W	05:30 pm-08:20 pm
A	3002	ACC*	F115	01	textbook info	4.00	Financial Accounting		TR	09:00 am-10:50 am
A	3003	ACC*	F115	02	textbook info	4.00	Financial Accounting		MW	07:00 pm-08:50 pm
A	3005	ACC*	F115	03	textbook info	4.00	Financial Accounting			-
A	3004	ACC*	F271	01	textbook info	3.00	Intermediate Accounting I		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

Time

Textbook

Location

Course Information

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 • 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 • Enter Final Grades **Note**: Not all colleges post midterm grades **Note**: Midterm and final grades from Blackboard must be re-entered here	• Override prerequisites, course limits and other course restrictions **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
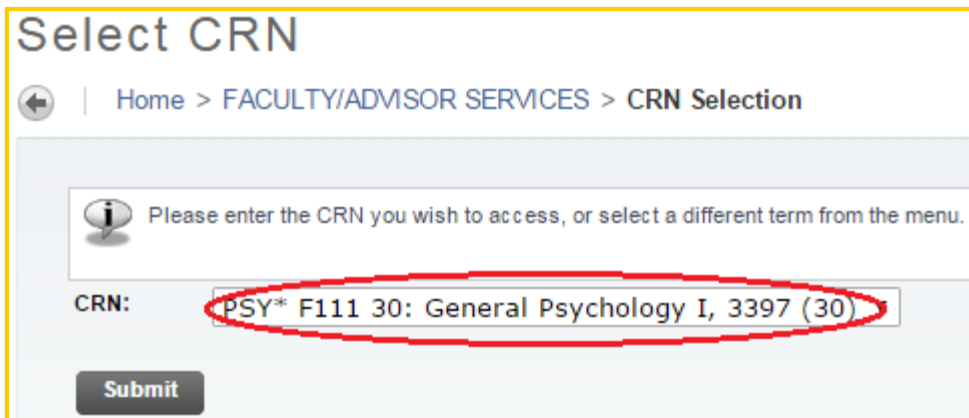
- Select a term/semester
  – Click on **Term Selection**.
  – Select a term (Fall 2016).
  – Click **Submit**.

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

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
			• 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 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	
@01...98725	Dvivar, Hannah		(855) 888-8849	✉	✉
@016050S6	Bharara, Maryn...		(... ...5779S	✉	✉

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.

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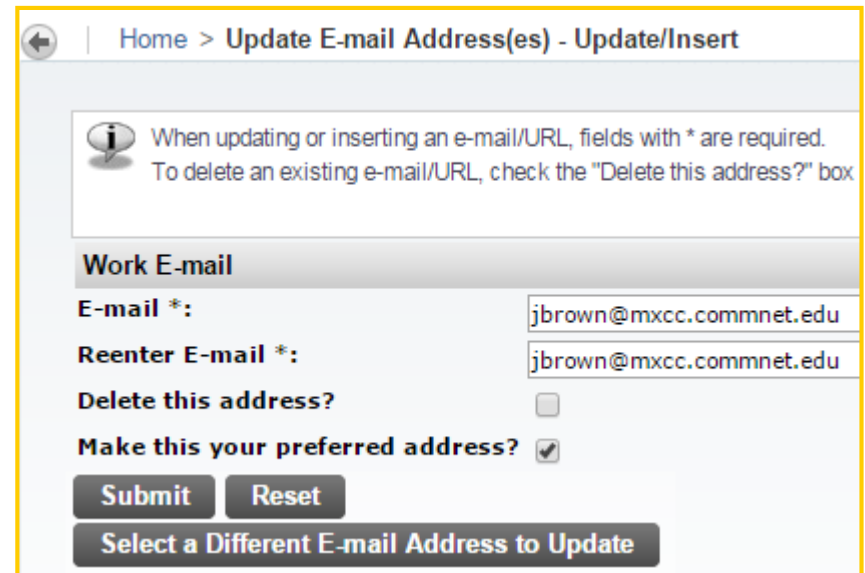
- At Personal Information page, click on **Email Address Information** link.

- 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**.

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.

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.

myCommNet

| Home | My Student Info | My Faculty Info | My Employee Info | My Library Info | Special Programs | Support and Training |

Home Community   >   Banner Self-Service

Middlesex Community College
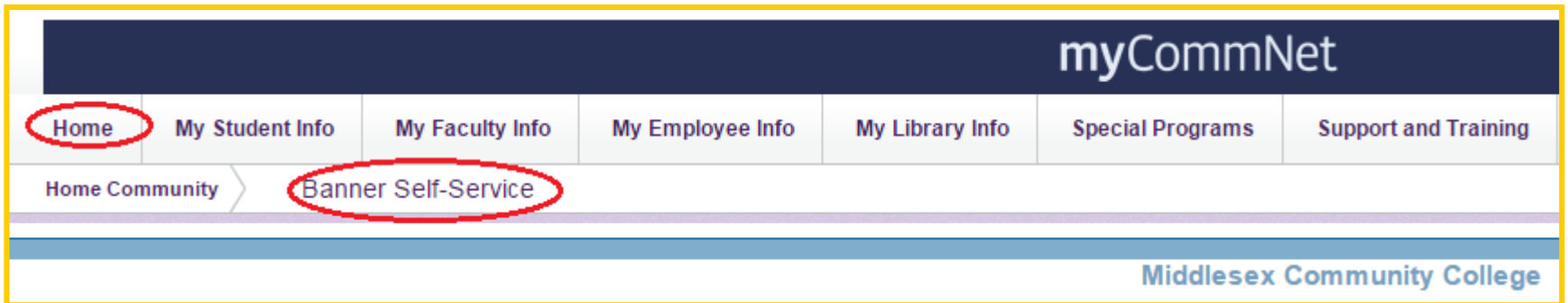
Access E-mail in MyCommNet

- 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.

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.commnet.edu.
  - Example: John Brown, jbrown@mxcc.commnet.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.
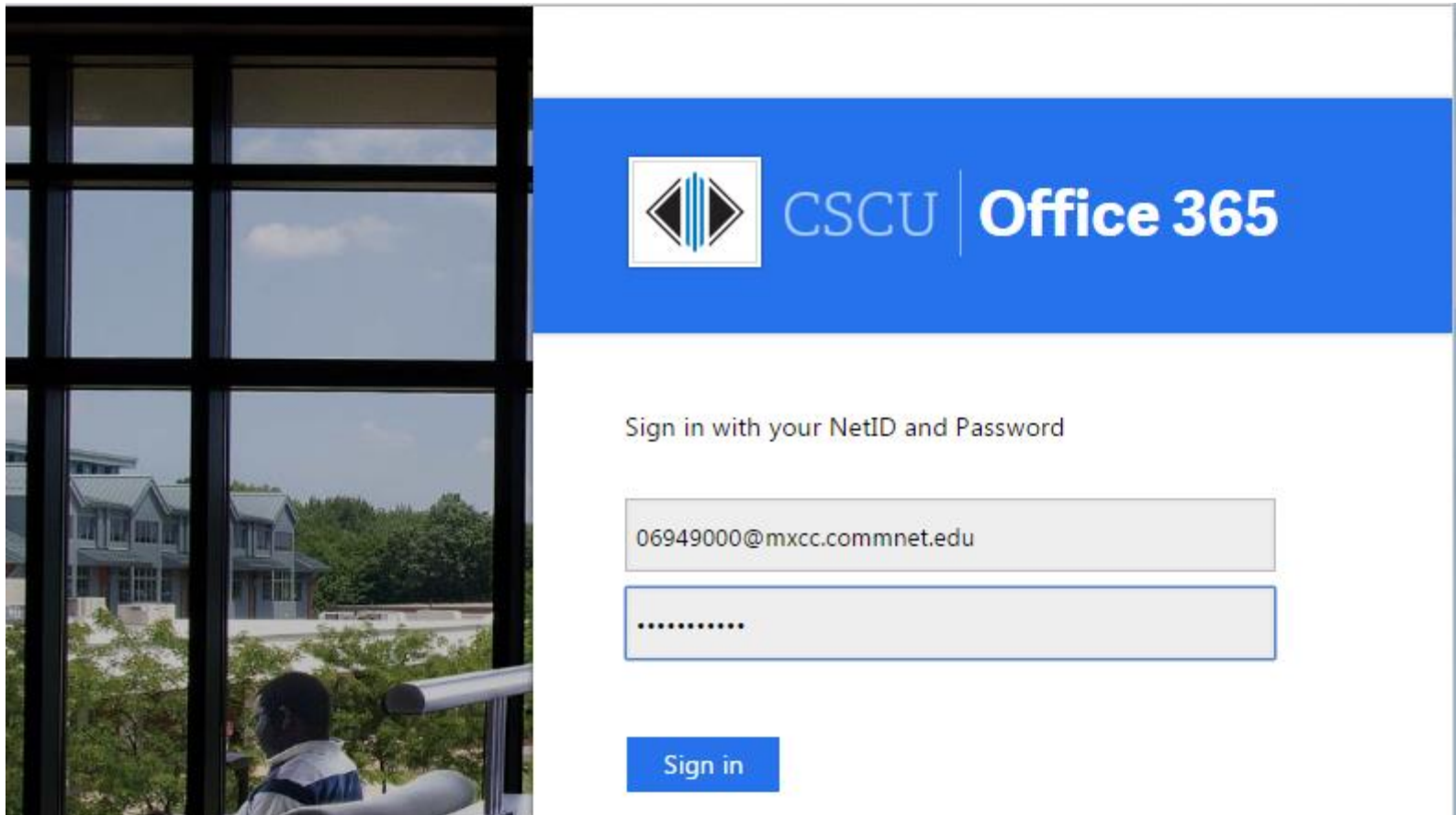
Logon to Email

- Enter NetID and password. Click on Sign in.

Microsoft Online

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

Microsoft Outlook Web

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

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.

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.
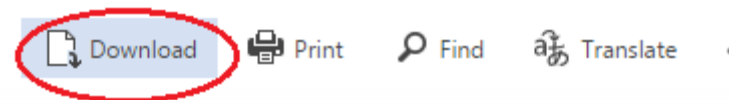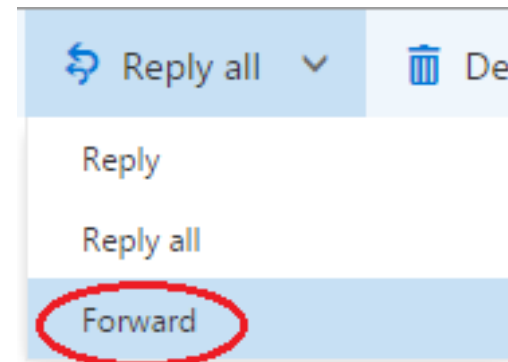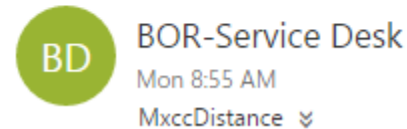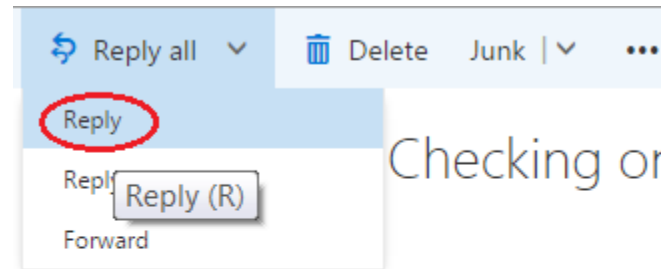
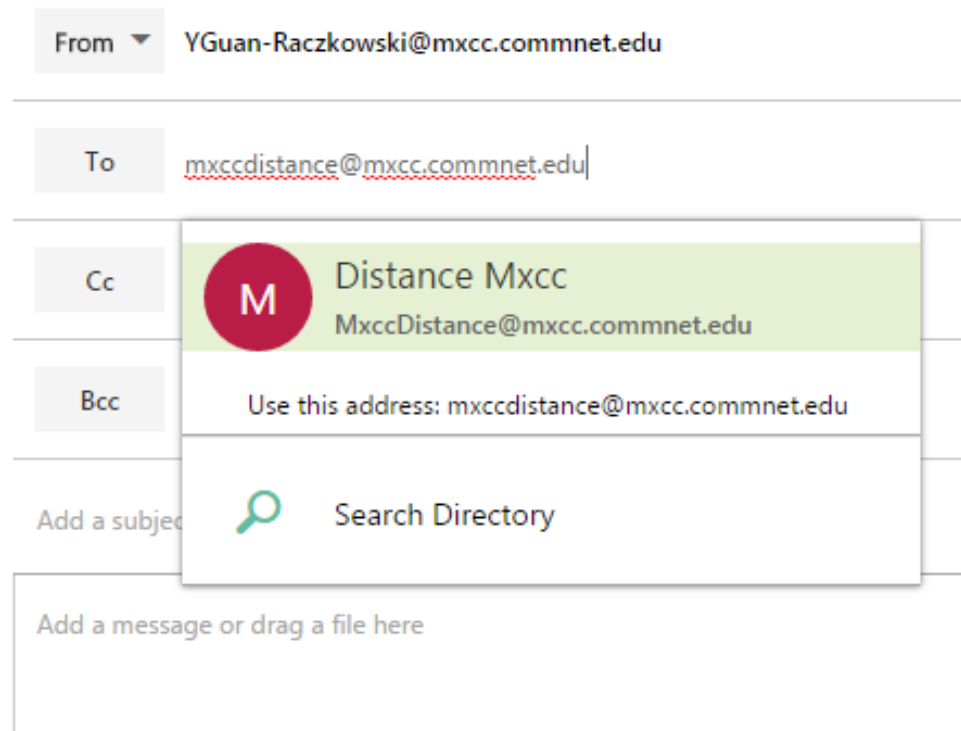# Mail Settings – Reply as Default, Fonts

- 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/

Compose and Send a Message

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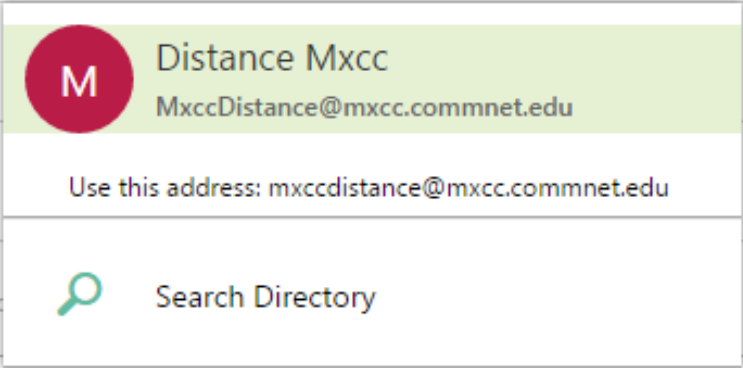
Search for an Address

- You may search for an e-mail address if the person has an account 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.

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 lik to send.
- The file is then attached to the email message. You may click on the X next to th file name to remove it.
- Click **Send** button to send.
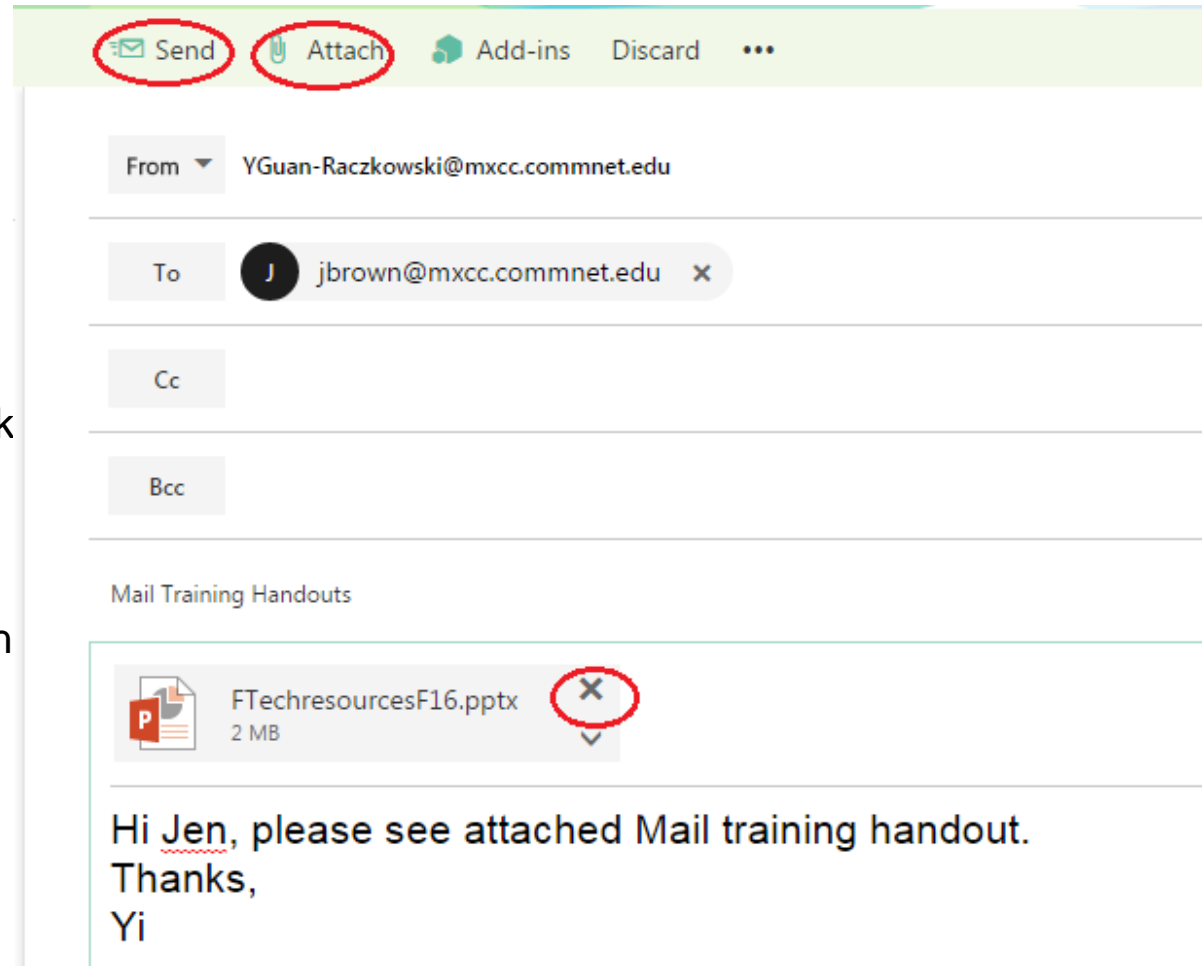
Delete Mails

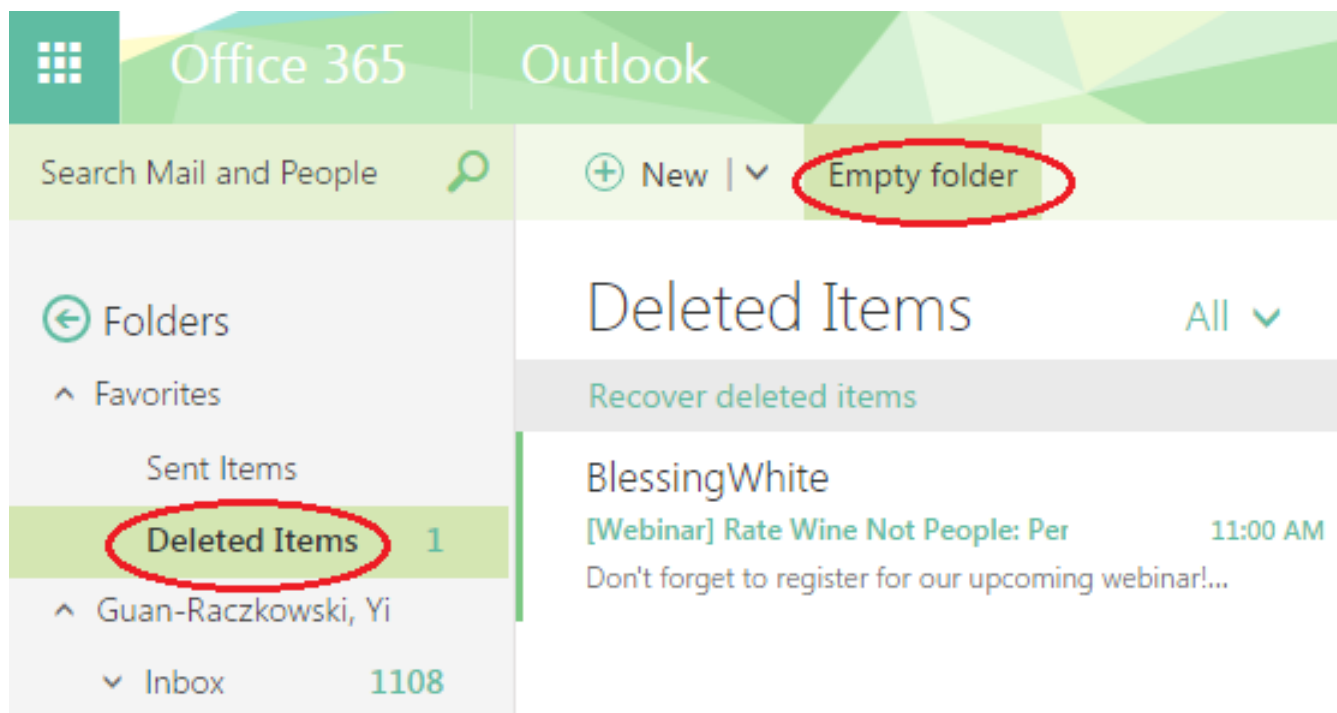- In the **Inbox** Window, select the message you would like to delete. Hit on **Delete** key on the keyboard.
- The deleted messages are then stored in **Deleted Items** folder.
- To permanently delete the messages, Click on **Deleted Items** folder.
 - Click on **Empty folder** icon.

Mail Settings

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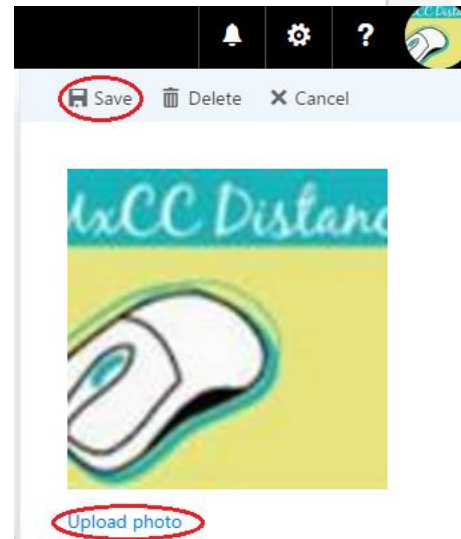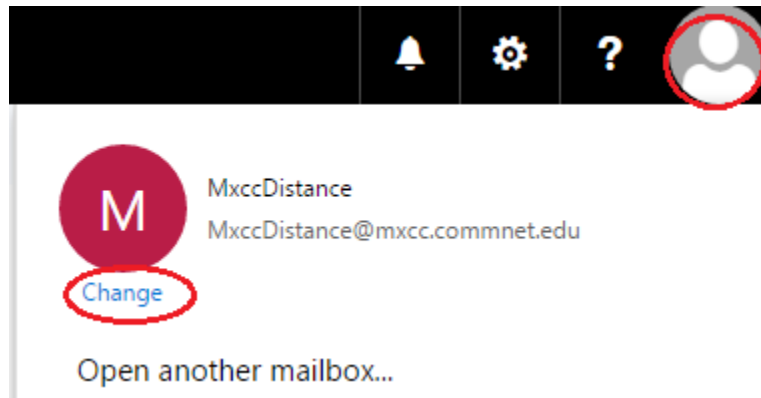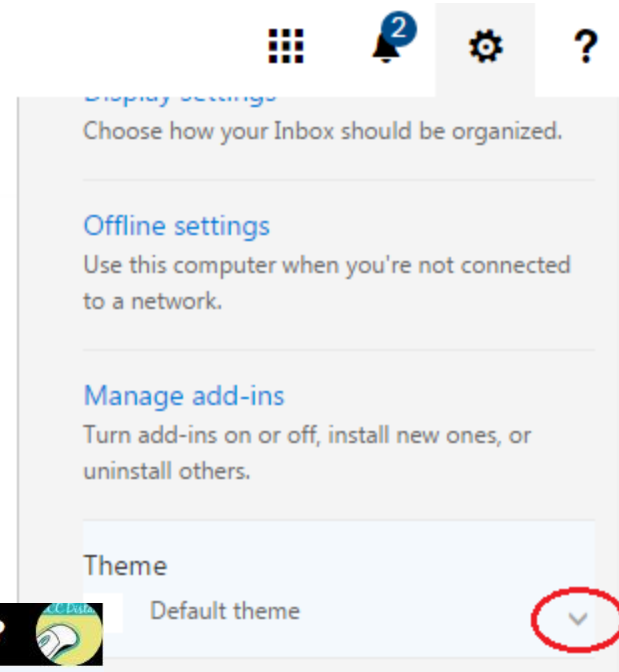 - Click on the setting icon, scroll all the way to the bottom. Click on Mail.
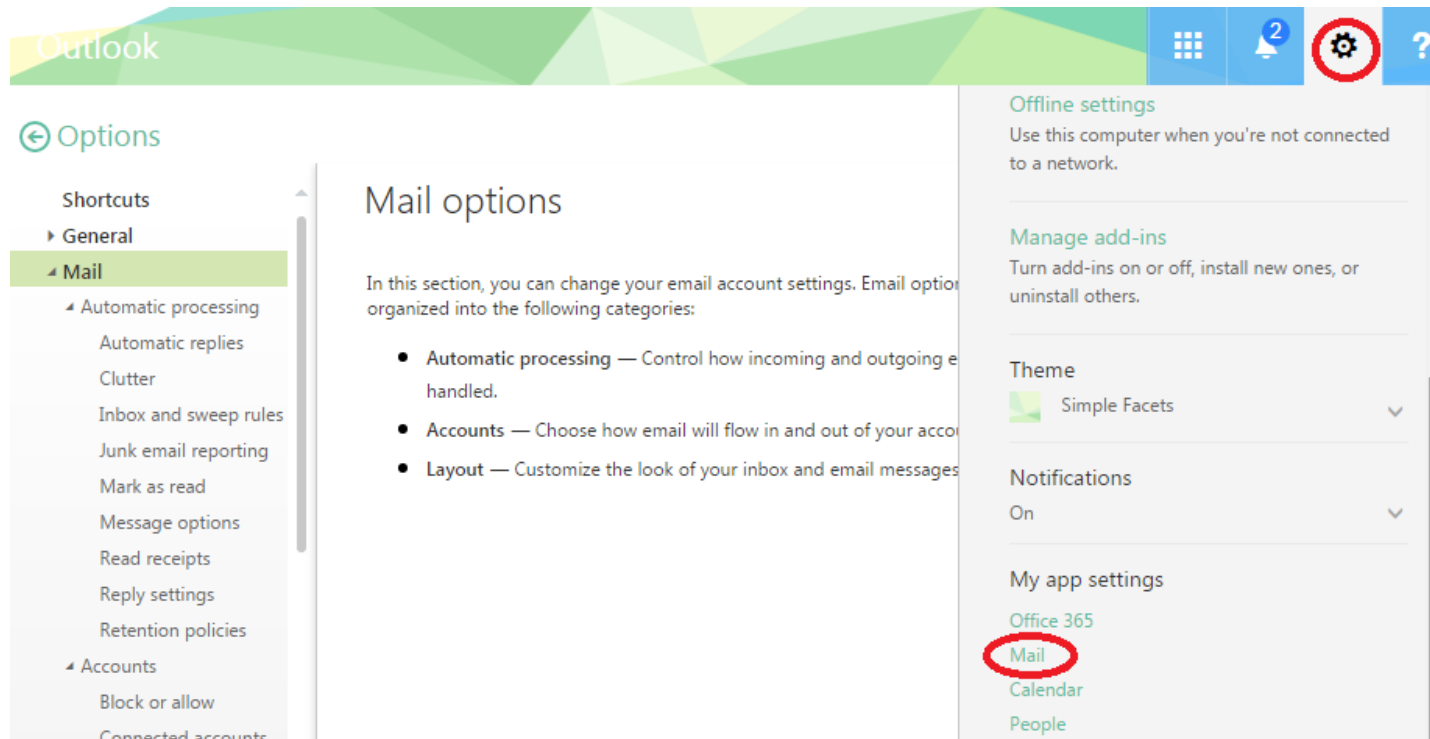
Disable Conversation View

- 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".
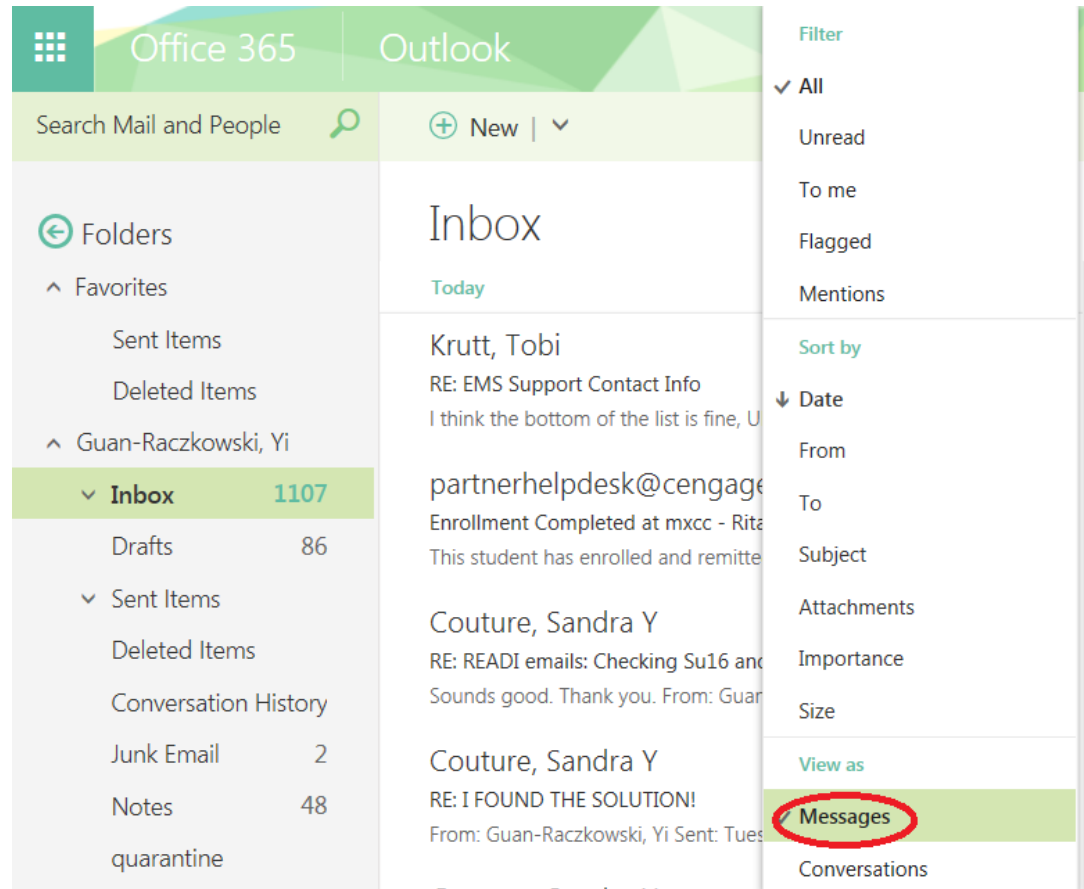
Mail Setting – Theme and Profile Photo

- 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.

Choose how your Inbox should be organized.

Offline settings
Use this computer when you're not connected to a network.

Manage add-ins
Turn add-ins on or off, install new ones, or uninstall others.

Theme
Default theme

MxccDistance
MxccDistance@mxcc.commnet.edu
Change

Open another mailbox...

Save | Delete | Cancel

Upload photo

Accessing Blackboard

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

- Click the **Blackboard** icon at upper right corner.
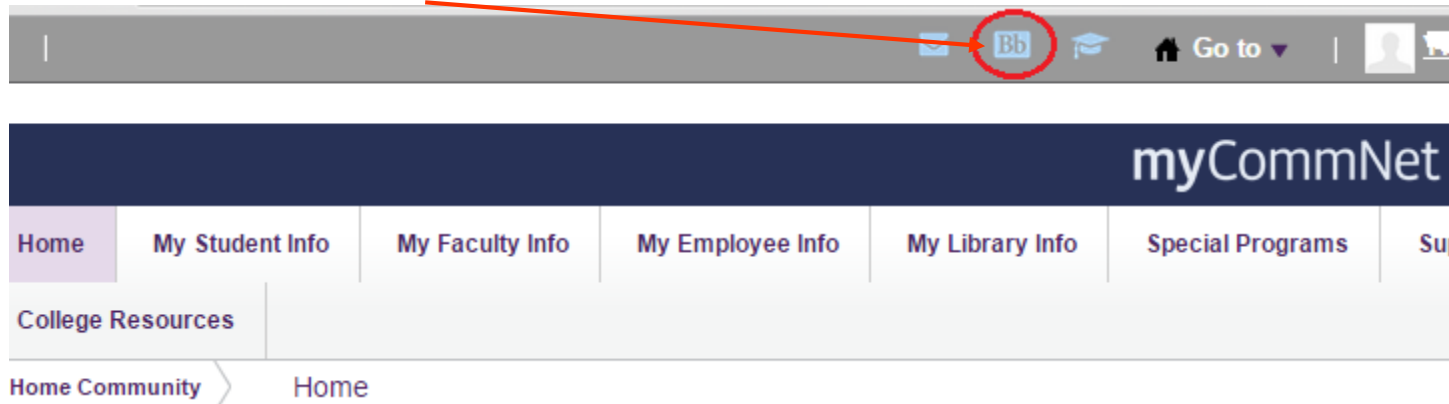
Or click on Blackboard link
or icon at the right panel.

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-F115-3008.116306-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.

	Change over semester				
1	**1**	**6**	**3**	**0**	**6**
Century 21st century = 1	**Last 2-digit of a year** Year of 2016 = 16 Year of 2017 = 17 Year of 2018 = 18		**Semester** Spring = 1 Summer = 2 Fall = 3 Winter = 4	**College** 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, 2nd 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 http://portal.microsoftonline.com
    - Unable to log on to myCommNet at http://my.commnet.edu
    - Unable to access Faculty Self-service in MyCommNet.