

Faculty Technology Resources

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Faculty Technology Resources

<https://mxcc.edu/fttr>

Educational Technology Training

<https://mxcc.edu/ett>

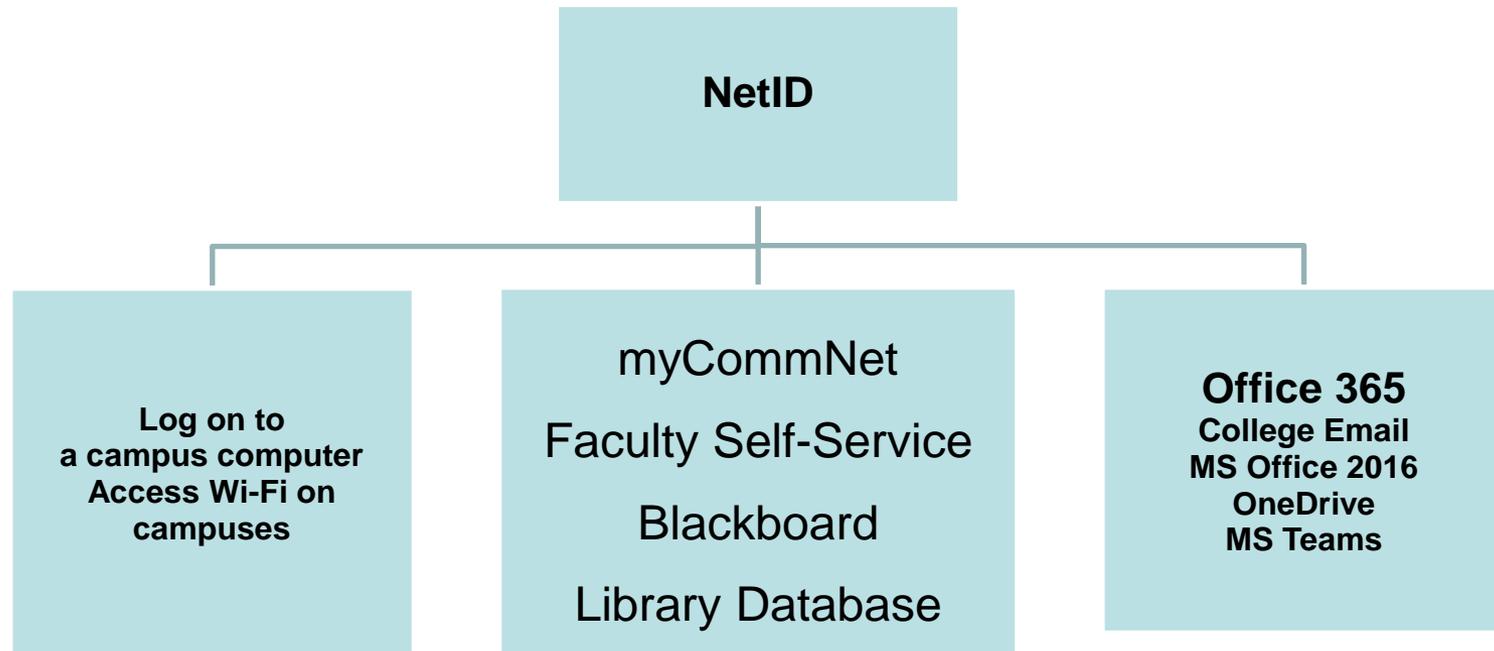
Faculty Technology Resources

- **Networked computers and Wi-Fi on MxCC campuses.**
- **Office 365 - MxCC E-mail, MS Office, MS Teams, One-Drive - portal.office.com**
- **myCommNet: anytime, anywhere – my.commnnet.edu**
 - **Student/Faculty Self-Service System:**
 - **Course schedule, class rosters, students' information, grades, etc.**
 - **Office 365: College E-Mail**
 - **Learning Management System: Blackboard**
 - **Communicate with students, put class files online, collect assignments, gradebook, online tests, web conferencing, etc.**
 - **Library databases**
- **WebEx Conferencing – ctedu.webex.edu**

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
- Log on to portal.office.com: Office 365: Email, MS Office, OneDrive, MS Teams



NetID - Log on to a Campus Computer

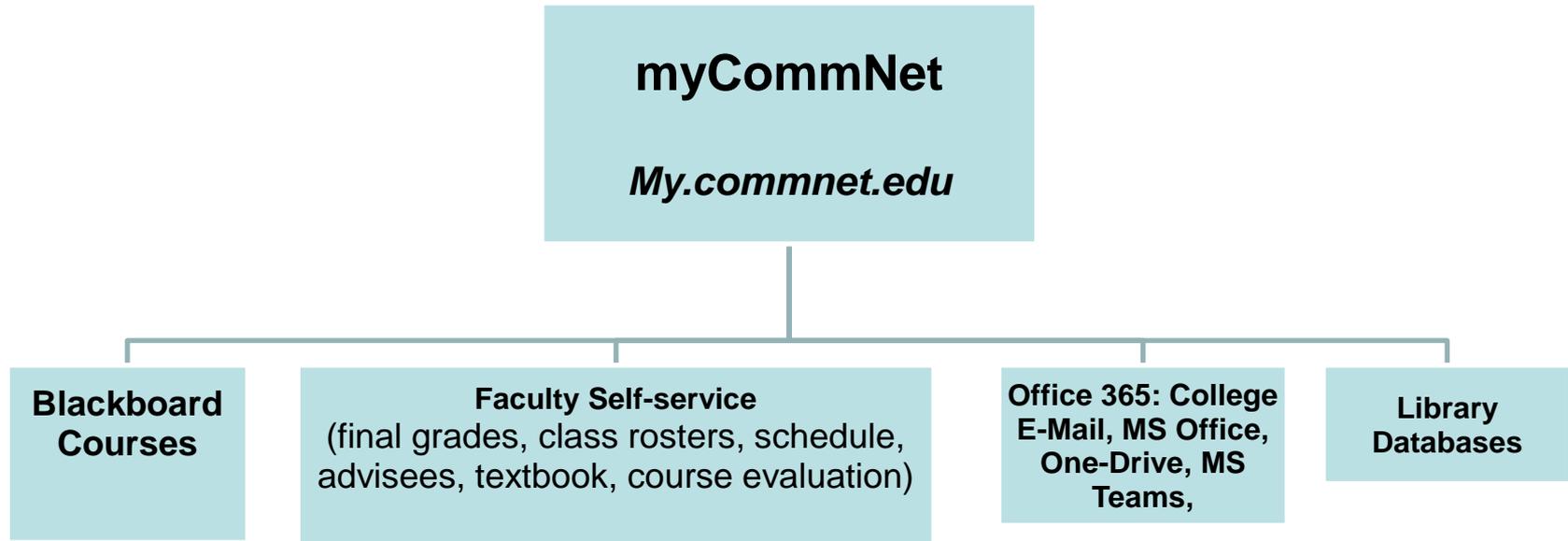
- **Enter NetID (Username)**
 - **BannerID@mxcc.commnet.edu**
 - Example, John Brown's Banner ID is @00687968, then his NetID is 00687968@mxcc.commnet.edu
 - Look up your NetID at <https://www.commnet.edu/netid/lookupnetid.asp>
- **Enter Password**
 - **Initial Password** (if you never log on to MyCommNet, 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 (Office 365).



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 2020**.
 - 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 2020** ▼

College: **Middlesex CC** ▼

(O)pen (C)losed: Open Closed Both

Course Level: Credit Non_Credit Both

No Cost/Low Cost Course Materials (NoLo) only: Yes No

Instruction Type

- All
- CLIN - Clinical
- COOP - Cooperative Learning
- HYBR - Online and Classroom
- INDE - Independent Study
- INTN - Internship
- LRON - Live/Remote & Online Component
- OLCR - Online with Campus Requirement
- ONLN - Fully Online

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

CRN	Subj	Crse	Sec	Textbook	Cred	Title	Inst Methd	Day(s)	Time	Cap
3411	ACC*	F100	50	textbook info	3.00	Basic Accounting-MERIDEN	TRAD	TR	03:30 pm-04:45 pm	23
3394	ACC*	F113	01	textbook info	3.00	Principles of Financial Acctg	TRAD	MW	09:30 am-11:45 am	21
3395	ACC*	F113	02	textbook info	3.00	Principles of Financial Acctg	TRAD		05:10 pm	
3396	ACC*	F113	30	textbook info	3.00	Principles of Financial Acctg	ONLN		-	30
3397	ACC*	F117	01	textbook info	3.00	Principles of Managerial Acctg	TRAD		11:00 am-12:15 pm	31
3038	ACC*	F271	02	textbook info	3.00	Intermediate Accounting I	TRAD		06:35 pm-09:05 pm	24

← **Textbook**

← **Time**

↓ **Location**

↑ **Course Information**

Cap	Act	Rem	Instructor	Date	Location
23	0	23	Nancy L. Kelly	08/29-12/18	FPLATT 217CMERIDE
31	21	10	Nancy L. Kelly	08/29-12/18	FWHEAT 308
31	6	25	Michael Rotondo	08/29-12/18	FWHEAT 308
30	13	17	Nancy L. Kelly	08/29-12/18	F_OL 702
31	3	28	Nancy L. Kelly	08/29-12/18	FWHEAT 308
24	10	14	Elizabeth C. Bailey	08/29-12/18	FWHEAT 305A

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 (portal.office.com).
- If you have never logged on to a campus computer or accessed your college email at portal.office.com, 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 list of announcements with a dropdown menu set to 'All'. The middle column is titled 'Access College Email' and contains links for 'Access Your Faculty/Staff Email: Outlook Web Access (OWA)', 'Launch Outlook Web Access', and '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 lists 'Banner Student & Faculty Self-Service' with a bulleted list of services: 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 for "Access Your Faculty/Staff Email: Outlook Web Access (OWA)" and a sub-link "Launch Outlook Web Access". Below this 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 its right is a blue graduation cap icon, also circled in orange. Below the link is a list of services: "Course registration, add/drop classes", "Degree requirements", "Transcripts", "Accounts/billing", "Financial aid", "Course evaluation, and more!", and "FACULTY: Enter grades, check course rosters, etc.". At the bottom of this section 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>Term Selection</p>	<p>CRN Selection</p>	<p>Faculty Detail Schedule</p> <ul style="list-style-type: none"> • Access your Course Evaluation results 	<p>Class Lists and Roster ▼</p> <ul style="list-style-type: none"> • View Detail Class List • Print or download (Excel) roster
<p>Student and Advising ▼</p> <ul style="list-style-type: none"> • View Student Information including: personal info, schedules and transcripts, placement tests 	<p>Grading Students ▼</p> <ul style="list-style-type: none"> • Enter Midterm Grades • Enter Final Grades <p>Note: Not all colleges post midterm grades</p> <p>Note: Midterm and final grades from Blackboard must be re-entered here</p>	<p>Registration Overrides ▼</p> <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>	<p>Advisee List</p> <ul style="list-style-type: none"> • 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 2020).
 - Click **Submit**.
- Select a class/CRN
 - Click **Select CRN**.
 - Select a course.
 - Click **Submit**.

Select Term

Home > FACULTY/ADVISOR SERVICES > Term Selection

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

Select a Term:

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 displays a web interface with a top navigation bar containing four tabs: 'FACULTY/ADVISOR SERVICES' (highlighted in blue), 'REGISTRATION/SCHEDULE', 'TUITION/PAYMENT', and 'PERSONAL INFORMATION'. Below the tabs is a main content area divided into four columns. The first column is 'Term Selection', the second is 'CRN Selection', the third is 'Faculty Detail Schedule' (containing a bullet point: 'Access your Course Evaluation results'), and the fourth is 'Class Lists and Roster' (circled in red, containing two bullet points: 'View Detail Class List' and 'Print or download (Excel) roster'). At the bottom of the interface, there is a navigation bar with two buttons: 'Access Detail Class List' and 'View/Print Class Roster', both enclosed in an orange border.

FACULTY/ADVISOR SERVICES	REGISTRATION/SCHEDULE	TUITION/PAYMENT	PERSONAL INFORMATION
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 ListPrint 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. This is the accurate roster of a class.

Class Roster

Fall 2018 - 3343 PSY* F111 30 - General Psych I-MAP 8/26

Number of students in section: 11
August 01, 2018

Banner ID	Student Name	Grade	Telephone	E-Mail
@01740111	Dustin, Rachel		(817) 254-2623	 
@016			(817) 254-1111	 
@01000007	Christina, Kristin		(817) 254-1112	 
@016				 

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.

◀ ▶ STUDENT RECORDS FACULTY/ADVISOR SERVICES Find a page...

Faculty Detail Schedule

← Home > FACULTY/ADVISOR SERVICES > Faculty Detail Schedule



Listed below is your Faculty Detail Schedule for the selected term.

Child & Adolescent Dev - 1200 - PSY* F204 - 30

Course Evaluations:

[Course Evaluation Report](#)

Status:

Active

Available for Registration:

Oct 31, 2016 - Jan 18, 2017

College:

Middlesex CC (7706)

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: Middlesex - Spring 2017 Department: Division: Professor ID: 701027

Sort By 1: Sort By 2: Output: Course Summary Records: 500 Excel 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
117106	06	0170	PSY* F204 30	1200	Child & Adolescent Dev	Yi Guan-Raczkowski	12	19	63.2	
Total:							12	19	63%	
Records: 1 Time: 0.03 Seconds										

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.

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
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> <p>Note: Midterm and final grades from Blackboard must be re-entered here</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
■ Enter Midterm Grades	■ Enter Final Grades		

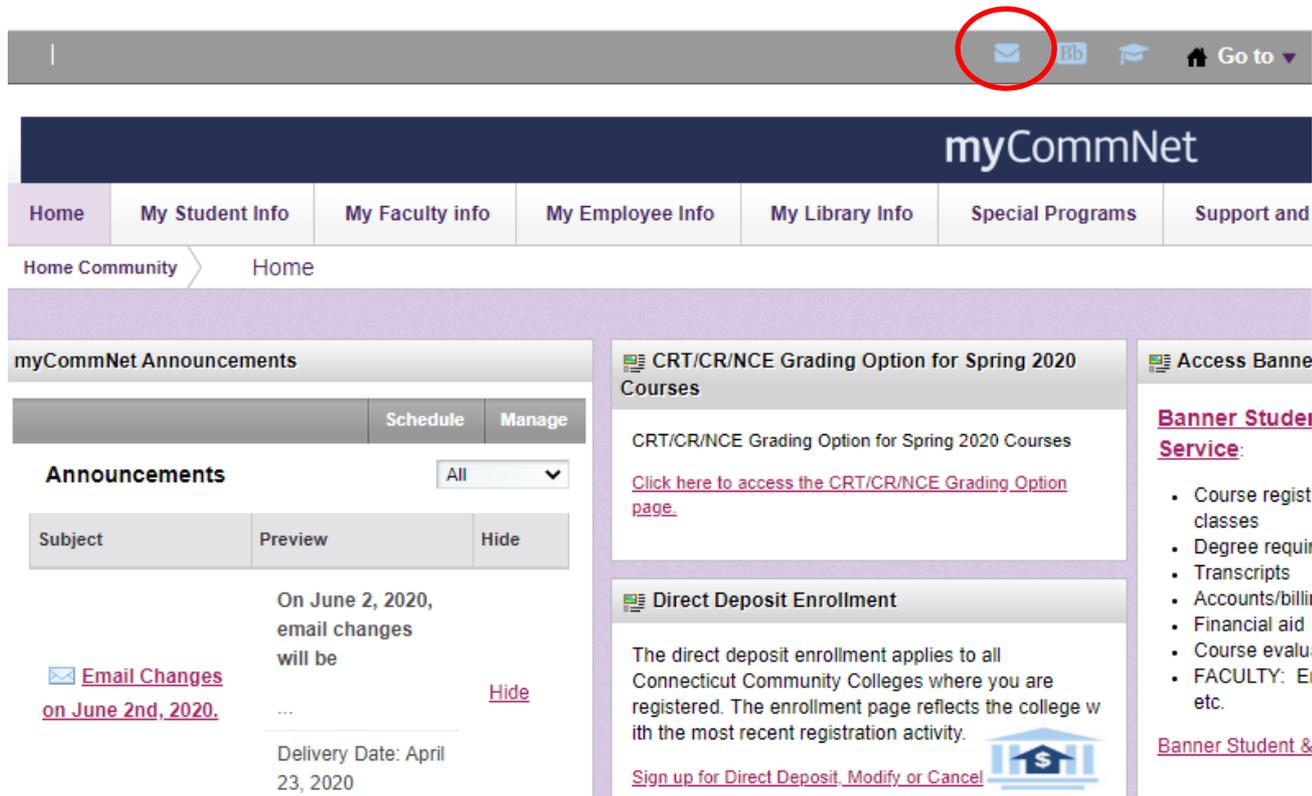
Home Tab and Banner Self-Service Link

- 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 Office 365 (College Email) 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 Office 365 (college email) via Internet is portal.office.com.



The screenshot shows the myCommNet website interface. At the top right, there is a navigation bar with icons for Home, My Student Info, My Faculty info, My Employee Info, My Library Info, Special Programs, and Support and. The Email icon is circled in red. Below the navigation bar, there are sections for myCommNet Announcements, CRT/CR/NCE Grading Option for Spring 2020 Courses, Direct Deposit Enrollment, and Access Banner Service.

myCommNet Announcements

Subject	Preview	Hide
Email Changes on June 2nd, 2020.	On June 2, 2020, email changes will be ... Delivery Date: April 23, 2020	Hide

CRT/CR/NCE Grading Option for Spring 2020 Courses

CRT/CR/NCE Grading Option for Spring 2020 Courses

[Click here to access the CRT/CR/NCE Grading Option page.](#)

Direct Deposit Enrollment

The direct deposit enrollment applies to all Connecticut Community Colleges where you are registered. The enrollment page reflects the college with the most recent registration activity.

[Sign up for Direct Deposit, Modify or Cancel](#)

Access Banner Service:

- Course regist classes
- Degree requir
- Transcripts
- Accounts/billi
- Financial aid
- Course evalu
- FACULTY: E
- etc.

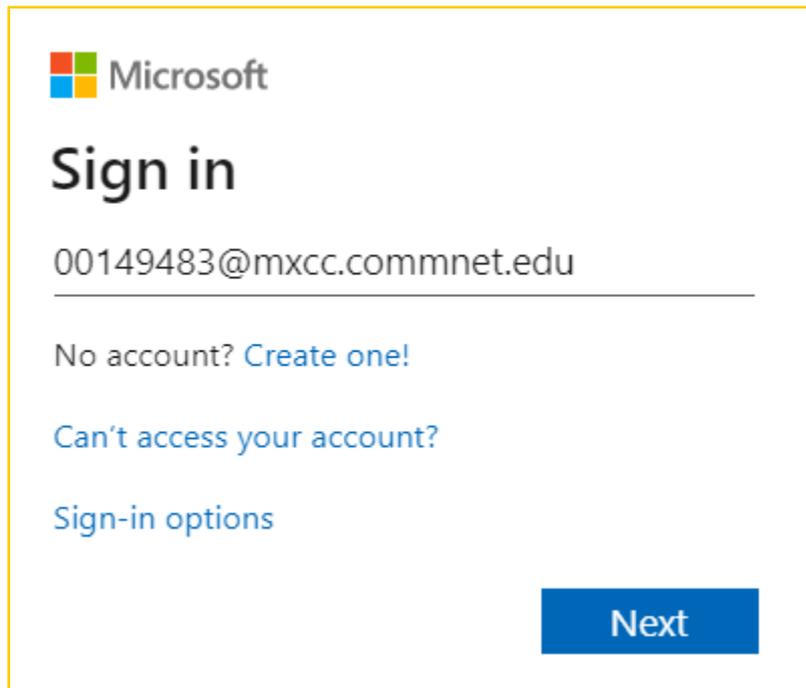
[Banner Student &](#)

Another Way to Access Office 365 (Email)

- You may also access your college email and other apps in Office 365 directly at <http://portal.office.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
- 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.office.com”. At the sign in page
- Enter your **NetID** and click on Next. Type the password and click on Sign In icon. You will be directed to another log on page. At the next prompt- check Don't show this again and click on Yes.



Microsoft

Sign in

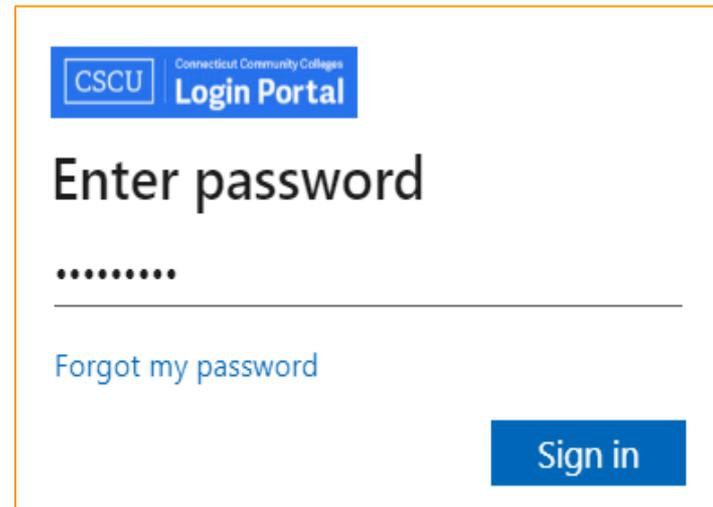
00149483@mxcc.commnet.edu

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

[Next](#)



CSCU Connecticut Community Colleges Login Portal

Enter password

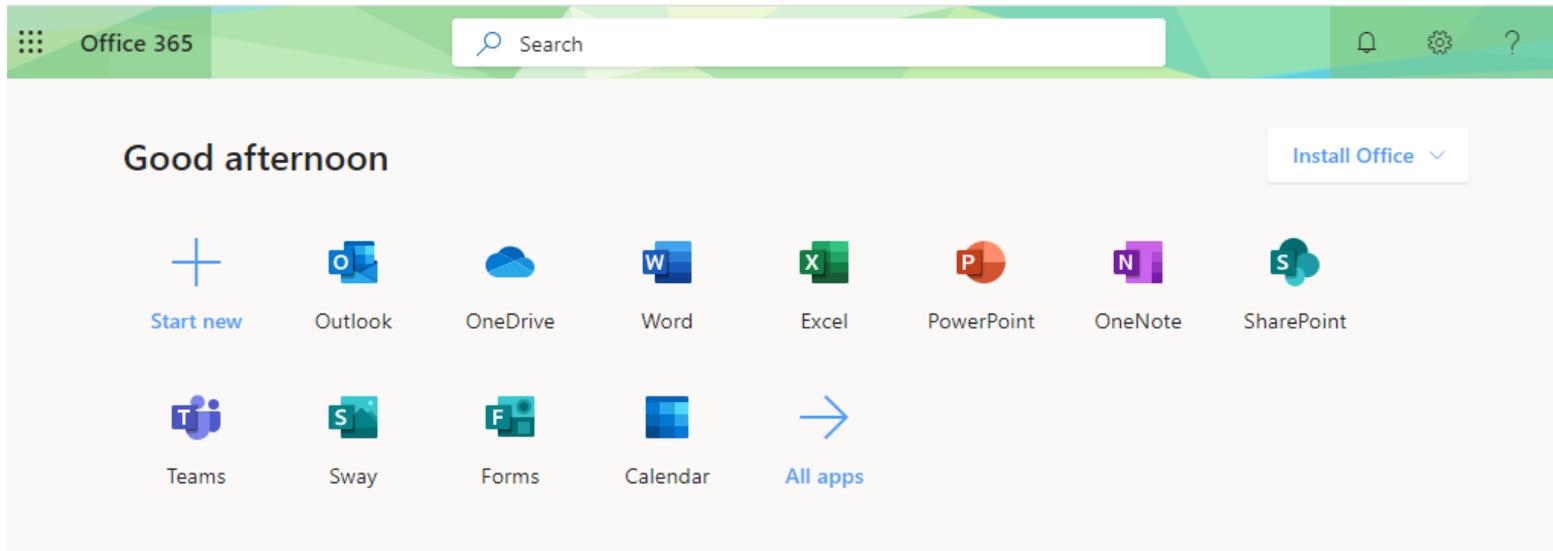
.....

[Forgot my password](#)

[Sign in](#)

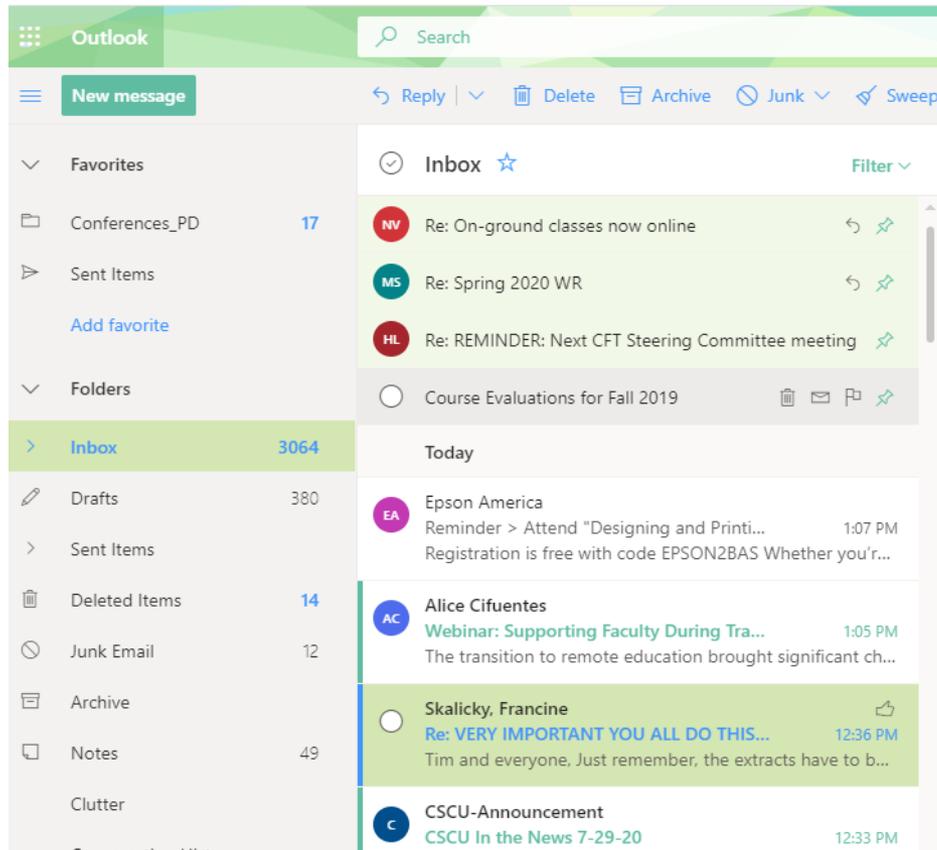
Microsoft Office 365

- When you first time log on, click on Mail icon at the bottom of the page.
 - Outlook, college email
 - OneDrive, store files – 1 Terabytes (1000G) space.
 - Word, Excel, PowerPoint - use the online Office apps.
 - Teams – use MS Teams online app.
 - Install Office – free download MS Office 2016 and install to up to 5 computers.



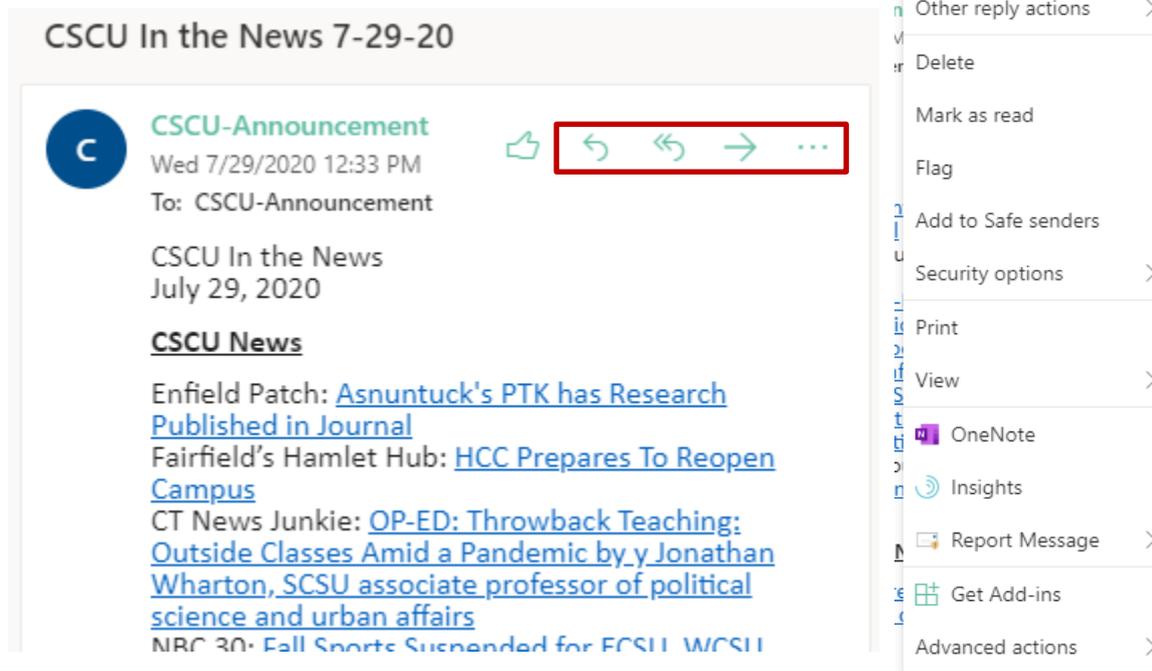
Microsoft Outlook Web

- 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.
 - Reply
 - Reply All
 - Forward
 - More Options



The screenshot shows an email preview pane for a message titled "CSCU In the News 7-29-20". The sender is "CSCU-Announcement" and the subject is "CSCU In the News July 29, 2020". The email content includes several news links. To the right of the subject line, there is a row of four icons: a thumbs-up icon, a reply icon (curved arrow pointing left), a reply all icon (two curved arrows pointing left), a forward icon (straight arrow pointing right), and a more options icon (three dots). These four icons are enclosed in a red rectangular box. To the right of the email preview, a vertical menu is open, listing various actions such as Reply, Reply all, Forward, and More Options, which correspond to the icons in the red box.

CSCU In the News 7-29-20

CSCU-Announcement
Wed 7/29/2020 12:33 PM
To: CSCU-Announcement

CSCU In the News
July 29, 2020

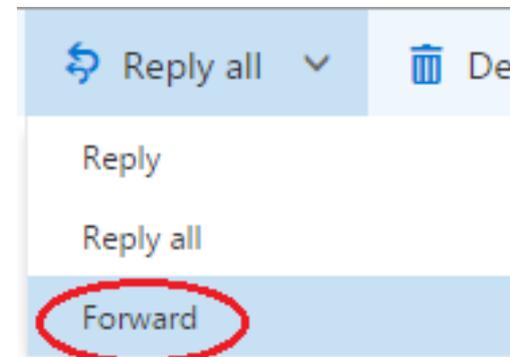
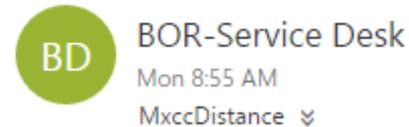
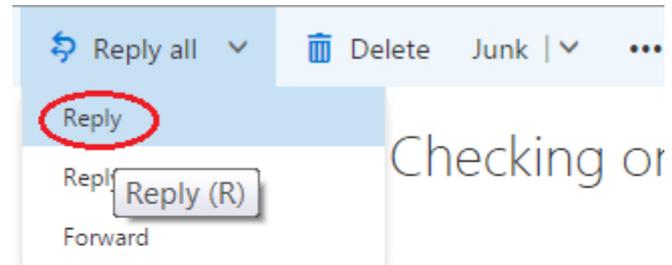
CSCU News

Enfield Patch: [Asnuntuck's PTK has Research Published in Journal](#)
Fairfield's Hamlet Hub: [HCC Prepares To Reopen Campus](#)
CT News Junkie: [OP-ED: Throwback Teaching: Outside Classes Amid a Pandemic by Jonathan Wharton, SCSU associate professor of political science and urban affairs](#)
NRC 30: Fall Sports Suspended for FCSU, WCSU

Reply
Reply all
Forward
Other reply actions >
Delete
Mark as read
Flag
Add to Safe senders
Security options >
Print
View >
OneNote
Insights
Report Message >
Get Add-ins
Advanced actions >

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

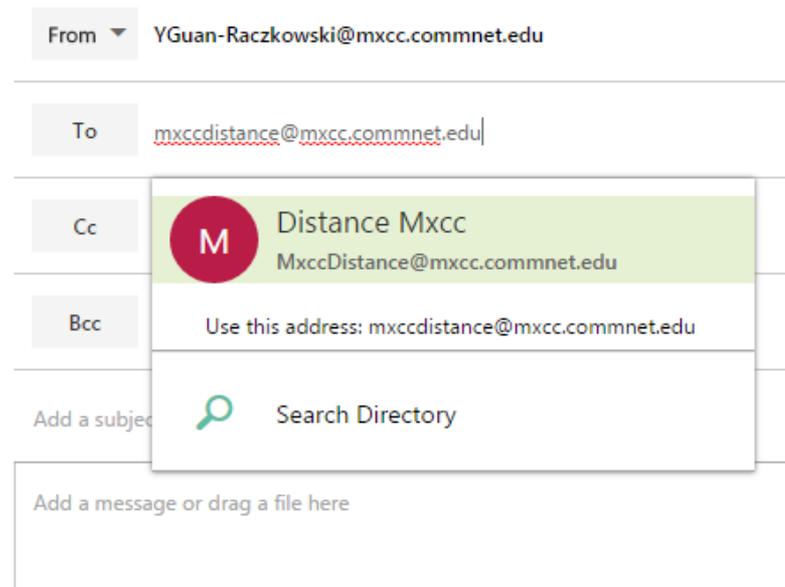
- Set “Reply” as a default option. Click on the Setting icon at the upper right corner of the page. At the bottom, select View all Outlook settings.
- Select Compose and reply. Scroll down a bit.
 - Under Reply or Reply All, choose Reply. Set up the default font and size for the message you send. Click Save at the bottom right corner of the page.

The screenshot displays the Outlook Mail settings interface. On the left, the 'Settings' sidebar is visible with 'Mail' selected. The main content area is titled 'Compose and reply' and includes the following options:

- Compose messages in:** HTML format
- Default font:** Times New Roman, 12pt
- Formatting options:** Bold (B), Italic (I), Underline (U), and Link (A)
- Reply or Reply all:** The 'Reply' radio button is selected.
- Link preview:** The checkbox 'Preview links in email' is checked.

Compose and Send a Message

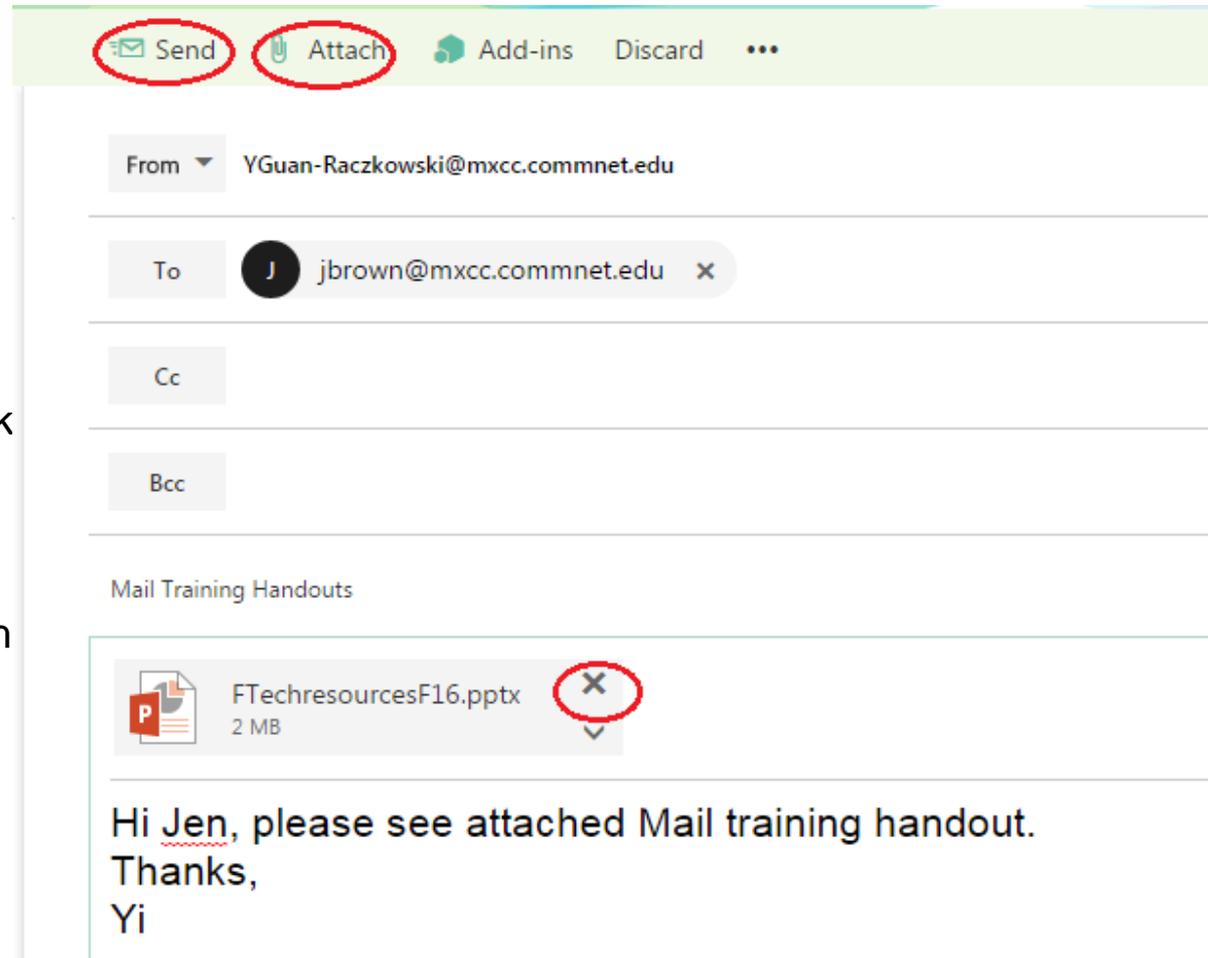
- Click the “**New Messages**” icon – upper left corner of the page.
- In the To box, type the e-mail address, you may select the pop up name if the person you email to is in the system.
- Type subject and message. Click **Send** button. Use “;” between addresses.



The screenshot shows an email composition interface. The 'From' field is set to 'YGuan-Raczkowski@mxcc.commnet.edu'. The 'To' field contains the email address 'mxccdistance@mxcc.commnet.edu'. A dropdown menu is open over the 'To' field, showing a contact card for 'Distance Mxcc' with the email address 'MxccDistance@mxcc.commnet.edu'. Below the contact card, there is a suggestion to 'Use this address: mxccdistance@mxcc.commnet.edu' and a 'Search Directory' option with a magnifying glass icon. The 'Cc' and 'Bcc' fields are empty. The 'Add a subject' field is also empty. The main message body contains the text 'Add a message or drag a file here'.

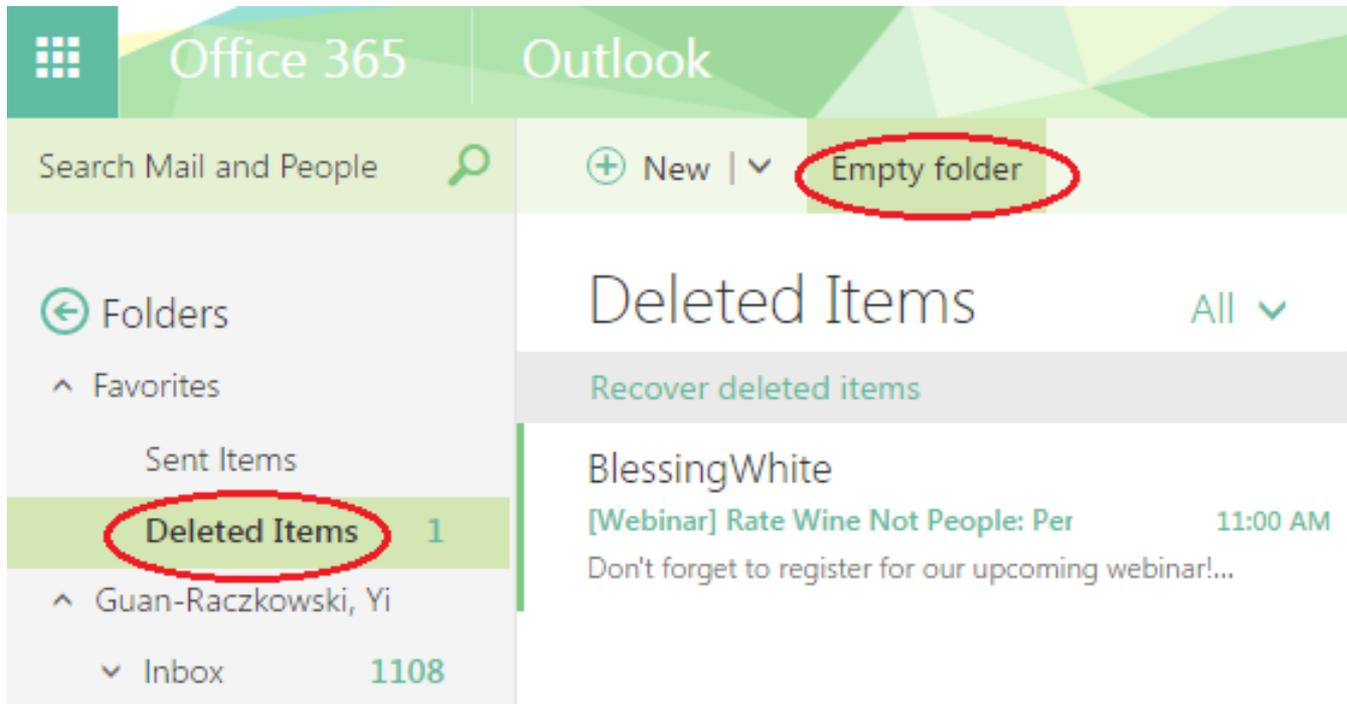
Send a File as Attachment

- 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.



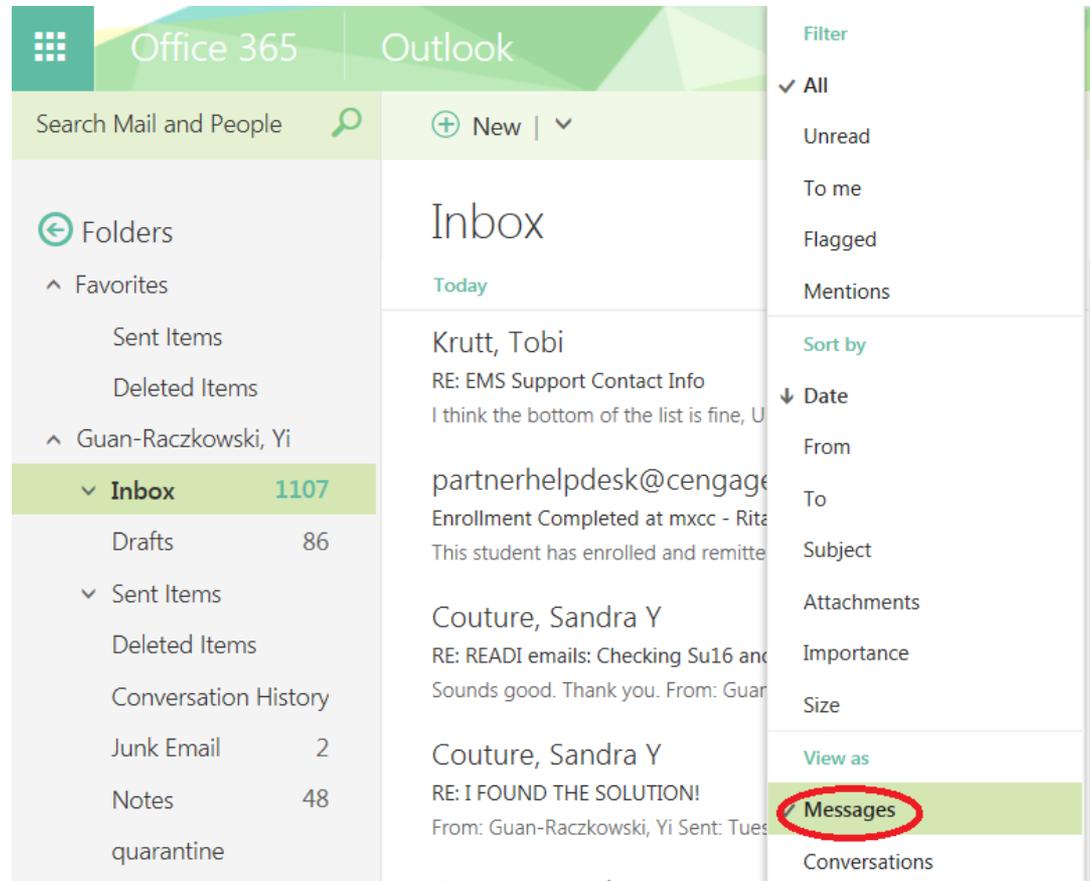
Delete Mails

- 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. Select all messages, click on **Empty folder** icon.



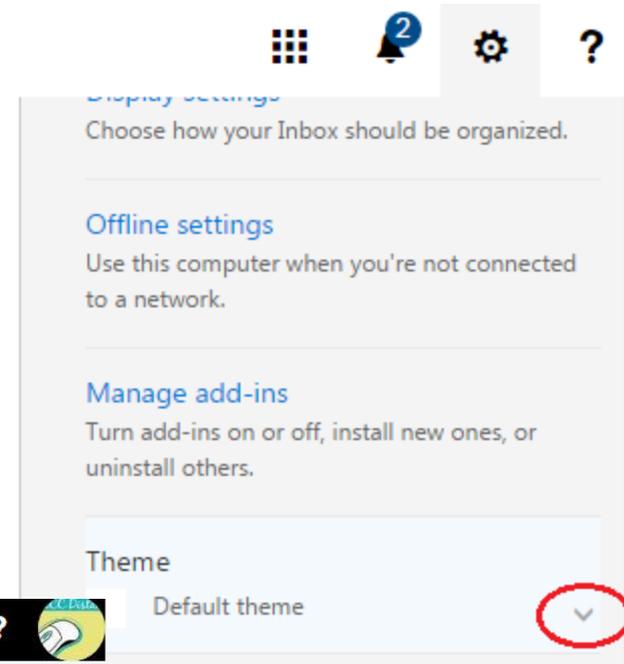
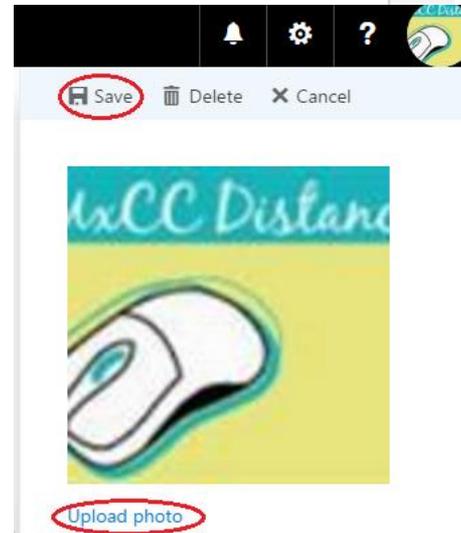
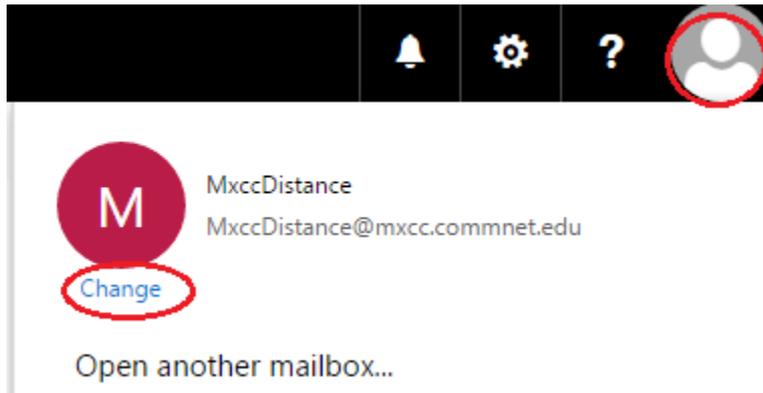
Disable Conversation View

- 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”.



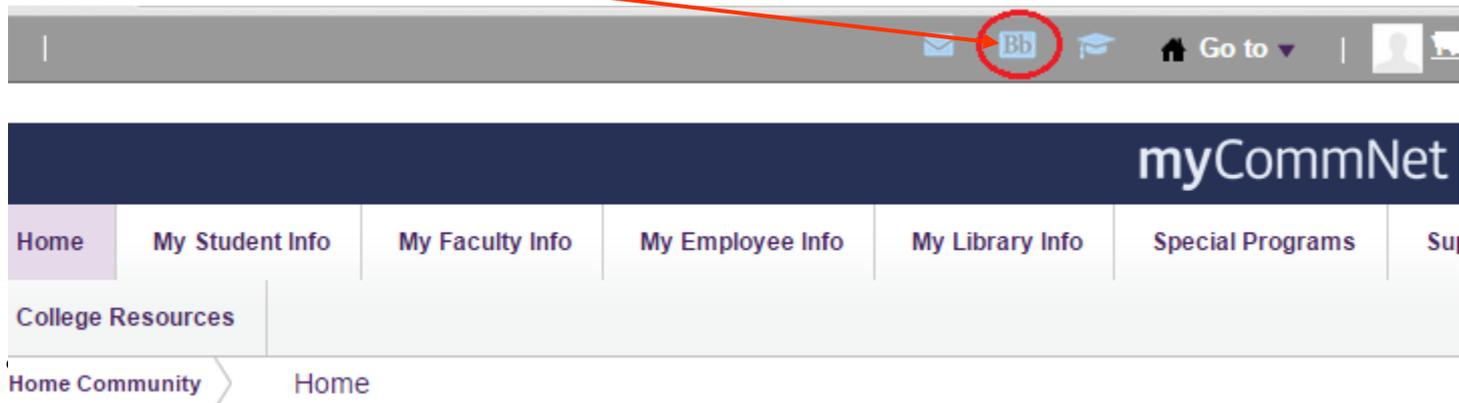
Mail Setting – Theme and Profile Photo

- 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 using your NetID and password.
- Click the **Blackboard** icon at upper right corner. Log in with your NetID and Password.



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



My Institution

- List of courses: Courses you teach and courses you are 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.
- My Help/Training
 - Help desk and tutorials for faculty and students.
- Blackboard Learn maintenance alerts

The screenshot shows the Blackboard user interface. At the top, a dark navigation bar contains the following links: **My Institution**, My Help/Training, WebEx/Microsoft Teams, and My Organizations. Below this, a secondary navigation bar shows 'My Institution' and 'Kaltura My Media'. The main content area features a prominent blue heading: **Faculty: New Training Opportunities!**. Underneath, there are two bullet points: 1) 'Faculty peer mentoring now available!! Schedule a session today!' with a link to the 'Faculty Professional Development website' and a note to visit it for more information and booking. 2) 'Course Design and Delivery Competencies (self-paced) training course for faculty' with a note that it will be found in the 'Courses where you are: Student' section. Below the main text are three side-by-side boxes. The left box is titled 'Blackboard Student Mobile' and promotes downloading the 'BB Student app' from the App Store or Google Play, specifically for 'Connecticut Community Colleges'. The middle box is titled 'Course List' and lists two courses: '3301.120306: PSY-F111-3301-Fall2020-General Psychology I' (noting it's unavailable until August 19, 2020) and '2166.120206: PRFD-F1161-2166-Summer2020-Best Practice of Online Pedagogy'. The right box is titled 'IMPORTANT FACULTY UPDATES' and encourages clicking the 'MY HELP/TRAINING' tab for training resources and checking out the new 'Faculty Professional Development website' designed to support remote/online teaching for Fall 2020.

CRN and Term Code

- **Example of a course:** ACC-F115-3008.120306-Financial Accounting
 - 3008 is the **Course Reference Number (CRN)**. A course is assigned to a unique CRN in a semester.
 - 120306 is the **Term Code for Fall 2020** courses.

Change over semester

1	2	0	3	0	6
Century 21 st century = 1	Last 2-digit of a year Year of 2019 = 19 Year of 2020 = 20		Semester Spring = 1 Summer = 2 Fall = 3 Winter = 4	College MXCC="06"	

Examples of Semester Codes

Fall 2020 120306

Winter 2020 120406

Spring 2021 121106

Summer 2021 121206

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

- The mobile learning -**Blackboard Mobile Learn** (for students only) app and download it to your mobile device.



Blackboard Mobile Learn™

Blackboard Inc.

★★★★☆ (2,674)

- Search for “Connecticut Community Colleges”.
- Logon with your Net 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

- [MxCC Home Page - http://mxcc.edu](http://mxcc.edu).
- Click on **Faculty & Staff** link. Click on **Resources for Faculty and Staff** link.
- <http://mxcc.edu/distance/faculty-online-teaching/faculty-technology-resources>
- Educational Technology Training.
- <https://mxcc.edu/ett>
- Faculty Online Teaching
- <https://mxcc.edu/distance> - click on Faculty Online Teaching link at the left panel.
- <https://mxcc.edu/distance/faculty-online-teaching/>

Faculty - Technical Problems

- IT Help Desk
- Wheaton Hall, 2nd floor, Middletown Campus
 - (860) 343-5711 – Virtual Support
 - mx-it@mxcc.commnet.edu
 - Unable to log on to a campus computer.
 - Unable to log on to e-mail at <http://portal.office.com>
 - Unable to log on to myCommNet at <http://my.commnet.edu>
 - Unable to access Faculty Self-service in MyCommNet.
 - MS Teams
 - WebEx

Distance Learning/Educational Technology

Blackboard, online courses, mycommnet, Banner Self-Service

860-343-5756

mxccdistance@mxcc.commnet.edu

Monday – Friday, 8:00 am to 5:00 pm – Virtual Support

On-Campus Support – appointment based

Monday, 9:00 am to 3:00 pm

Thursday, 11:00 am to 4:00 pm

24x7 Technical Support Center

– <https://cscu.edusupportcenter.com>

– (860) – 723-0221