Faculty Technology Resources

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http://mxcc.edu/distance
(860)343-5756

Faculty Technology Resources
https://mxcc.edu/ftr
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.commnet.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:
• 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

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

myCommNet
Faculty Self-Service
Blackboard
Library Database

Office 365
College Email
MS Office 2016
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](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).

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**MyCommNet**

*My.commnet.edu*

- **Blackboard Courses**
- **Faculty Self-service**
  (final grades, class rosters, schedule, advisees, textbook, course evaluation)
- **Office 365: College E-Mail, MS Office, One-Drive, MS Teams**
- **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
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 Result

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

### Course Information

- **Cap**: 23
- **Act**: 0
- **Rem**: 23
- **Instructor**: Nancy L. Kelly
- **Date**: 08/29-12/18
- **Location**: PPLATT 217CMERIDE

### Textbook

- **Cap**: 31
- **Act**: 21
- **Rem**: 10
- **Instructor**: Nancy L. Kelly
- **Date**: 08/29-12/18
- **Location**: FWHEAT 308

### Time

- **Cap**: 31
- **Act**: 6
- **Rem**: 25
- **Instructor**: Michael Rotondo
- **Date**: 08/29-12/18
- **Location**: FWHEAT 308

- **Cap**: 30
- **Act**: 13
- **Rem**: 17
- **Instructor**: Nancy L. Kelly
- **Date**: 08/29-12/18
- **Location**: FWHEAT 308

- **Cap**: 31
- **Act**: 3
- **Rem**: 17
- **Instructor**: Nancy L. Kelly
- **Date**: 08/29-12/18
- **Location**: FWHEAT 308

- **Cap**: 24
- **Act**: 10
- **Rem**: 14
- **Instructor**: Elizabeth C. Bailey
- **Date**: 08/29-12/18
- **Location**: 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.
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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.

<table>
<thead>
<tr>
<th>Term Selection</th>
<th>CRN Selection</th>
<th>Faculty Detail Schedule</th>
<th>Class Lists and Roster</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student and Advising</strong></td>
<td><strong>Grading Students</strong></td>
<td><strong>Registration Overrides</strong></td>
<td><strong>Advisee List</strong></td>
</tr>
<tr>
<td>- View Student Information including: personal info, schedules and transcripts, placement tests</td>
<td>- Enter Midterm Grades</td>
<td>- Override prerequisites, course limits and other course restrictions</td>
<td>- Faculty and Advisors may view lists of their advisees here, if they have been assigned in Banner</td>
</tr>
<tr>
<td></td>
<td>- Enter Final Grades</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> Not all colleges post midterm grades</td>
<td><strong>Note:</strong> Not all colleges allow faculty to process registration overrides.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Midterm and final grades from Blackboard must be re-entered here</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

Please enter the CRN you wish to access, or select a different term from the menu.

CRN: **PSY* F111 33: Genl Psych I-MAP 1 8/29-10/1, 3309 (4)**

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**.
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.

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.
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 #.

• 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.
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.
Course Evaluation Result

- A few weeks after the end of a semester, faculty is able to view the Course Evaluation Reporting page. Click on the number in Evaluations Taken. You will see ratings and comments.

Course Evaluation Reporting

<table>
<thead>
<tr>
<th>Course</th>
<th>Term</th>
<th>Department</th>
<th>Division</th>
<th>Professor ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>Middlesex - Spring 2017</td>
<td></td>
<td></td>
<td>781027</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Term</th>
<th>Division</th>
<th>Department</th>
<th>Course ID</th>
<th>Course Description</th>
<th>Professor</th>
<th>Evaluations</th>
<th>Total Enrollment</th>
<th>% Complete</th>
<th>Reporting Disabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>117165 06</td>
<td>0170</td>
<td>PSY* F204 30 1200</td>
<td>Child &amp; Adolescent Dev Yi Cuen-Reckowski</td>
<td>12</td>
<td>19</td>
<td>63.2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
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.
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.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.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 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
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.
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.
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”.

![Image of Office 365 and Outlook interface showing Inbox and View options]
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
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.

<table>
<thead>
<tr>
<th>Century</th>
<th>Last 2-digit of a year</th>
<th>Semester</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>21st century = 1</td>
<td>Year of 2019 = 19</td>
<td>Spring = 1, Summer = 2, Fall = 3, Winter = 4</td>
<td>MXCC = “06”</td>
</tr>
<tr>
<td>1</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>

**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.

- 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

- 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