

Faculty Technology Resources

Yi Guan-Raczkowski

Director of Distance Learning/Educational Technology

Chapman 701B

mxccdistance@mxcc.commnet.edu

<http://mxcc.edu/distance>

(860)343-5756

Faculty Technology Resources

<https://mxcc.edu/fttr>

Educational Technology Training

<https://mxcc.edu/ett>

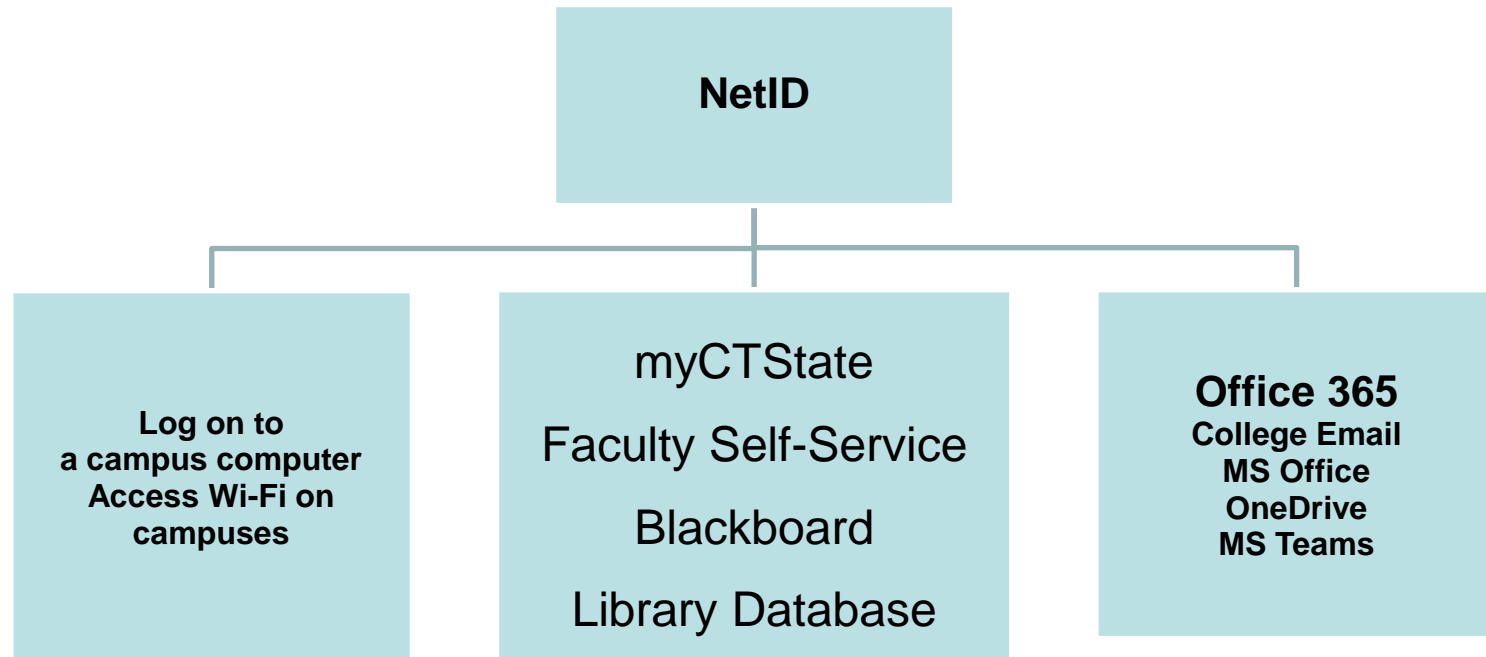
Faculty Technology Resources

- **Networked computers and Wi-Fi on MxCC campuses.**
- **Office 365 - MxCC E-mail, MS Office, MS Teams, One-Drive - portal.office.com**
- **myCTState: anytime, anywhere – my.ctstate.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 MyCTState: 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

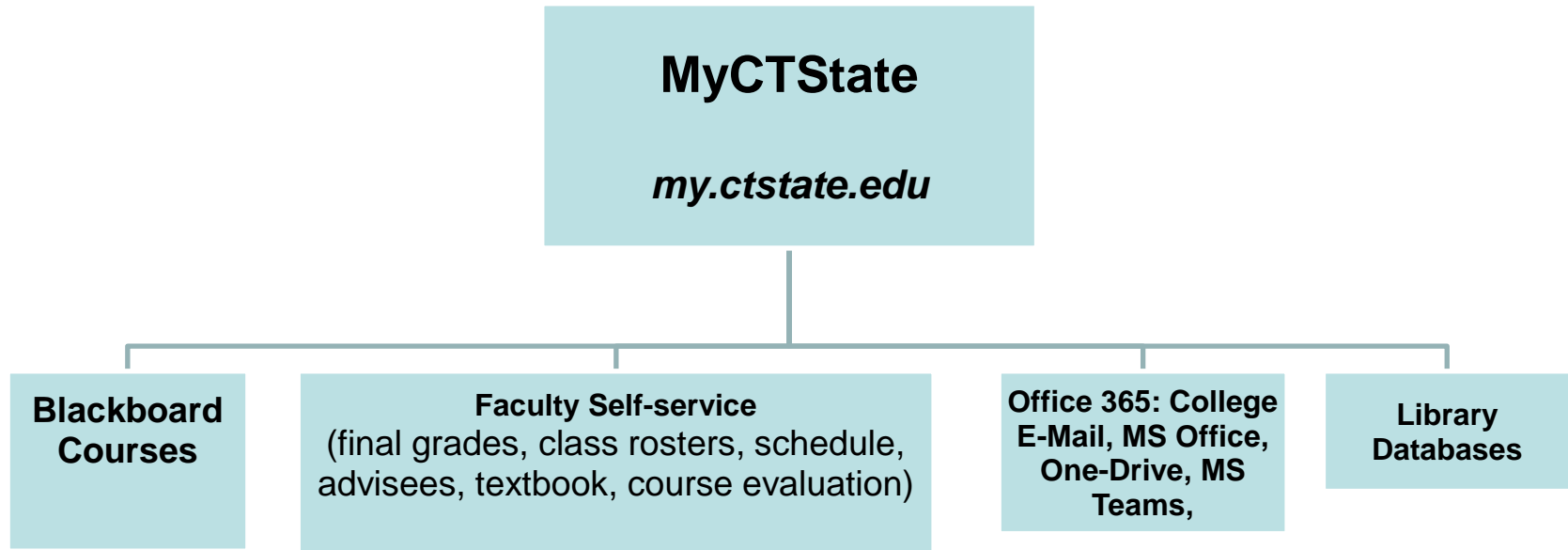
- **Enter NetID (Username)**
 - **BannerID@mxcc.commnet.edu**
 - Example, John Brown's Banner ID is @00687968, then his NetID is 00687968@mxcc.commnet.edu
 - Look up your NetID at <https://www.commnet.edu/netid/lookupnetid.asp>
- **Enter Password**
 - **Initial Password** (if you never log on to MyCTState, 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 in April and the last 4-digit of his SS# is 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.

MyCTState

- MyCTState is a single entry point to access Blackboard courses, Faculty Self-Service, Library Databases, and college e-mail (Office 365).



About MyCTState

- my.ctstate.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

myCTState

Students, faculty and staff can access Banner, the student information system; Blackboard, the course management system; CT State email, and other support services and systems by logging into myCTState. myCTState is for use for Fall 2023 (and later) actions exclusively. Those activities include, but are not limited to, registering for fall classes, accessing CT State technology, visiting New Student Orientation, and much more.

myCTState Announcements

- [Multifactor Authentication Requirement](#)
- [Scheduled System Maintenance Timeframes](#)
- [Recommended personal technology to access CSCU systems and Blackboard.](#)

Log In to myCTState
to access Banner, Blackboard and Email

LOG IN

- [NetID Lookup »](#)
- [First-time Login Assistance »](#)
- [Password Reset »](#)
- [Further Support »](#)

Other Resources

- [View myCTState Videos](#)
- [Browse Classes](#)
- [Browse Programs/Majors](#)
- [Apply for Admission](#)
- [Apply for Financial Aid](#)
- [Access Office 365/Email](#)

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Public Resources in MyCTState

- my.ctstate.edu
 - Click **Browse Classes** under **Other Resources** (Right).
 - Select Term: **Fall Term 2023**. click on **Continue**.
 - In **Campus**, select a college: **Middlesex**.
 - In **Subject**, select a subject.
 - Keep the rest as default.
 - Click **Search** button.
 - Course information will be displayed.
 - Search Result
 - Course schedule, location, textbook, registered seats, remaining seats, etc.

The screenshot shows a search form titled "Select a Term" with the following fields and options:

- How would you like to search:** Term, Date Range
- Select a Term for Class Search:** Fall 2023
- Continue** button
- Campus:**
- Subject:**
- Course Number:** [text input]
- Instructional Methods:** [text input]
- Part Of Term:** [text input]
- Attributes and NoLo:** [text input]
- Keyword:** [text input]
- Open Sections Only:**
- Search** button and **Clear** link

A red arrow points from the "Search" button to the "Search Result" text in the list on the left.

Course Search Result

Search Results — 6 Classes

Term: Fall 2023 Campus: Middlesex Subject: Accounting

CRN	Campus Locat	Subject	Course No	Section	Cred	Title	Meeting Times	Part of	Status	Instructor	Instructional Method
10132	Middlesex	ACCT	1130	025	3	Principles of Financial Accounting Lecture	U M T W R F S 09:30 AM - 10:45 AM	1	3 of 30 seats re...	Rotondo, Michael (...)	TRAD-Classroom
10133	Middlesex	ACCT	1130	026	3	Principles of Financial Accounting Lecture	U M T W R F S 05:30 PM - 08:00 PM	1	19 of 30 seats re...	Myers, Carol-Ann (...)	LRON-Live Remote Online
10134	Middlesex	ACCT	1130	027	3	Principles of Financial Accounting Distance Learning	U M T W R F S - Type: Internet Deliv	7A	20 of 30 seats re...	Myers, Carol-Ann (...)	ONLN-Fully Online
13895	Middlesex	ACCT	1170	009	3	Principles of Managerial Accounting Lecture	U M T W R F S 09:30 AM - 10:45 AM	1	17 of 30 seats re...	Rotondo, Michael (...)	TRAD-Classroom
13896	Middlesex	ACCT	1170	010	3	Principles of Managerial Accounting Distance Learning	U M T W R F S - Type: Internet Deliv	7B	9 of 30 seats re...	Rotondo, Michael (...)	ONLN-Fully Online
13423	Middlesex	ACCT	2710	005	3	Intermediate Accounting I Lecture	U M T W R F S 05:30 PM - 08:00 PM	1	20 of 25 seats re...	Rotondo, Michael (...)	LRON-Live Remote Online

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Course Reference Number

Title

Meeting Times

Seats

Instructional Method

Instructor

Logon to MyCTState

- Go to **my.ctstate.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 MyCTState

Click different links to access the subsequent services and pages.

The image shows a grid of service tiles on the MyCTState dashboard. The tiles are arranged in two rows. The top row contains four tiles: 'Welcome to myCTState!', 'Student Self-Service', 'Faculty Self-Service', and 'Blackboard'. The bottom row contains four tiles: 'College Email', 'Finance-Employees', 'Technology Help Desk', and 'Student Accounts and Billing'. The 'Faculty Self-Service' and 'College Email' tiles are highlighted with red rectangular boxes. The 'Blackboard' tile is also highlighted with a red rectangular box. Each tile has a lock icon in the top right corner. The 'Faculty Self-Service' tile lists several links: 'Browse Classes', 'Enter Grades', 'WDCE - Track Attendance', 'View Class Roster', 'Enter Office Hours', 'Manage Active Assignments', and 'Access Faculty Resources'. The 'College Email' tile states that all official information is sent to a college-issued email address and lists links for 'Office 365/Email' and 'Email Help'. The 'Blackboard' tile lists 'Blackboard' and 'Help Desk' links, with the latter providing support for students and faculty and mentioning training videos. The 'Finance-Employees' tile lists 'Banner Finance Self-Service' and 'Finance Shared Services' links. The 'Technology Help Desk' tile lists 'Students: Get Help', 'Faculty: Get Help', and 'Staff: Get Help' links, along with an 'IT Support Center' link. The 'Student Accounts and Billing' tile lists 'My Account' and 'View Account Summary' links, along with 'Access IRS 1098T Statements' links.

Welcome to myCTState!

The launch of myCTState coincides with the consolidation of Connecticut's 12 community colleges into one CT State Community College. The initial rollout focused on student onboarding, financial aid and registration for Fall 2023. Additional functionality is being incrementally rolled to facilitate student, faculty and staff experience.

[Check for Updates](#)

Student Self-Service

[Access Your Student Profile](#)
[Review Required Action Items](#)
[Access Registration Dashboard](#)
[Browse Classes](#)
[Browse Course Catalog](#)
[View Account Summary](#)
[Degree Works](#)

*[Browse Classes Documentation \(Mobile\)](#)
*[Browse Classes Instructional Video](#)
*[Registration Instructional Video](#)

Faculty Self-Service

[Browse Classes](#)
[Enter Grades](#)
[WDCE - Track Attendance](#)
[View Class Roster](#)
[Enter Office Hours](#)
[Manage Active Assignments](#)
[Access Faculty Resources](#)

Blackboard

[Blackboard](#)
Course syllabi, lecture homework, etc.
[Help Desk](#)
• Support for students and faculty
[Training Videos](#)
• Videos may depict older software versions

College Email

All official information from CT State is sent to [college-issued email address](#).

- [Office 365/Email](#)
- [Email Help](#)

Finance-Employees

[Banner Finance Self-Service](#)

- View Financials
- Approve Documents
- Create Requisition

[Finance Shared Services](#)
[Requisition Backup Submission](#)
[Direct Pay](#)

Technology Help Desk

Students: [Get Help](#)
Faculty: [Get Help](#)
Staff: [Get Help](#)

[IT Support Center](#)

- FAQs, documentation, tutorials and knowledge base
- Important notices
- Status of IT Resources

Student Accounts and Billing

[My Account](#)

- View Statements/Bill
- Make Payment
- Manage Payment Plans
- Setup ACH/Direct Deposit for eRefunds
- View Account Activity

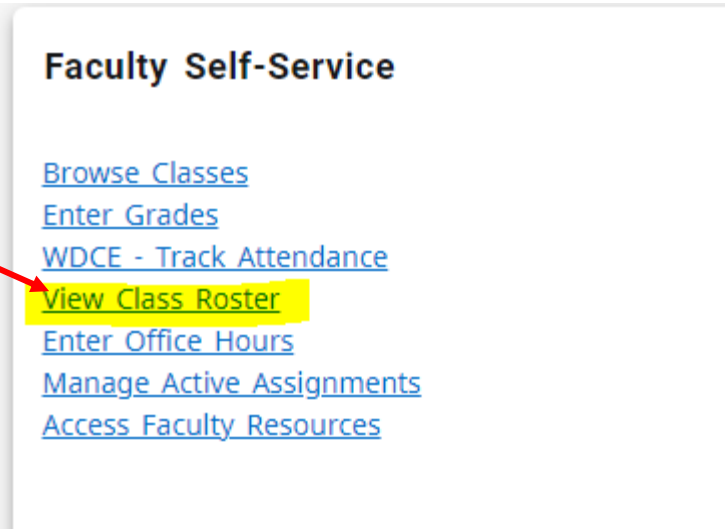
[View Account Summary](#)

Access IRS 1098T Statements

- [View Unofficial 1098T](#)
- [Download Official 1098T](#)

Faculty Self-Service in MyCTState

- Log into **my.ctstate.edu**
- To view Class roster, click on **View Class Roster** under **Faculty Self-Service** card.
- For a class, click on the number of enrollment, you will see the list of students.
- Click on a student name, you will see the detailed information about the student.



Faculty Self-Service

- [Browse Classes](#)
- [Enter Grades](#)
- [WDCE - Track Attendance](#)
- [View Class Roster](#)**
- [Enter Office Hours](#)
- [Manage Active Assignments](#)
- [Access Faculty Resources](#)

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
PSY 1011, 059	General Psychology I	10380	9	Active	09/12/2023 - 12/18/2023	Fall 2023 (202410)

Email to Students

- In the Summary View.
- Select the students to whom you would like to email.
- Click on the email icon at the upper right.

Summary Class List

	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	**Registered**	Undergraduate	3	No Access	No Access	Freshman
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	No Access	No Access	Freshman
<input type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	No Access	No Access	Freshman

Export or Print Class Roster

- In either Summary View or Detail View of a class roster, click on the Export button at the upper right corner. Select Excel Spreadsheet .xls and then Export. The roster will be downloaded to your computer – Download folder (default)
- To print a roster, click on Print icon at the upper right corner and then select Print.

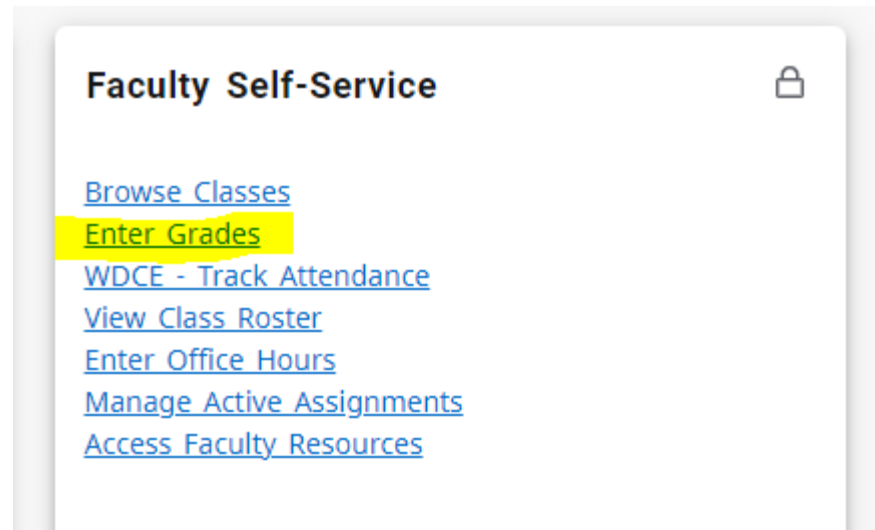
The screenshot shows a web interface for a class roster. At the top, there are navigation links: Faculty & Advisors, CRN Listing, and Class List. Below this, the page title is 'Class List'. In the upper right corner, there are two buttons: 'Export' and 'Print', both highlighted with a red box. The main content area is divided into two columns. The left column is titled 'Course Information' and contains the following details: 'General Psychology I - PSY 1011 059', 'CRN: 10380', 'Duration: 09/12/2023 - 12/18/2023', and 'Status: Active'. The right column is titled 'Enrollment Counts' and contains a table with the following data:

	Maximum	Actual	Remaining
Enrollment	30	30	0
Wait List	0	0	0
Cross List	0	0	0

Below the enrollment counts, there is a 'Summary View' dropdown menu and a search bar. The main table below has columns for 'Hours', 'Midterm', 'Final', and 'Class'. The first three rows of data show 'No Access' for the first three columns and 'Freshman' for the 'Class' column. An 'Export Template' dialog box is open in the foreground, showing two options: 'Excel Spreadsheet - .xls' (selected) and 'Excel Spreadsheet - .xlsx'. A green circle highlights the 'Export' button at the bottom of the dialog box.

Enter Final Grades

- In Faculty Self-Service card, click on **Enter Grades** link.
- When it is available, you can enter grade for each of students in your class.
- After all grades are entered, click on Save.



Accessing Blackboard

- You must first log on to my.ctstate.edu using your NetID and password.
- Click the **Blackboard** link. You will land on the Blackboard Institution Page.

Blackboard



[Blackboard](#)

- Course syllabi, lectures, homework, etc.

[Help Desk](#)

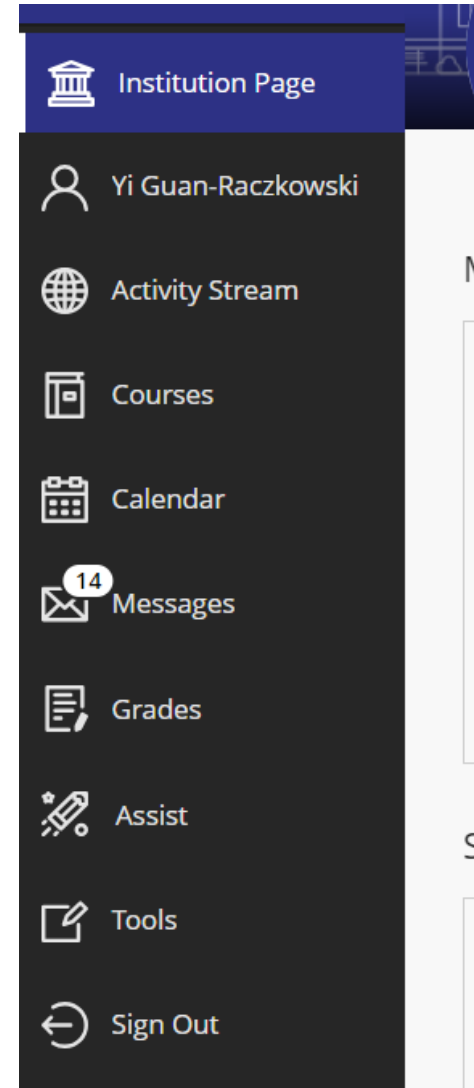
- Support for students and faculty

[Training Videos](#)

- Videos may depict older software versions

Blackboard Institution Page

- **Courses**
 - Courses you teach and courses you are enrolled as student.
 - [Course Design and Delivery Competencies \(self-paced course\)](#)
- **Messages**
 - New messages received in all courses
- **Activity Stream**
 - Up-to-date information on all the actions taken in your courses. It allows you to see what's new and directly jumps into the course activities.
- **Organizations**
 - A list of organizations you are enrolled to.
- **Tools**
 - Kaltura Media, Course Evaluations & Surveys (see survey result)
- **Your Name**
 - Profile of the user
- **Institution Page**
 - Faculty Resources, Student Resources



Mobile Learn

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



- Search for “CT State Community College”.
- 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.

Access Office 365 (College Email) in MyCTState

- Once you are logged on to MyCTState, in College Email card, click on Office 365/Email link.

College Email

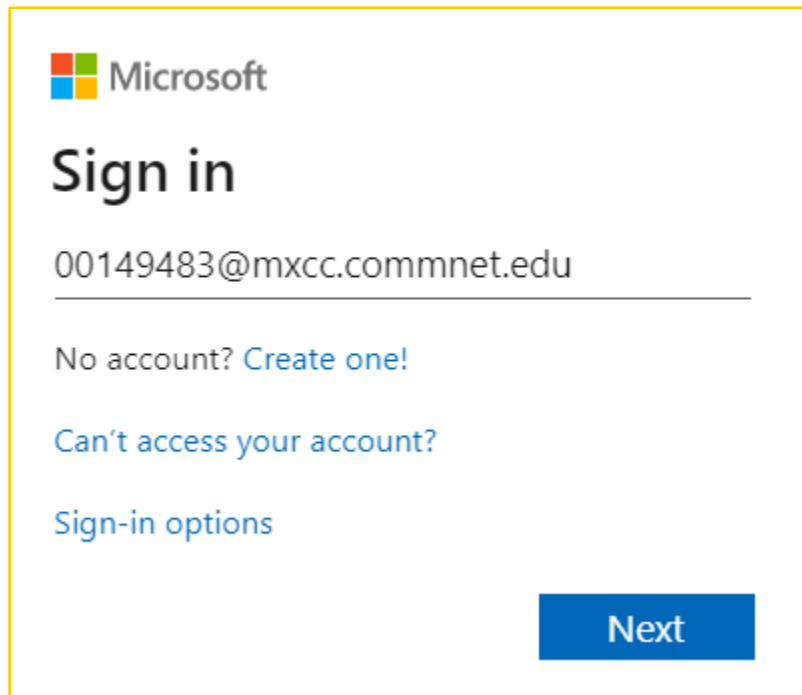
All official information from CT State is sent to [college-issued email address](#).

- [Office 365/Email](#)
- [Email Help](#)

Direct way to access college email is to use portal.office.com.
Log on with your NetID and password.

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

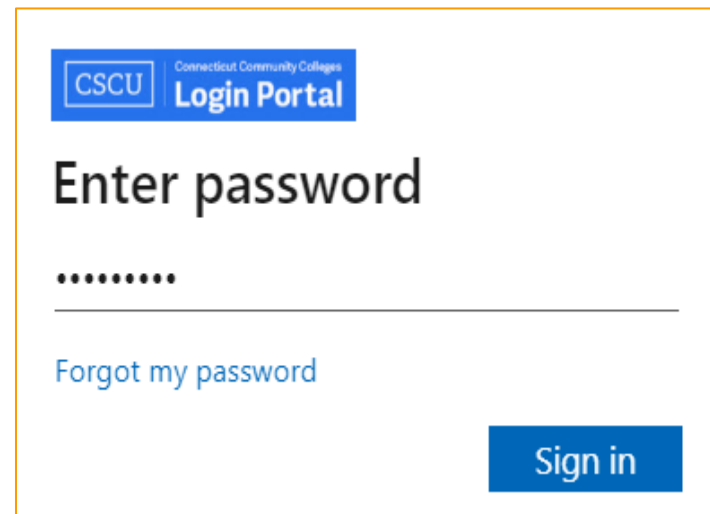
00149483@mxcc.commnet.edu

No account? [Create one!](#)

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

[Sign-in options](#)

[Next](#)



CSCU Connecticut Community Colleges Login Portal

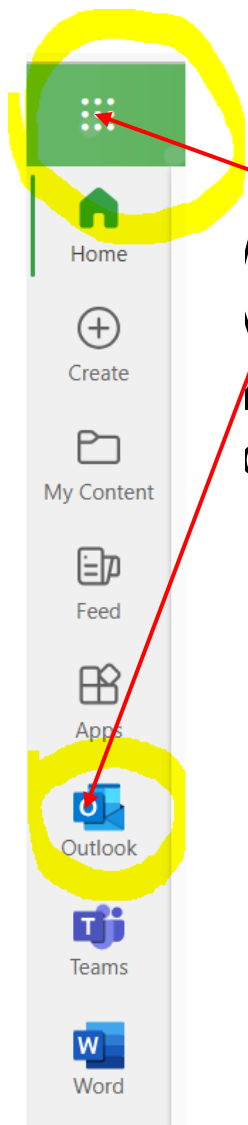
Enter password

.....

[Forgot my password](#)

[Sign in](#)

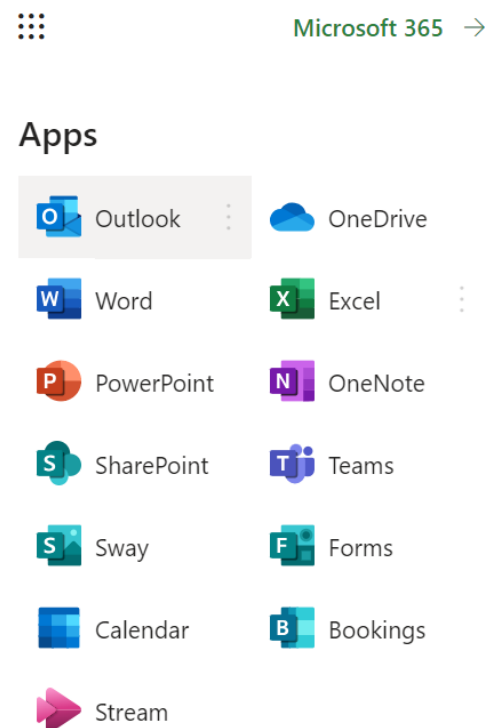
Microsoft Office 365



When you first time log on, click on Mail icon at the left panel.

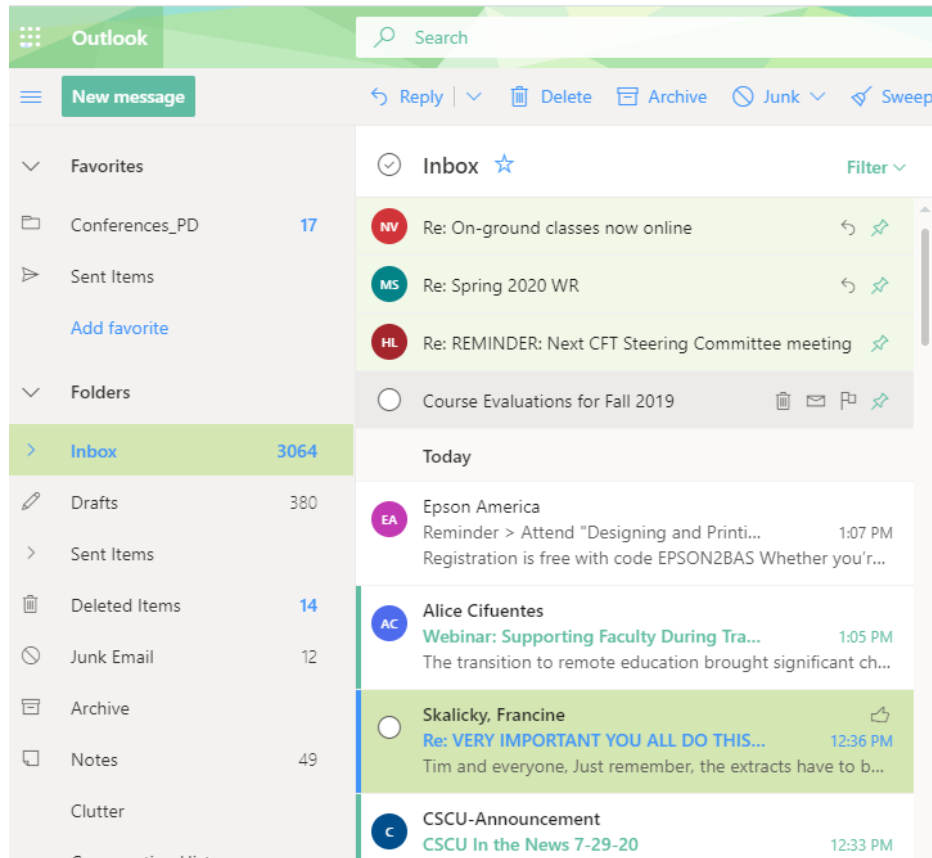
You may click on the App Launcher icon to see more apps in Office 365.

- Outlook, college email
- OneDrive, store files – 1 Terabytes (1000G) space.
- Word, Excel, PowerPoint - use the online Office apps.
- Teams – use MS Teams online app.
- Microsoft 365– free download MS Office 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. A red box highlights four icons next to the subject: a thumbs-up icon, a reply icon, a reply all icon, and a forward icon, followed by a more options icon (three dots). To the right of the email preview, a context menu is open, listing various actions such as Reply, Reply all, Forward, Delete, Mark as read, Flag, Add to Safe senders, Security options, Print, View, OneNote, Insights, Report Message, Get Add-ins, and Advanced actions.

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

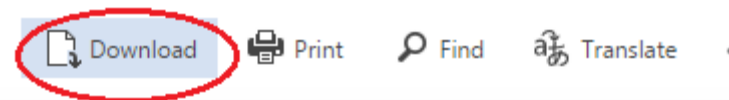
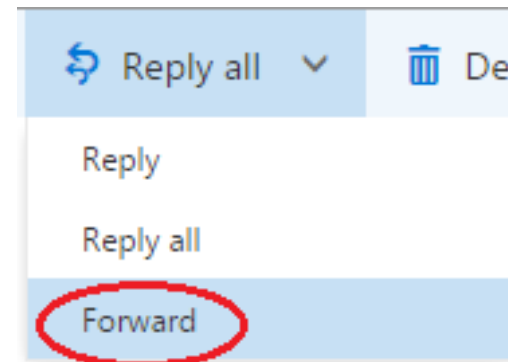
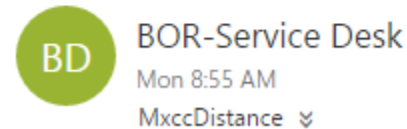
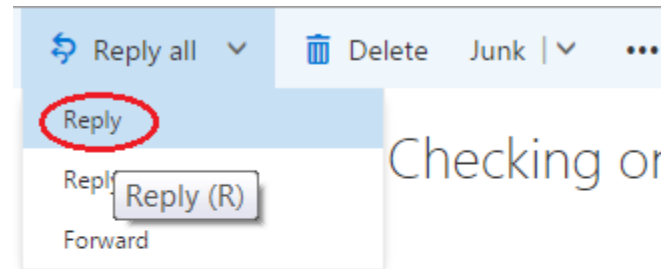
CSCU News

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 >

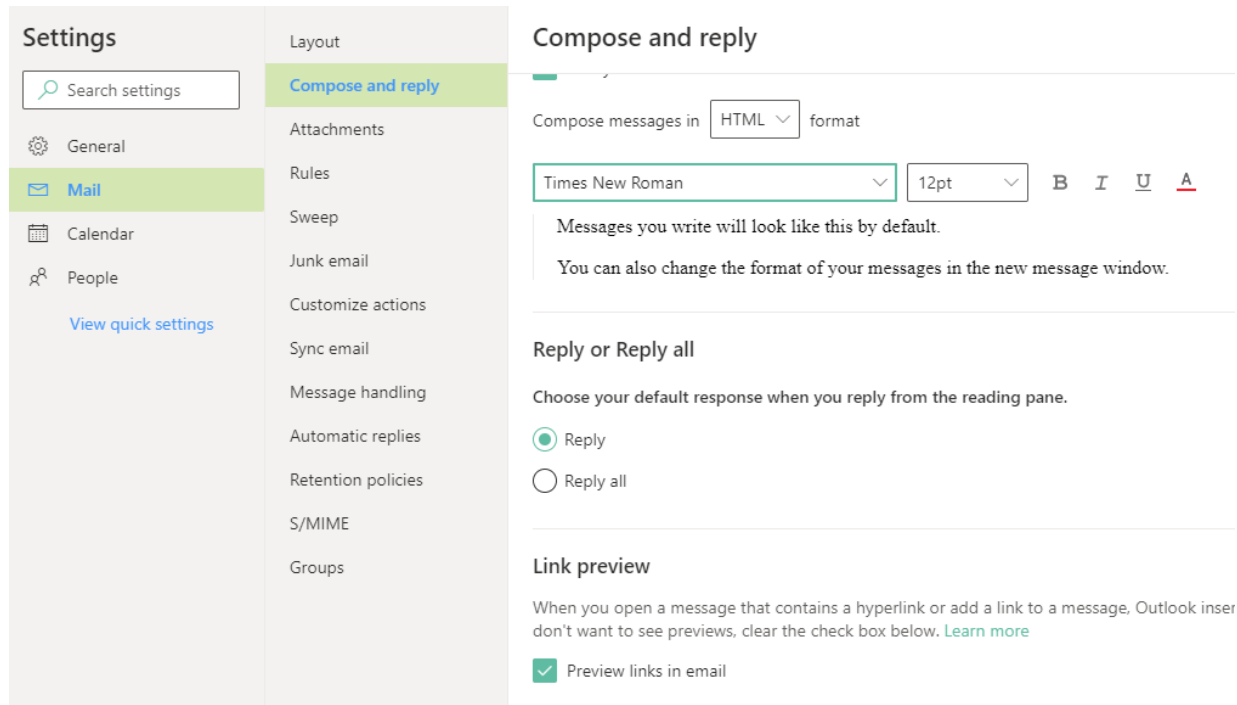
Read, Reply, Forward, and Attachments

- 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.

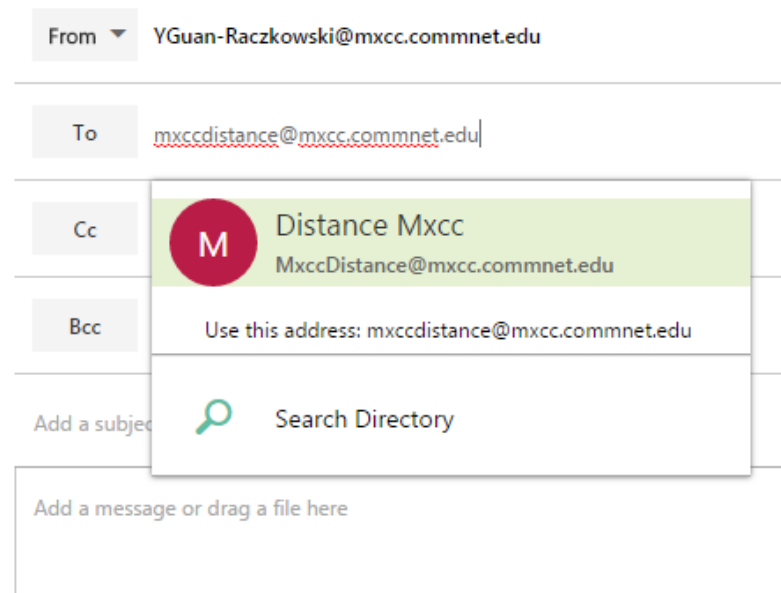


The screenshot displays the Outlook settings interface. On the left, the 'Settings' sidebar is visible with 'Mail' selected. The main content area is titled 'Compose and reply' and includes the following options:

- Compose messages in:** HTML format
- Default font:** Times New Roman
- Default font size:** 12pt
- Text formatting:** Bold (B), Italic (I), Underline (U), and Link (A) buttons.
- Preview text:** Messages you write will look like this by default. You can also change the format of your messages in the new message window.
- Reply or Reply all:** Choose your default response when you reply from the reading pane. The 'Reply' radio button is selected.
- Link preview:** When you open a message that contains a hyperlink or add a link to a message, Outlook inserts a preview. The checkbox 'Preview links in email' is checked.

Compose and Send a Message

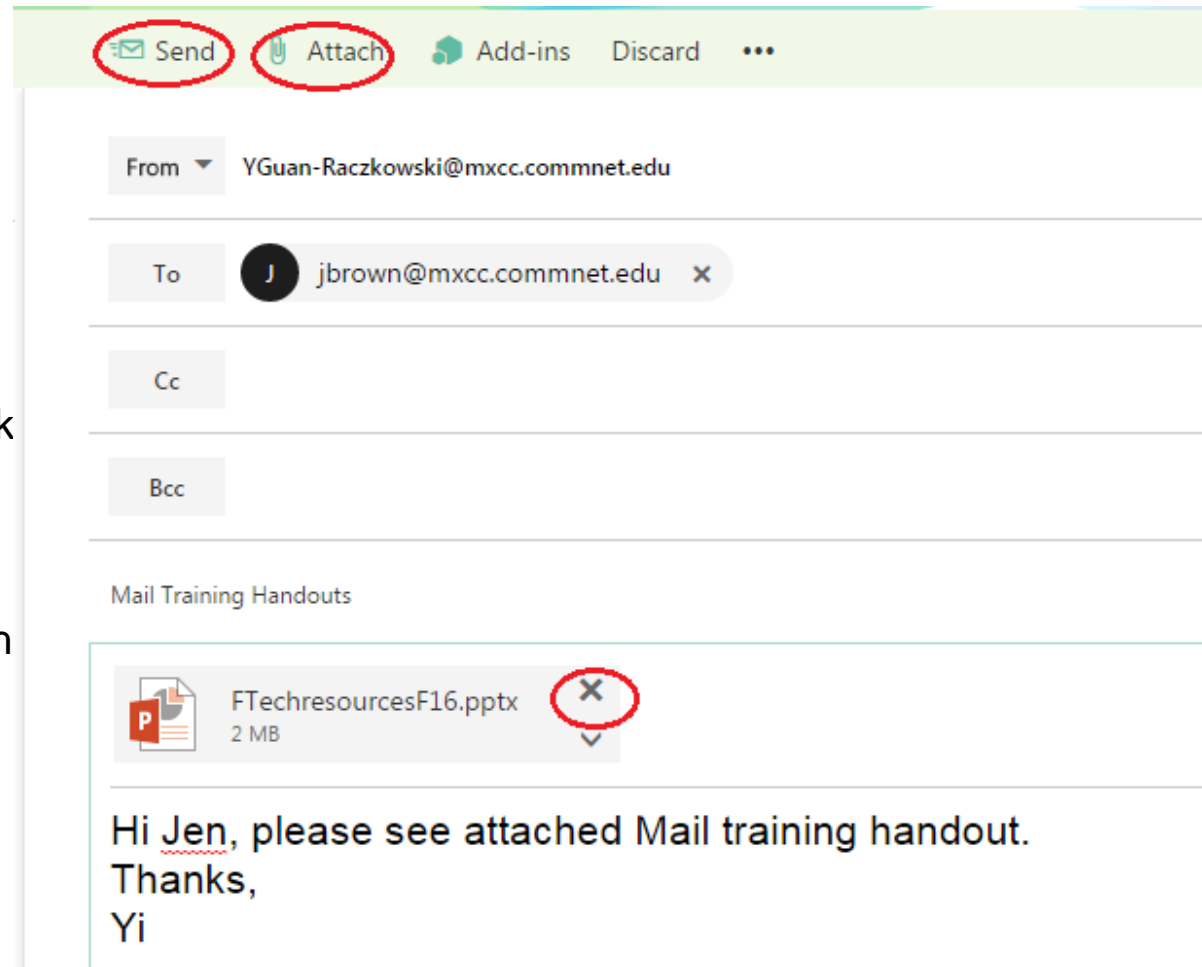
- Click the “**New Messages**” icon – upper left corner of the page.
- In the To box, type the e-mail address, you may select the pop up name if the person you email to is in the system.
- Type subject and message. Click **Send** button. Use “;” between addresses.



The screenshot shows an email composition interface. The 'From' field is set to 'YGuan-Raczkowski@mxcc.commnet.edu'. The 'To' field contains the text 'mxccdistance@mxcc.commnet.edu'. A dropdown menu is open over the 'To' field, displaying three options: a contact named 'Distance Mxcc' with a red circular profile picture containing the letter 'M' and the email address 'MxccDistance@mxcc.commnet.edu'; a suggestion to 'Use this address: mxccdistance@mxcc.commnet.edu'; and a 'Search Directory' option with a magnifying glass icon. Below the dropdown, the 'Cc' and 'Bcc' fields are visible but empty. The 'Add a subject' field is partially visible. At the bottom, there is a text area with the placeholder 'Add a message or drag a file here'.

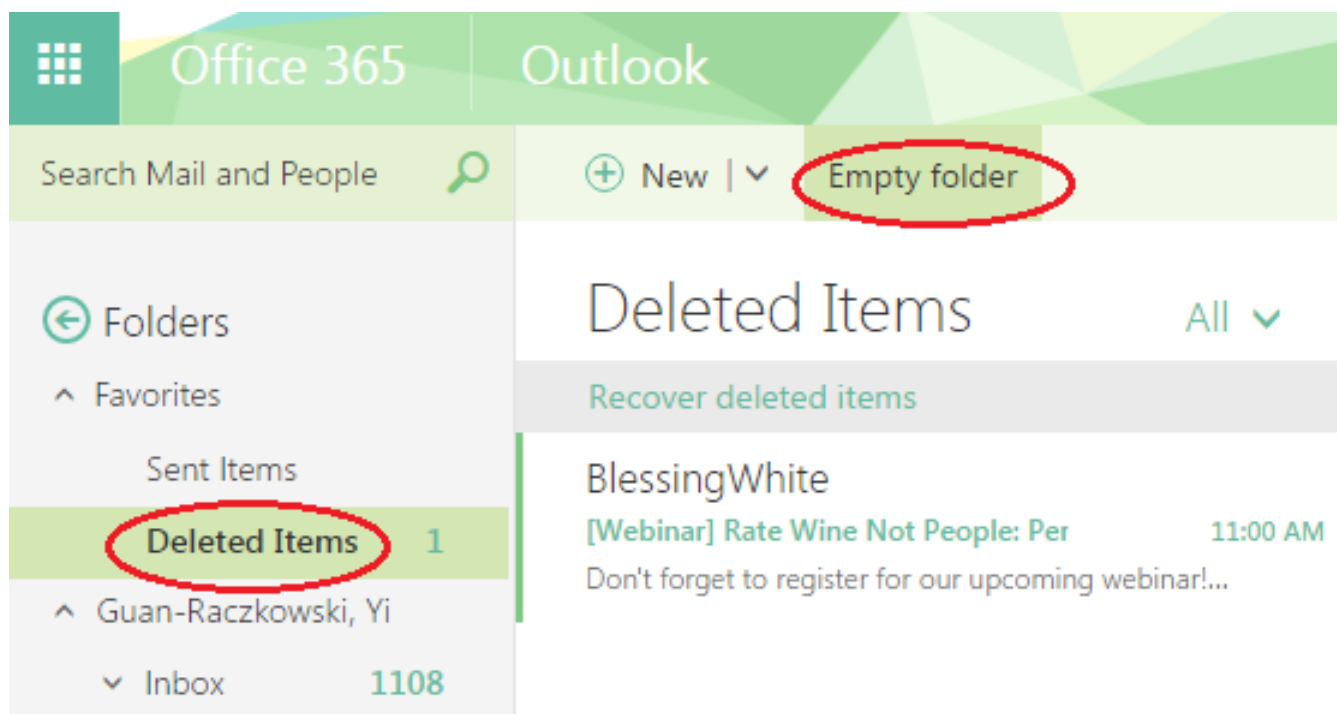
Send a File as Attachment

- 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.



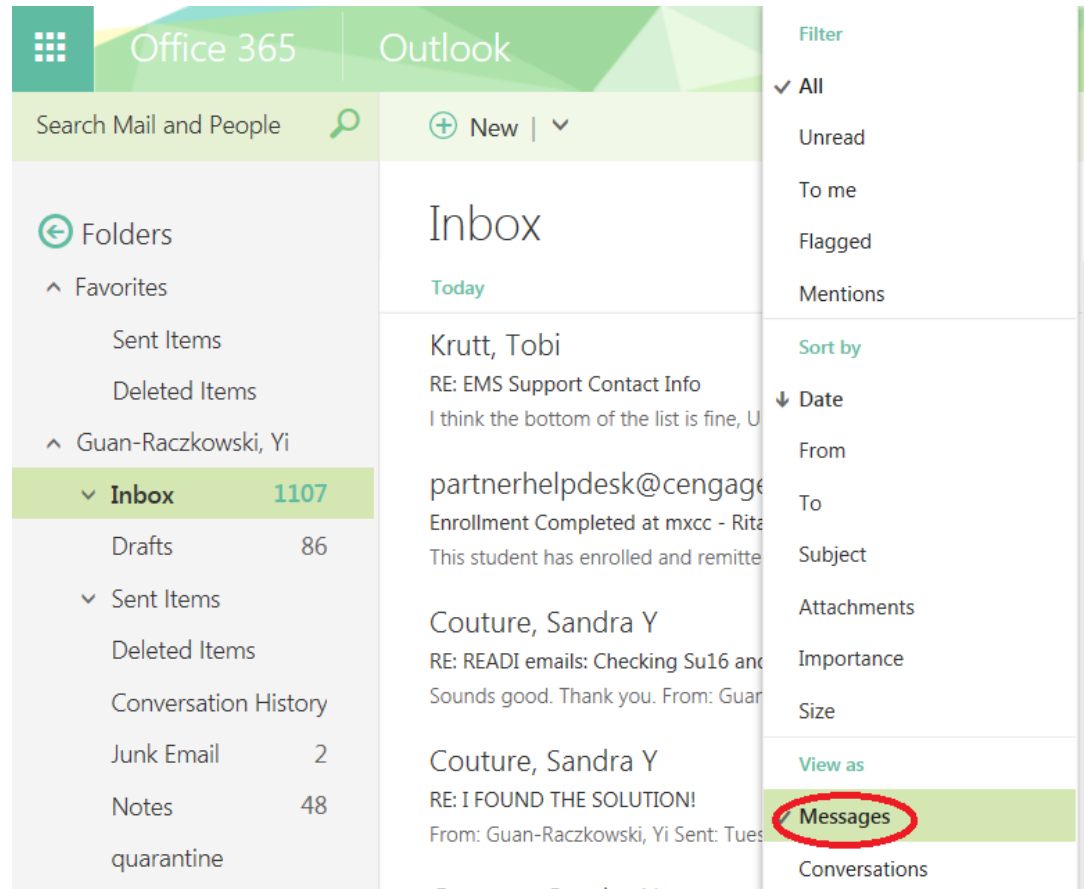
Delete Mails

- 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.



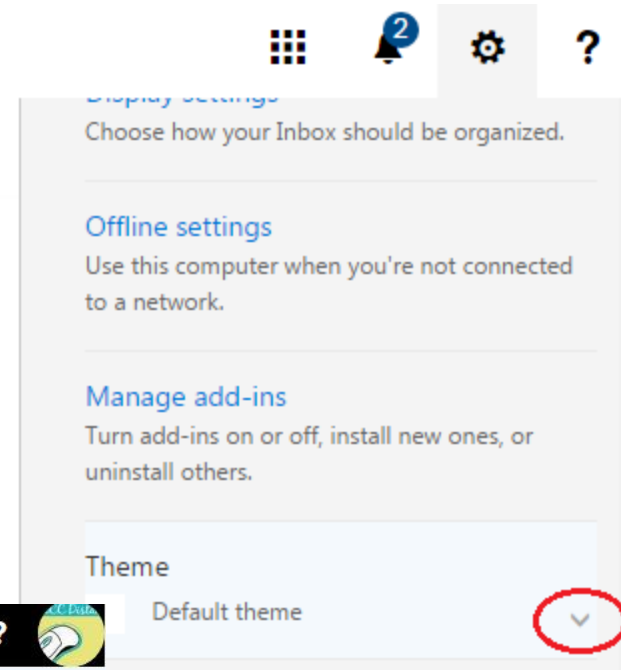
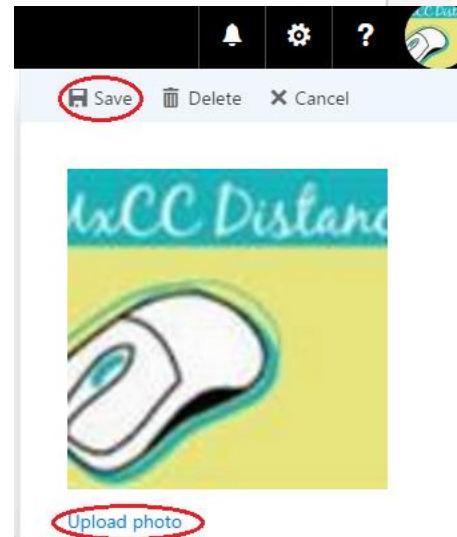
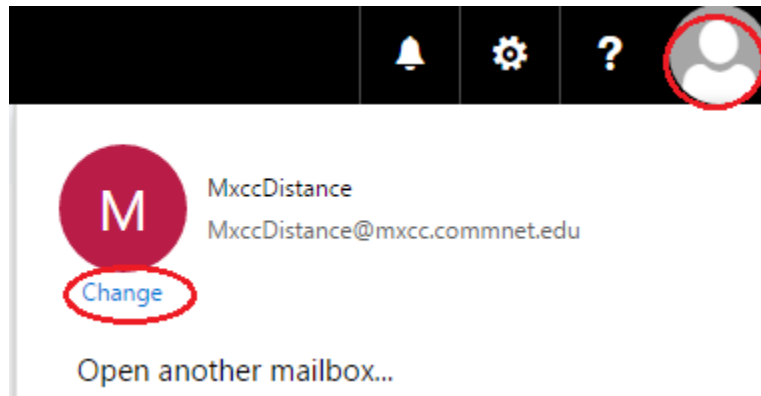
Disable Conversation View

- 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.



Learning - Faculty Technology Resources

- [MxCC Home Page - https://mxcc.edu](https://mxcc.edu).
- Click on **Faculty & Staff** link. Click on **Resources for Faculty and Staff** link.
- <https://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 –logging on issues
- Wheaton Hall, 2nd floor, Middletown Campus
 - (860) 343-5711
 - Create a ticket at <https://cscu.service-now.com>
 - 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 MyCTState at <https://my.ctstate.edu>
 - Unable to access Faculty Self-service in MyCTState.
 - MS Teams
 - WebEx

Distance Learning/Educational Technology

Blackboard, online courses, MyCTState, Banner Self-Service

email, call or stop by distance learning

860-343-5756

mxccdistance@mxcc.commnet.edu

Monday – Friday, 8:30 am to 5:00 pm

Chapman 701B/C, Middletown Campus

24x7 Technical Support Center

– <https://cscu.edusupportcenter.com>

– (860) – 723-0221