

CT STATE COMMUNITY COLLEGE MIDDLESEX

# Orientation for Online Students

MxCC Distance Learning  
Chapman 701B/C, Middletown Campus  
CT State Community College - Middlesex  
[mxccdistanace@mxcc.commnet.edu](mailto:mxccdistanace@mxcc.commnet.edu)  
860-343-5756  
<https://mxcc.edu/distance>





# Agenda

Overview

logging on

Technical Troubleshooting

Best Performance in  
Blackboard

Blackboard Features

Syllabus & Course Navigation

Communication Tools

Assignments, Tests, My  
Grades

Success Tips

LRON Classes

Help Contact

Resources

# Logging on to Blackboard

Step 1

**NetID & Password**

Banner ID@student.commnnet.edu  
First 3 letters of birth month &  
last 4-digit of SS#

Step 2

**my.ctstate.edu**

Enter NetID and password  
click on Login

Step 3

**Click on Blackboard  
link.**

**click on Courses**  
Select your course



# myCTState

s Banner, the student information system; Blackboard, the co  
d systems by logging into myCTState. myCTState is for use  
t are not limited to, registering for fall classes, accessing CT S

## Log In to myCTState

to access Banner, Blackboard and Email

LOG IN

🔍 NetID Lookup »

🔍 First-time Login Assistance »

🔄 Password Reset »

🔗 Further Support »

## Technical Help

<https://mxcc.edu/distance/technical-help>

Password Reset at

<https://passwordreset.microsoftonline.com>

- Call (Mon.-Fri., 8:30 am- 5:00 pm) the following offices:

- -IT Service, (860) 343 – 5711 –password

- Distance Learning, (860)-343-5756 –  
Blackboard, Student Self-Service, WebEx,  
Collaborate, MS Teams.

- -24 x7 help desk – 860-723-0221 – any  
technical issues

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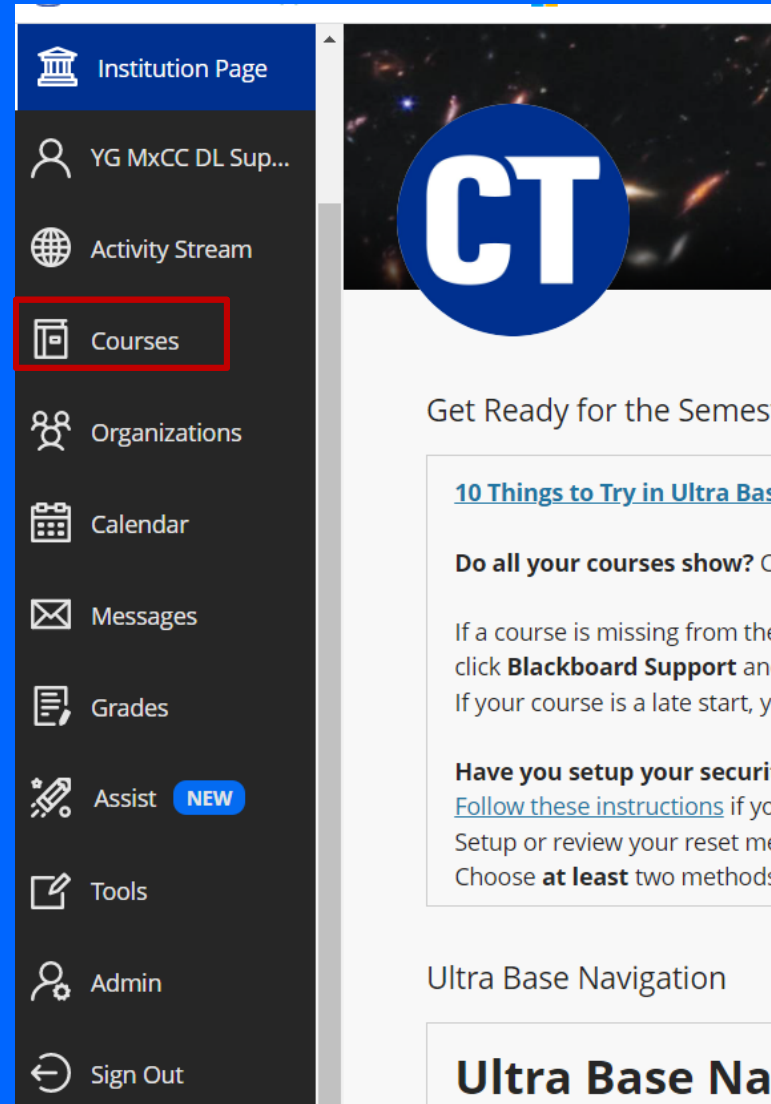
# Troubleshooting

- If you cannot log onto my.ctstate.edu or Blackboard or did not see your course when you are in Blackboard, clear out the browser history. The instruction is <https://kinsta.com/knowledgebase/how-to-clear-browser-cache/#chrome>
- When my.ctstate.edu is down, you will get to Blackboard directly at <https://ctccs.blackboard.com>. You can check your college email at [portal.office.com](https://portal.office.com).
- If the trouble persists, please call distance learning 860-343-5756 (Mon - Fri, 8:30 am to 5:00 pm) or the 24- hour help desk at 860-723-0221



# Institution Page Window

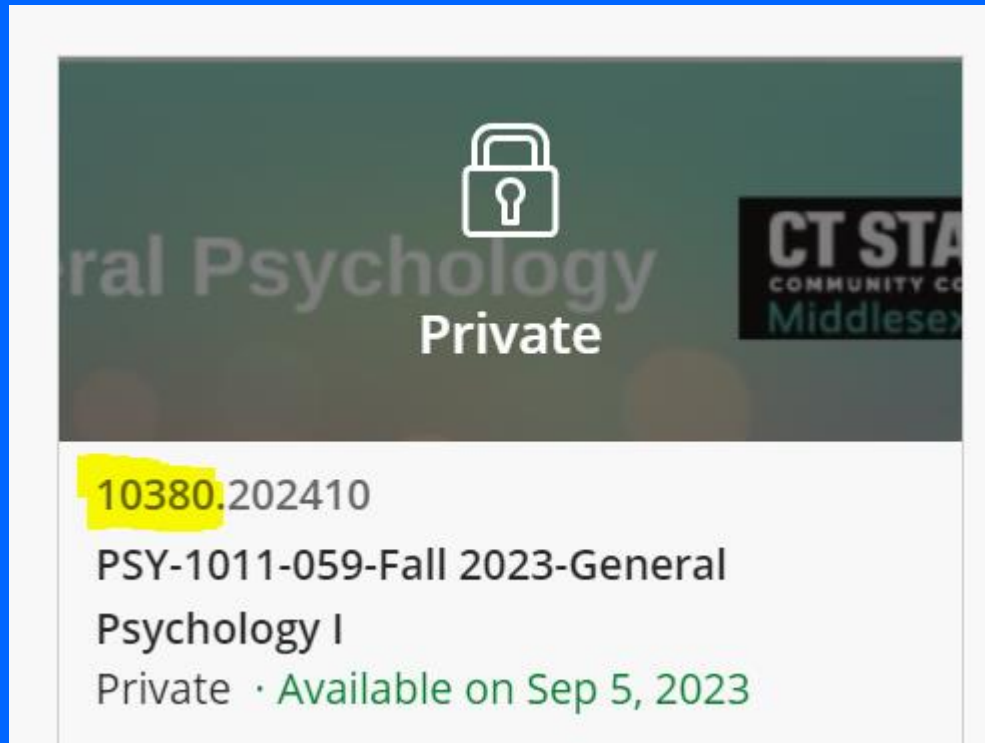
- On **Courses** page
- A list of courses that you have registered at MxCC or other Connecticut community colleges.
  - Click on the **Course Title** to enter the course Blackboard site.
  - MxCC Virtual Campus – announcements for students, Tutoring Service – Essay Submission, Blackboard tutorials
  - MxCC\_Student\_Orientation: Blackboard Essential Skills
- Messages
- Grades
- Activity Stream
- Tools
- Calendar
- Assist





# Course Reference Number

- When you assistance with your online course, you will need to provide distance learning the course reference number (CRN). It is the 5-digit number on your course icon on the Blackboard Courses page.



# Course Menu vs. Content Area

4014.118406 PSY-F111-4014-Winter2018-General Psychology I

Announcements

4014.118406 (PSY-F111-4014-Winter2018-General Psychology I)

Announcements

Messages

Welcome & Preparation

Syllabus

Course Content

Discussions

Discussion Questions

Exams

My Grades

Glossary for PSY111

Help & Tech Support

Academic Resources

8/30/2023

Announcements

**APA Style Guide Examples**

Posted on: Tuesday, December 25, 20

Dear students,

Please be aware that in discussion you will need to use APA style guid references in the end of your discu in-text citation for our textbook on

**(Feldman, 2017, p.5).**

If you only refer to our textbook, p below.

**Feldman, Robert. "Introduction to Psychology." Esse Education, 2017. 8. Print.**

If you refer to other references, you may use the citation

**Course Menu:** Area or tools to Content

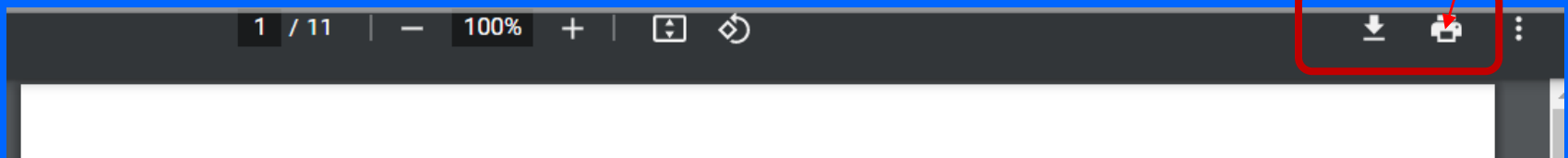
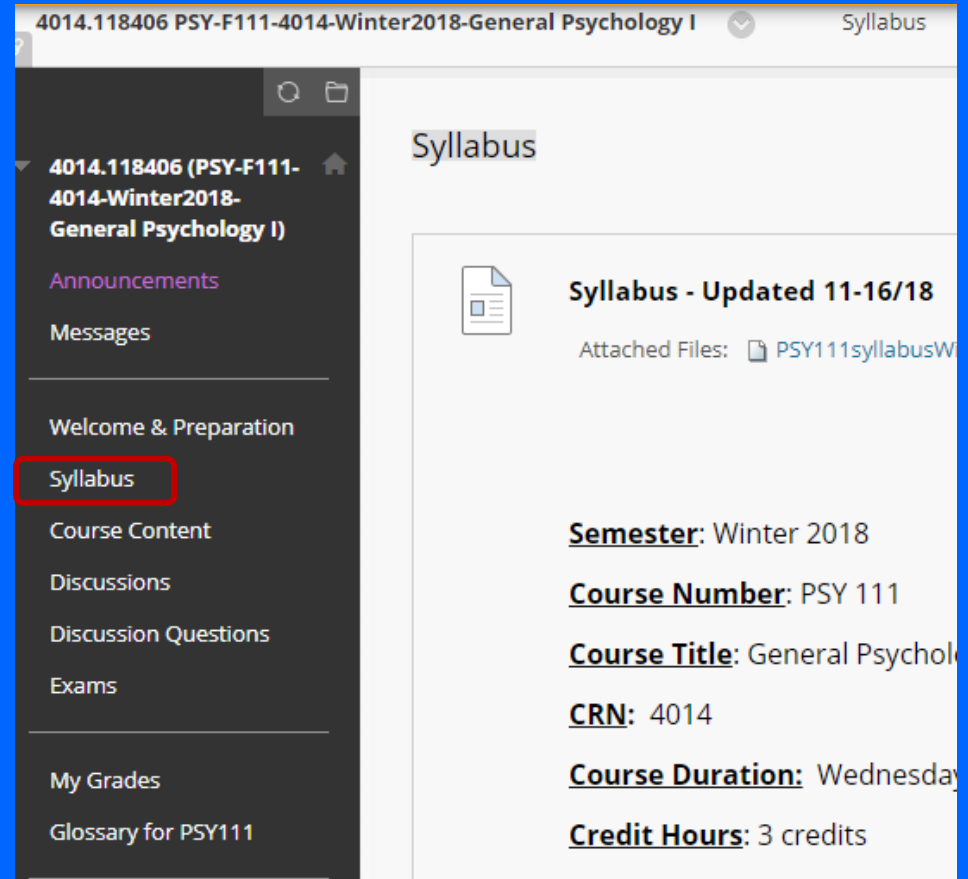
- **Welcome:** a welcome message from your professor, overview of the course, online orientation, help information, student orientation.
- **Syllabus:** an overview of the class, course outline, grading, etc.
- **Course content:** outlines, lecture notes, etc.
- **Weekly Assignments:** weekly assignments
- **Discussions:** discussion forums for students to post answers to discussion questions relating to chapter reading.
- **Help & Tech Support:** Help contact, tutorials, FAQs.
- **Academic Resources:** useful web sites such as library, distance learning, e-tutoring, etc.

**Content Area:** a page in the right panel with folders, learning modules, or tools.



# Syllabus

- Syllabus: overview of the class, course, requirements, grading, etc.
- To view the Syllabus, click on the **Syllabus** link on **Course Menu**.
- A syllabus file might be in .pdf format, you need Adobe Reader to open a .pdf file.
- To download the .pdf syllabus, click on the download icon. Locate a file folder and click on Save.
- To print a .pdf format syllabus, click on the Print icon and print.

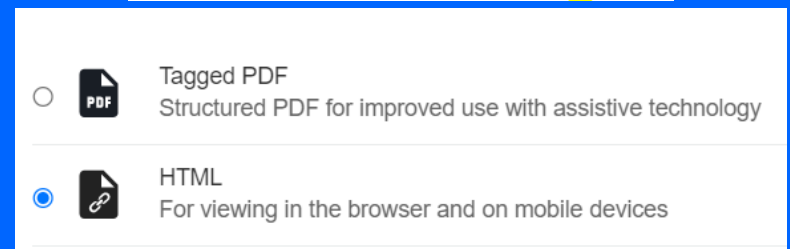
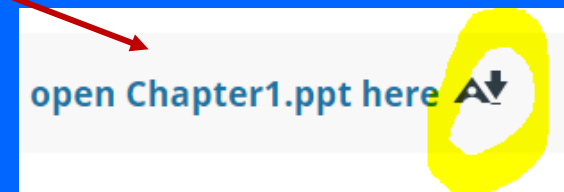


# View Files on Blackboard

- Your professor may add MS Word file, MS PowerPoint, or MS Excel files in a folder or a learning module.
  - A MS Word file: needs MS Word to open.
  - A MS PowerPoint file: needs MS PowerPoint to open.
  - A MS Excel file: needs MS Excel to open.
  - All MxCC students have access to MS Office applications for free. Go to <http://mxcc.edu/distance/student-technology-resources> (scroll down for Microsoft 365 section.)

# View a File in an Alternative Format

- Blackboard Ally feature integrated with Blackboard allows students to view a file in an alternative format.
- Click on the Ally icon next to a file, select a format (e.g. HTML or Tagged PDF) and click on Download.
- Open up the downloaded file to view.



# Navigating a Learning Module

- **Left Panel**
  - Titles of links for files or tools.
- **Right Panel**
  - When you click on a Title in the left panel,
    - For Web file, .pdf file, image, the content of the link will display in the right panel.
    - For Non-web based files, a pop-up window asking either Open or Save the file. You need an appropriate application to open a non-web based file.
    - For Tools: A Discussion Forum will be in a new window. You may close the “pop-up” window to go back to the Learning Module view.
- To get out of a Learning Module page
  - Click on a link in **Navigation Path** –top of the Learning Module panel.
  - Click on any link in **Course Menu**.

# Learning Module – Chapter 1

4014.118406 PSY-F111-4014-Winter2018-General Psychology I

Course Content ... Chapter 1 Lecture Note Chapter 1 Learning Ob

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1. Instructions on how to vi

2. Instruction on How to Vie

3. Chapter 1 Learning Obj

4. Chapter1.ppt

5. Chapter1.pdf

6. Instructional Videos

7. Video - Perspectives on P

8. Video - Psychology Resea

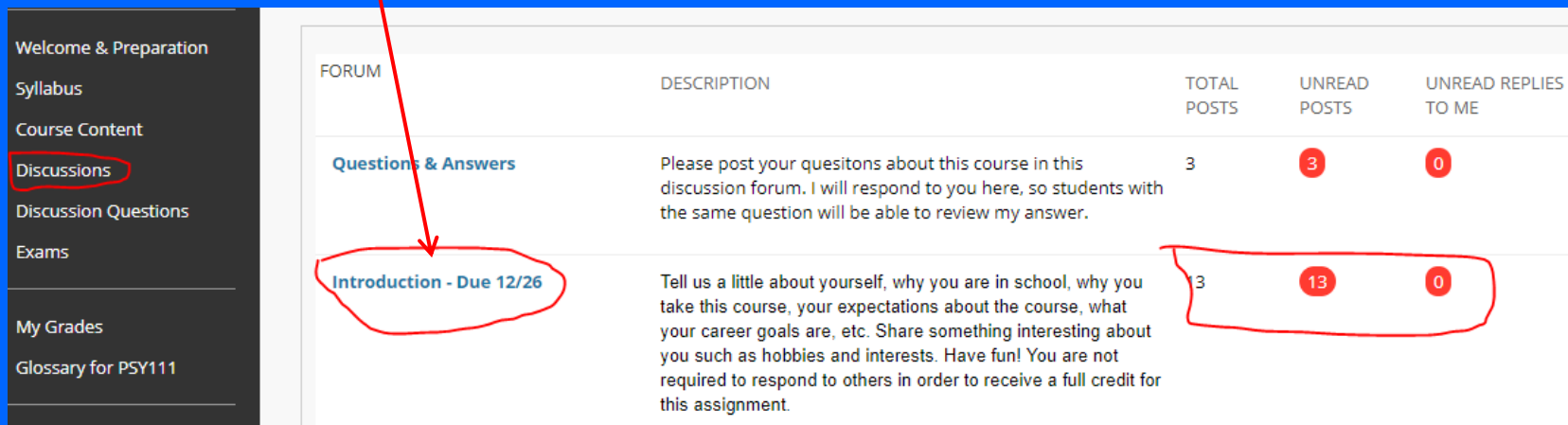
Chapter 1 Learning Objectives

- Understand the past, present and the future of psychology
- Understand how research is conducted in psychology
- Gain a knowledge of what trends currently shape psychology



# The Discussion Forum

- Messages posted on the Discussion Forum can be seen by all students in the class and the professor. Messages can be posted by students at anytime before the discussion assignment deadline.
- Example: click on **Discussions** link on the **Course Menu**.
  - A list of Discussion Forum boards with Title, Descriptions –**Questions/Instructions**, number of responses.
  - You may use -> to see the next page for more boards.
  - Click on a **Title** to access the board.
- You may see **discussion questions** on a forum board only on this page.



FORUM	DESCRIPTION	TOTAL POSTS	UNREAD POSTS	UNREAD REPLIES TO ME
<a href="#">Questions &amp; Answers</a>	Please post your questions about this course in this discussion forum. I will respond to you here, so students with the same question will be able to review my answer.	3	3	0
<a href="#">Introduction - Due 12/26</a>	Tell us a little about yourself, why you are in school, why you take this course, your expectations about the course, what your career goals are, etc. Share something interesting about you such as hobbies and interests. Have fun! You are not required to respond to others in order to receive a full credit for this assignment.	3	13	0

# Discussion Forum

- Click a **Forum Title**, “Unit 1 Discussions”. You will see messages:

Title – Topic

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Forum: Introduction - Due 12/26

*In a thread, you can view the post and information about it, such as the author and posted date. All replies appear on the same page.*

Create Thread Grading Information

	Thread Actions	Collect			
<input type="checkbox"/>	DATE	THREAD	AUTHOR	STATUS	UNREPLIED POSTS
<input type="checkbox"/>	12/26/18 9:05 AM	<a href="#">Introduction</a>	Joseph C...	Published	1
<input type="checkbox"/>	12/26/18 8:13 AM	<a href="#">Introduction</a>	Vicki B...	Published	1

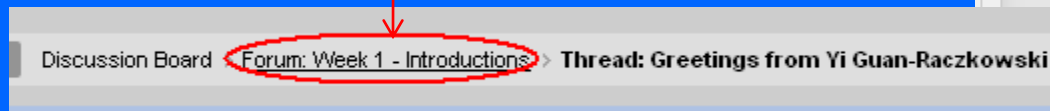
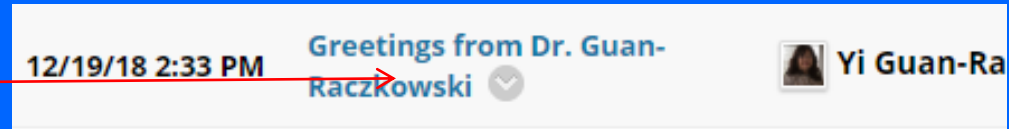
Subject

Author

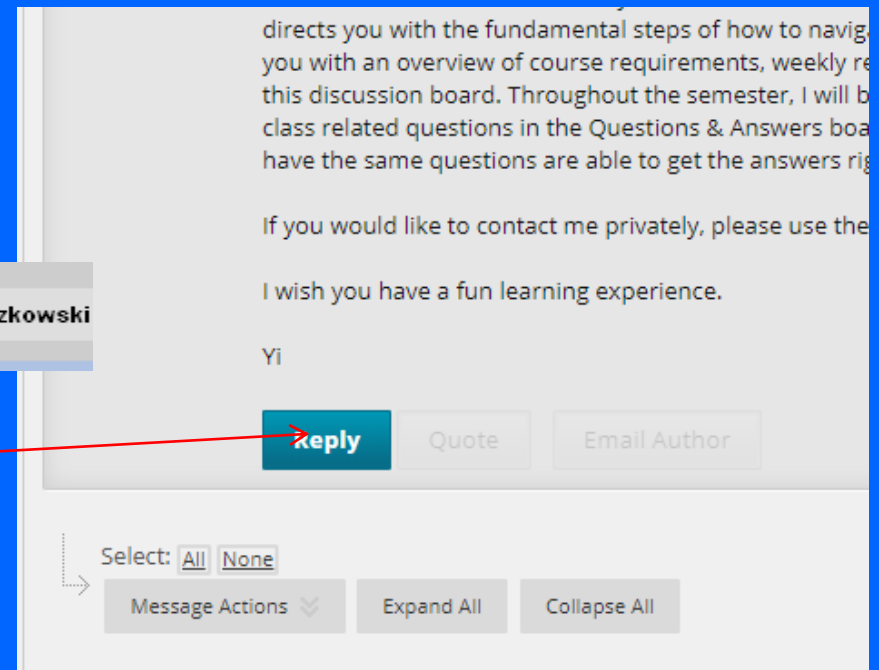


# To Read and Reply to a Message

- To read a Message,
  - **List View** or **Tree View**, click on a message **Subject**, you will see the message.
  - If there are replied messages to the initial message, you may use -> or click on the **Subject** line of a replied message to view it.
  - To read other messages, click on the **Forum Title** in the navigation path at the top of the Message Window.

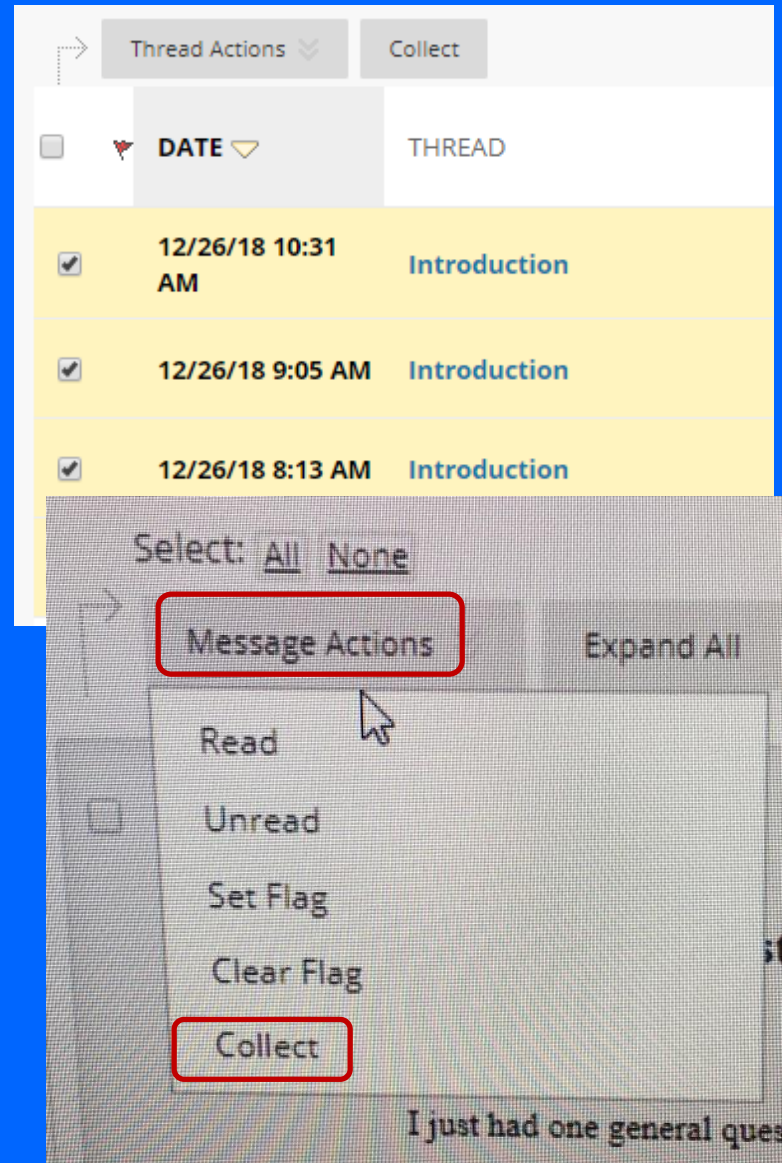


- To respond to a message,
  - Click on **Reply**. Type your message.
  - Click **Submit** button. When you reply to a message, you will create a thread of messages.



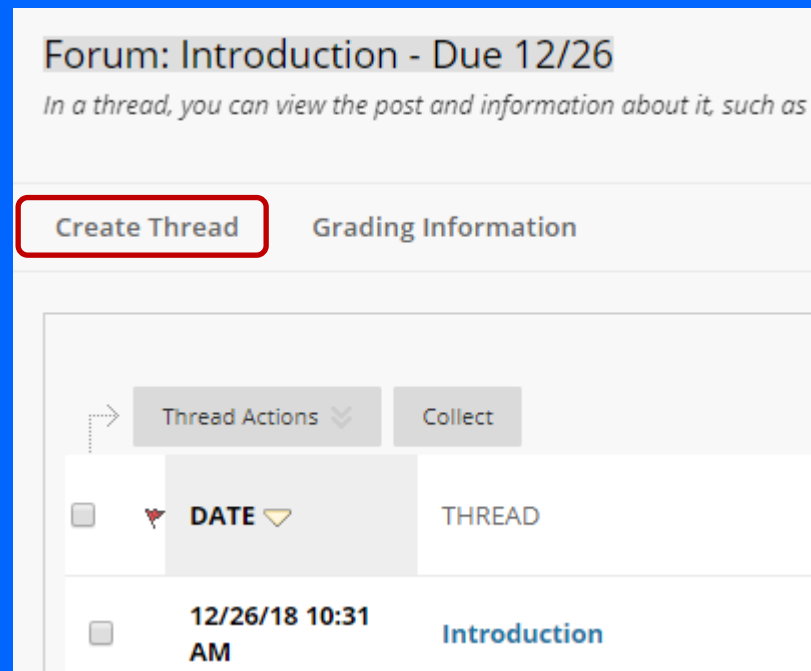
# Display Multiple Messages in One Page

- You may view a group of selected messages in one page.
  - Check the messages you would like to view as a group.
  - Click on “Collect” button.
- To display a thread of messages in one page, click on the first message. Click on the Action icon of the thread and select “Collect”.



# Post a Message

- Click on **Create Thread** on the Discussion page.
- Type a **Subject** and your Message. You may use tools in Text Editor to format your message.
- Click **Submit**.
- After you have clicked on **Submit**, the message will be shown at the top of the list of messages.



MESSAGE

\* Subject

Introduction

Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Hi, I am Jenny Brown. So glad to be in this class and meet with everyone.

Click **Save Draft** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.

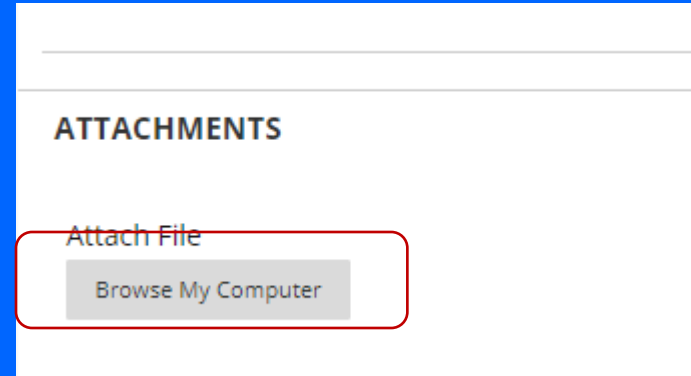
Cancel Save Draft **Submit**

# Copy from a Word File to Discussion Board

- It is **highly** recommended that you draft your discussion assignment in a MS Word file and then copy/paste your draft to the discussion board. **Do not** use **Save Draft** in Discussions.
- Write your message in a MS Word file and save it to your computer. Keep the MS Word file open.
- Open a web browser and log on to Blackboard.
- Click on Discussions and click on a Title of a discussion board.
- Click on **Create Thread**. Go to the Word file window, highlight all text and click on **Copy** in File menu or hit **CRLT + C** on the keyboard.
- Go to the **Create Thread** window. Right-click on the Message box and select **Paste**. Or click on the Message box and hit **CRLT + V** on the keyboard.

# Attach a File to a Discussion Message

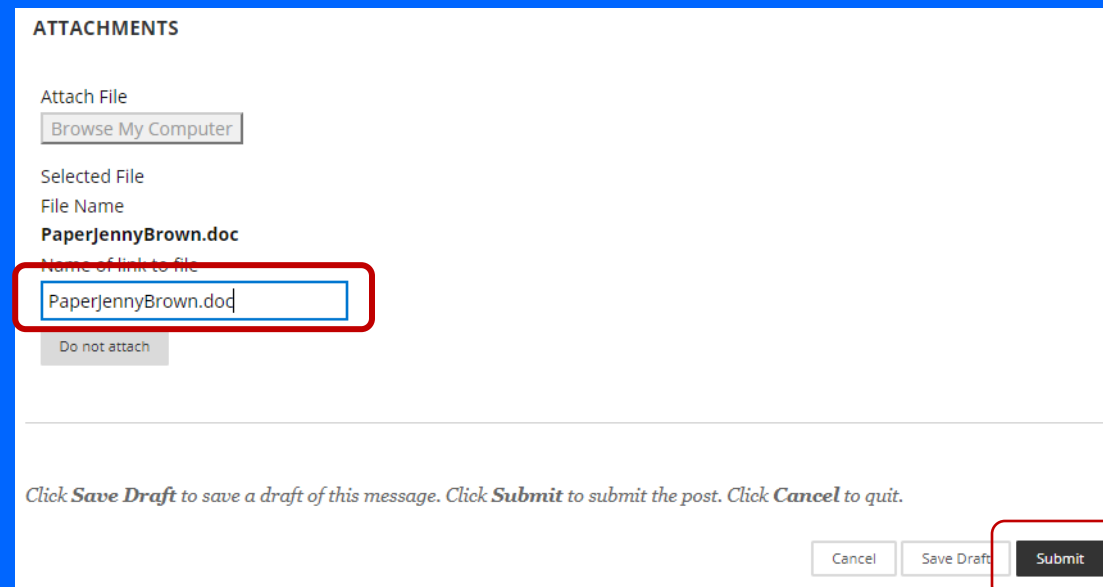
- Per your professor's request, you may need to attach a file to a discussion message\* (Some English courses)
- In the Create Thread window, under **Attachments**, click on **Browse My Computer**.
  - Locate the file on your computer and double-click on it. This will attach the file.
- After the the file is attached, you see the File Name under **Attachments**.
- Click **Submit** button to post the message with the attached file.



ATTACHMENTS

Attach File

Browse My Computer



ATTACHMENTS

Attach File

Browse My Computer

Selected File

File Name

**PaperJennyBrown.doc**

Name of link to file

PaperJennyBrown.doc

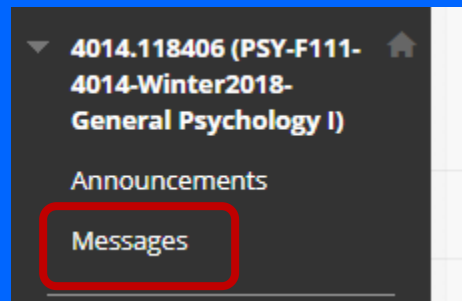
Do not attach

Click **Save Draft** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.

Cancel Save Draft **Submit**

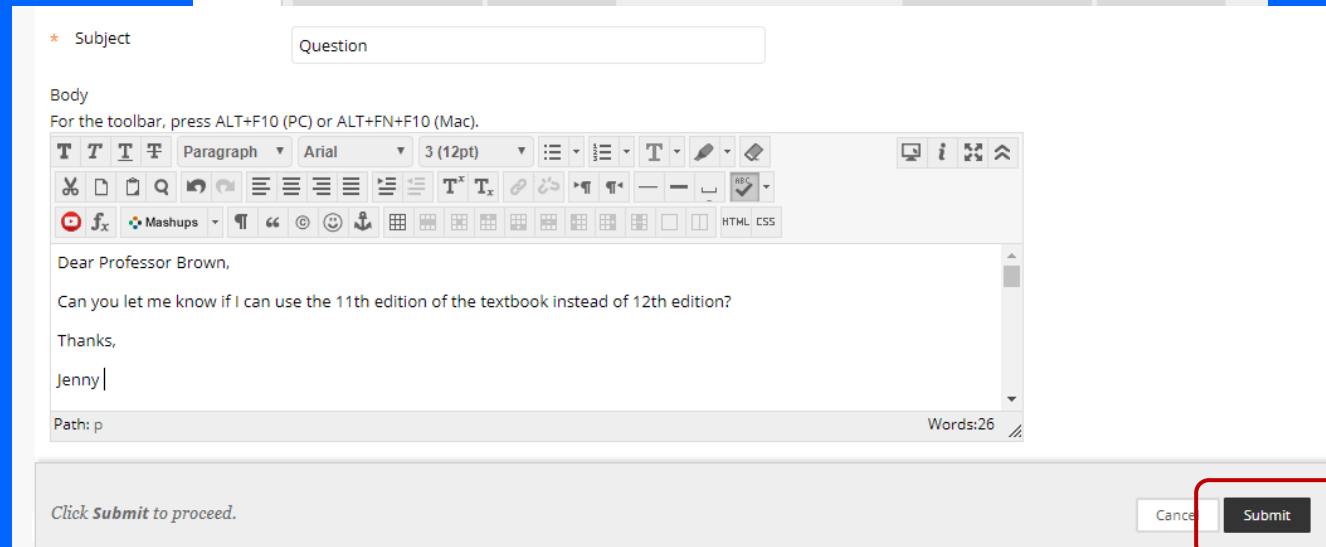
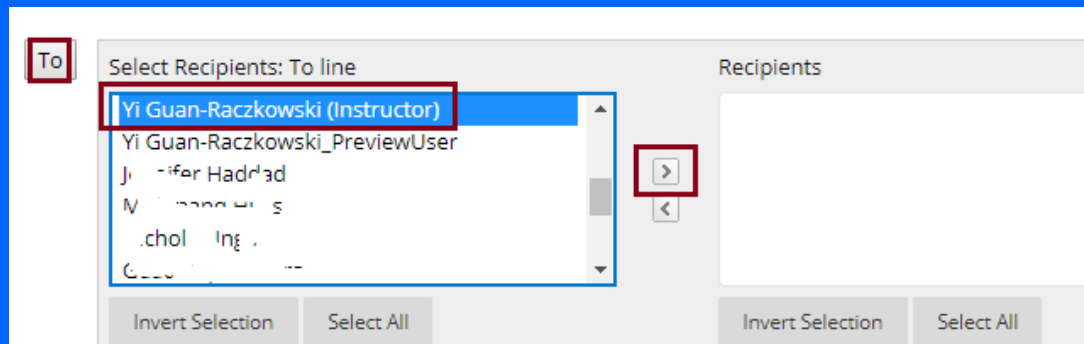
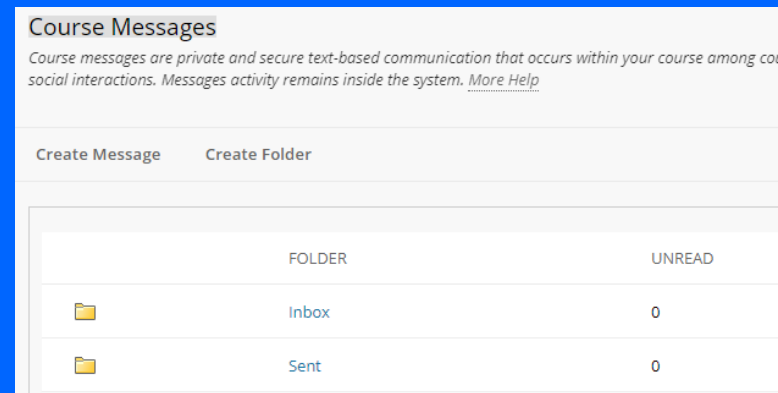
# Messages – Internal Mail

- **Messages** tool in Blackboard Learn refers to Internal Email. You are able to email to students in your course and your professor at the course site.
- To access the internal email feature, click on **Messages (Blackboard Mail)** on the **Course Menu**.
- We recommend students use Internal Mail – **Messages** tool to communicate with professor and fellow students.
- We **do not** recommend students use External Email in Blackboard because email messages will be delivered to your professor or fellow student's college email accounts. Your email might be sent to a Spam Folder in their email.



# Internal Mail - Send a Mail Message






- From the Messages page. Click **Create Message**.
- To choose the person you would like to send the email, click on **To** box. Select the person's name, click on -> to bring the name to the Recipients box.
- Type a Subject.
- Type your message.
- Click on **Submit**.







# Mail

## - Read or Reply to a Message

Create Message				
Create Folder				
	FOLDER	UNREAD	TOTAL	
	Inbox	1	3	
	Sent	0	2	
Displaying 4				
	STATUS	SENDER	SUBJECT	DATE ▼
		Jenny Hernandez	Discussion Boards	Friday, Dec
		Nicholas Ingala	Re:Re:(Question)	Wednesday
				TOTAL
				3
				2

- In the **Messages** page, you see the number of **Unread** or **Total** messages. Click on **Inbox**.
- Icon  next to a message indicates the message has not been read. Click on the **Subject** of the message to open and read.
- To Reply to the message, go to **Reply** and select **Reply to Sender**.
- Type the message.
- Click on **Submit**.



## View Message

Messages are private and secure text-based communications between Course members. Although similar to email, Messages are not sent to your email inbox. [More Help](#)

[Reply ▼](#)
[Forward](#)
[Delete](#)

[> Reply to Sender](#)
[> Reply All](#)

**Cc**

**Sent** Thursday, July 21, 2011 4:29 PM

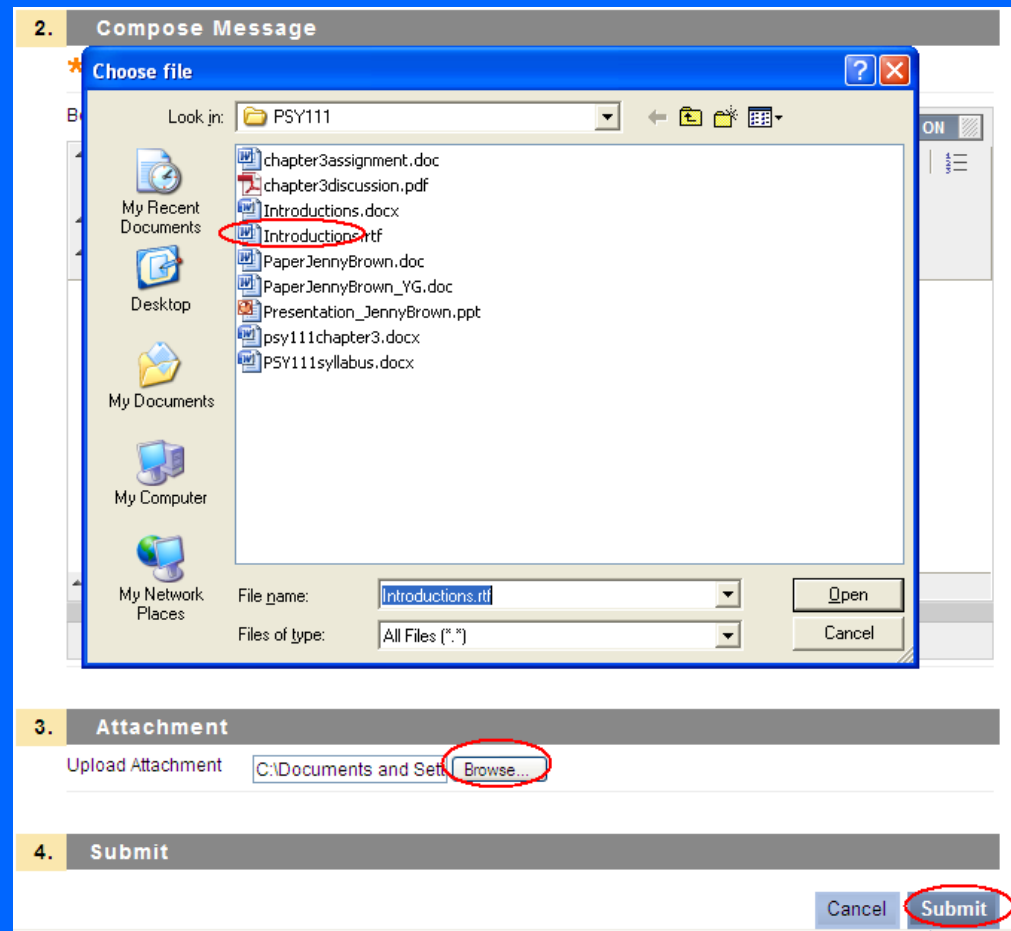
**Subject** Hello

---

Just to say Hello! Jenny

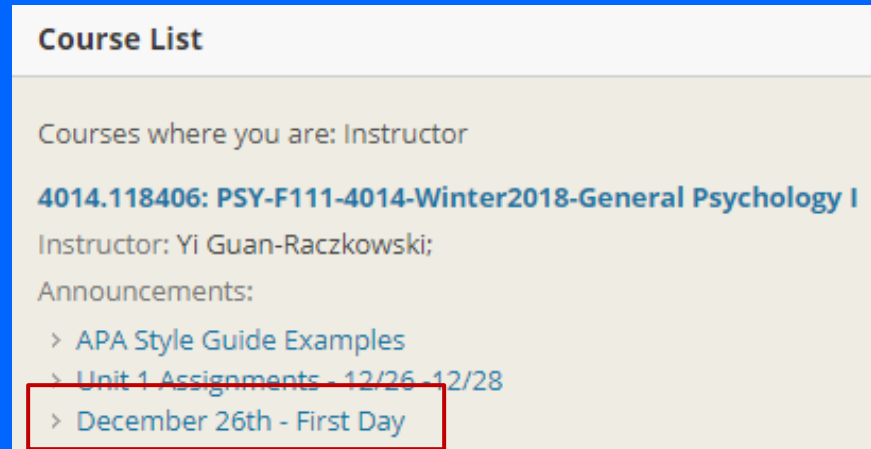
# Attach a File in Email – Per professor's request

- Click **Browse** under **Attachment** at the bottom of the **Compose Message** Window.
- Locate the file and double-click on it. You will see the file directory in the Upload Attachment box.
- Click on **Submit** button.
- Your professor may ask you to submit a file in Assignment drop box instead.



# Announcements

- Your professor may post an announcement in **Announcements** tool.
- In **My Institution** page, under **My Courses** or **New Announcements**, the titles of announcements posted in the past 7 days are displayed.
- Two ways to view an announcement
  - Click on the Title of an announcement to see the details.
  - Click on the **Course Title** to enter the course. Click on **Announcements/Alerts** in **Course Menu** and click on the title of an announcement in **Announcement**.



**Course List**

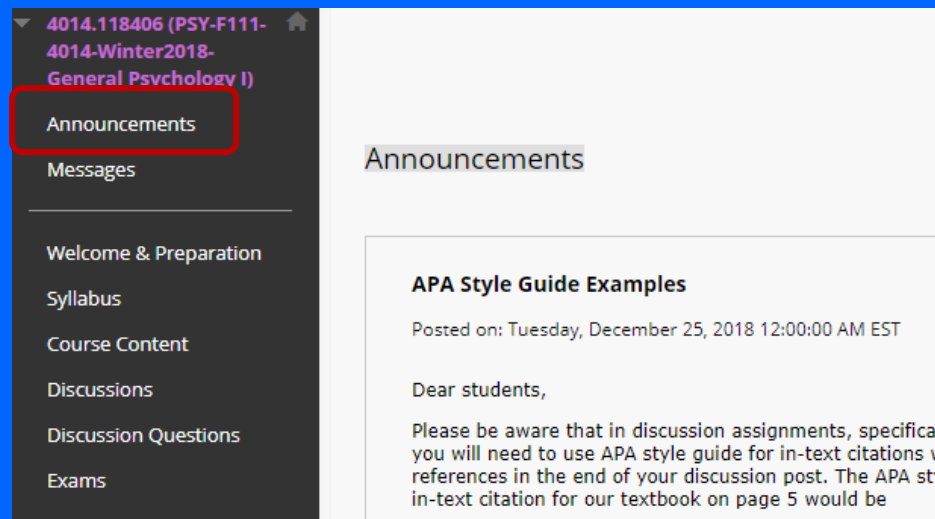
Courses where you are: Instructor

**4014.118406: PSY-F111-4014-Winter2018-General Psychology I**

Instructor: Yi Guan-Raczowski;

Announcements:

- > APA Style Guide Examples
- > Unit 1 Assignments - 12/26 - 12/28
- > December 26th - First Day



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### Announcements

#### APA Style Guide Examples

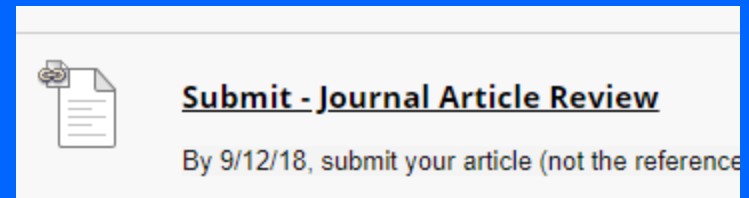
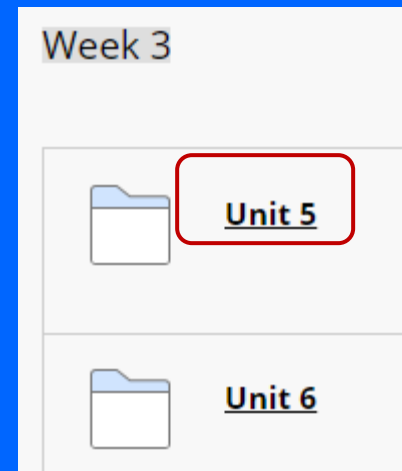
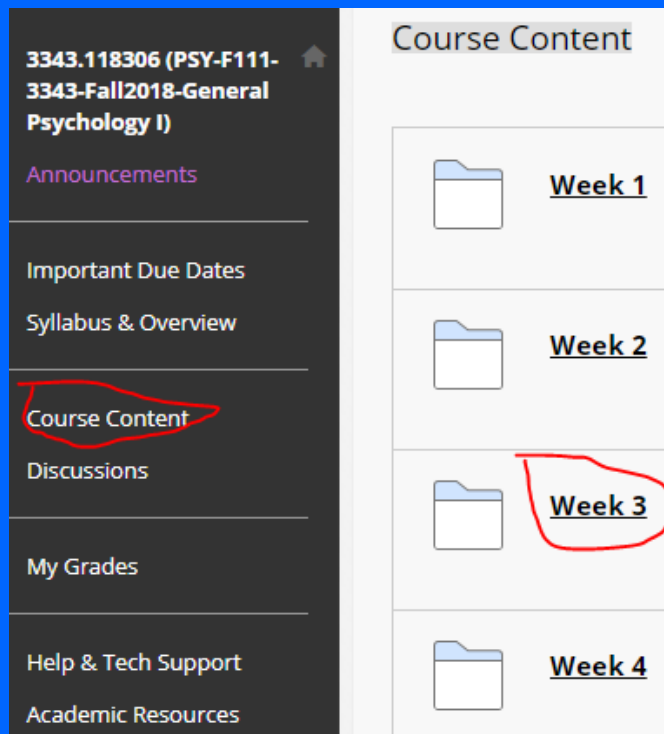
Posted on: Tuesday, December 25, 2018 12:00:00 AM EST

Dear students,

Please be aware that in discussion assignments, specifical you will need to use APA style guide for in-text citations w references in the end of your discussion post. The APA sty in-text citation for our textbook on page 5 would be

# Assignment Drop Box

- Your professor may ask you to submit class work using an Assignment drop box. Depending on your professor, the drop boxes can be accessed either via **Course Menu** or a **Learning Module**.
  - This example has an assignment drop box linked in **Week 3 folder and then Unit 5 folder**.
  - Click on **Course Content** in the **Course Menu**, click on **Week 3**. Click on **Unit 5** folder. Click on the “Submit-Journal Article Review” link.



# Assignment Drop Box

- Next to **Attach Files**, click on **Browse My Computer**.
  - Locate the file (or files) on your computer. Double-click on the file and the file will be listed under **File Name**.
  - For multiple files, click on **Add Attachments** again and select other files.
  - To remove a file, click on **Do Not Attach** next to the file.
- You may enter notes to your professor in **Comment** box.
- Click **Submit** button at the bottom.
- Under **Review Submission History**, you see the status of the file you submitted.
- After you have clicked on **Submit**, you may not be able to resubmit, depending on the setting of the dropbox set by your professor.

[illegible]

Assignment Details

>

<<>>

GRADE

LAST GRADED ATTEMPT

/200

ATTEMPT (LATE)


12/26/18 1:45 PM


/200

SafeAssign

Report in progress...

Submission

 [psy111chapter3.docx](#)

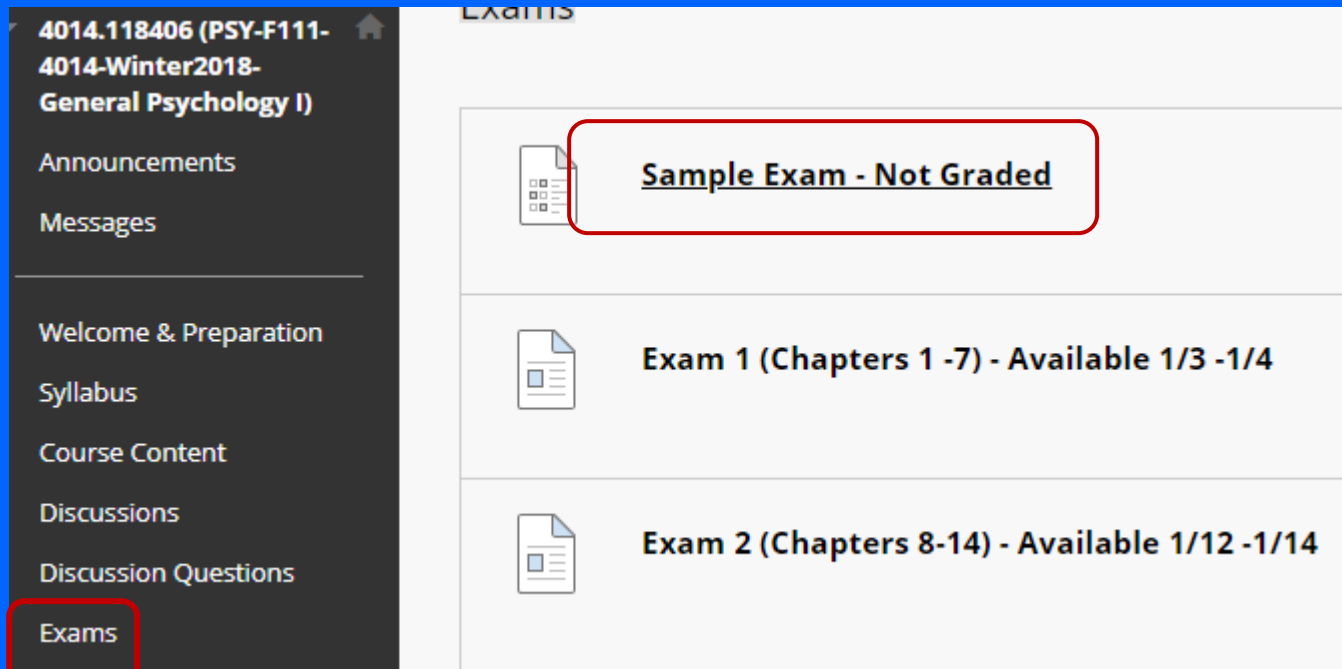


OK

Start New

# Online Exams

- Depending on your professor, online exams may be linked from Course Menu or a Weekly Learning Module. This example has online exams linked from the **Course Menu**.
- Click on Exams link in Course Menu to see all exams.
- When an online exam is available, you will see an active link.
- There might be instruction under the Exam Title.



The screenshot shows a course menu on the left and a list of exams on the right. The course menu is titled "4014.118406 (PSY-F111-4014-Winter2018-General Psychology I)" and includes links for "Announcements", "Messages", "Welcome & Preparation", "Syllabus", "Course Content", "Discussions", "Discussion Questions", and "Exams". The "Exams" link is highlighted with a red box. The exam list on the right is titled "EXAMS" and contains three items: "Sample Exam - Not Graded" (highlighted with a red box), "Exam 1 (Chapters 1 -7) - Available 1/3 -1/4", and "Exam 2 (Chapters 8-14) - Available 1/12 -1/14". Each exam item is preceded by a document icon.

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EXAMS

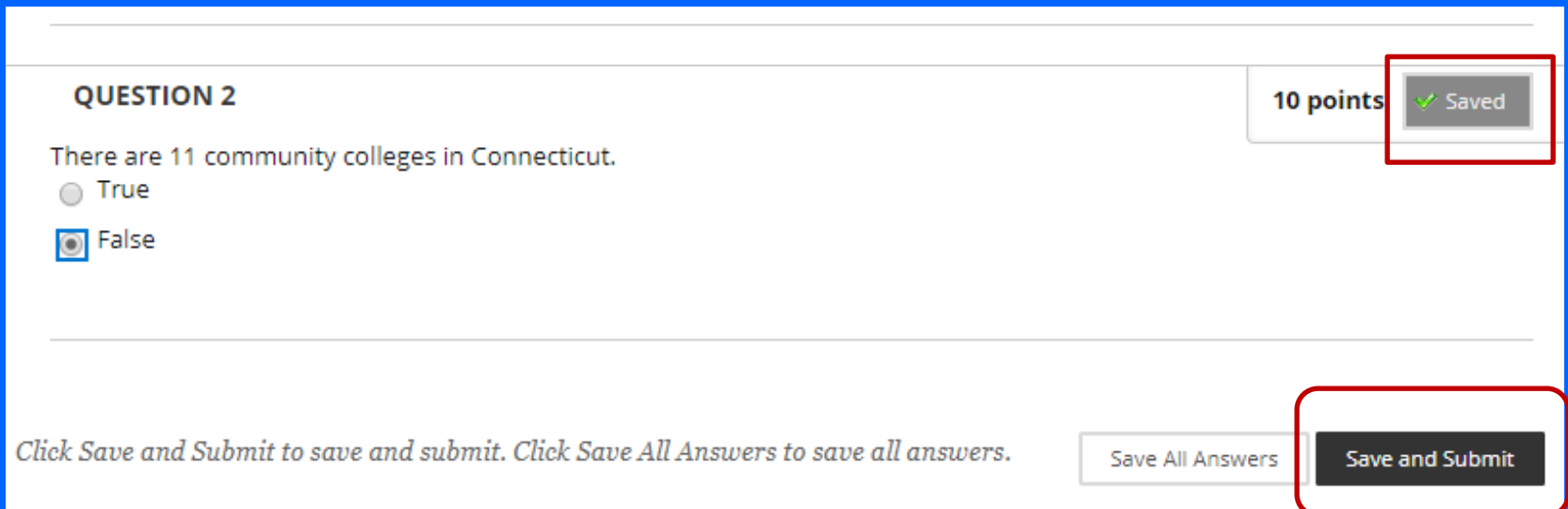
Sample Exam - Not Graded

Exam 1 (Chapters 1 -7) - Available 1/3 -1/4

Exam 2 (Chapters 8-14) - Available 1/12 -1/14

# Online Exams

- When you are ready to take the exam, click on **Begin**. For a timed exam, once the **Begin** button is clicked, you must complete the exam within the time limit. **Logging out of Blackboard or turning off your computer will not stop the clock.**
- For **EVERY** question, after you have selected or typed an answer, you need to click the **Save Answer** button.
  - You must click the **Save Answer** button or wait until the answer saved. **Do not** use **Save All** button since there have been problems when people using **Save All**.
- To verify that the answers of all questions have been saved, make sure the Save Answer tab in a question changed to "Saved".
- When you have answered all the questions, click on **Save and Submit** button.



The screenshot displays a Blackboard online exam interface. At the top, it shows 'QUESTION 2' and '10 points'. The question text is 'There are 11 community colleges in Connecticut.' Below this, there are two radio button options: 'True' (which is unselected) and 'False' (which is selected). In the top right corner, there is a 'Saved' button with a green checkmark, which is highlighted by a red rectangle. At the bottom of the interface, there is a instruction: 'Click Save and Submit to save and submit. Click Save All Answers to save all answers.' Below this instruction, there are two buttons: 'Save All Answers' and 'Save and Submit'. The 'Save and Submit' button is highlighted by a red rectangle.

**QUESTION 2**

10 points

There are 11 community colleges in Connecticut.

☐ True

☒ False

Click Save and Submit to save and submit. Click Save All Answers to save all answers.

Save All Answers

Save and Submit



# Online Exams

- While taking an exam, if you are accidentally logged out or your computer crashes, close your browser and reopen the browser. Or restart your computer and then log onto to course and locate the exam and click on the Continue tab.
- If you are blocked out of taking a test due to technical problems after you have clicked on **Begin**, contact your professor to reset your attempt. When the attempt is reset, your previous answers are erased, you will have to resave the answers. So be sure to write down your answers before sending the request to your professor.
- You will submit your test either when time is up or before it is due, whichever comes first. Late submission may result in a penalty.
- After you have submitted a test, check your test result by clicking on **OK** in the confirmation page (or the Exam page). If you do not see a grade, contact your professor via email immediately.

# Learn Blackboard Learn Online

## Blackboard Learn Student Orientation

- On Blackboard “**Institution Page**”, click on **Courses** on the left panel, you see “MxCC\_Student\_Orientation” Blackboard course with instructions and tutorials about Blackboard and video conferencing technology platforms.

# MxCC Resources

- When you click on the **Policies & Services** link from the **Course Menu**, you will see a list of web sites. Click on a link to visit the site.
- MxCC Distance Learning site
  - Troubleshooting tips, technical help contact, etc.
- MyCTState
  - Student Self-Service: Check your class schedule, grades, transcripts, financial aid, etc.
  - Blackboard, library databases, and other information.
- MxCC Library – use computers, research assistance.
- Academic Success Center - *available in summer/winter term – see the post in Virtual Campus*
  - Tutors are available to help students with Math, accounting, science, writing, etc.
- When you click on Help & Tech Support link, you will see:
  - Campus Orientation – Live Real-Time Orientation
    - Schedule of live real-time orientations for first time online students.
  - Online Orientation
    - For all online students

# Distance Learning at MxCC

- [MxCC.edu/distance](https://mxcc.edu/distance)
  - Search for online distance learning classes
  - How to register online classes
  - What to do prior to the start of a semester.
  - SmarterMeasure – Self-assessment of online learning readiness
  - Trouble-shooting tips, technical help, financial aid, online tutoring, etc.
- Orientation for Online Students
  - <https://mxcc.edu/distance/online-orientation>

# Common Questions and Problems

- Common problems
  - Logged on to MyCTState but when you click on the **Blackboard Learn** icon, the **Institution Page** does not show.
    - There might be a pop-up blocker on the web browser or software you use that blocks the Blackboard window. Disable the pop-up blocker or set up the popup blocker to allow the Blackboard site.
    - Download and install the free Google Chrome or Mozilla Firefox browser.
    - Clear out the browser history/cache.
    - Contact Distance Learning – 860-343-5756 or [mxccddistance@mxcc.commnet.edu](mailto:mxccddistance@mxcc.commnet.edu).
  - Get to Blackboard site, but cannot use some of Blackboard Learn tools, such as email, discussions, etc.
    - Use a compatible browser, Google Chrome or Firefox. – Internet Explorer, Microsoft Edge or Safari may have problem.
    - Clear out the browser history and then open the browser back up to log on.
  - More troubleshooting tips can be found at: [mxcc.edu/distance](https://mxcc.edu/distance), click on **Troubleshooting Tips** under **Technical Help** (left column).

# Technical Problems-Help Desk

- When you encounter technical difficulty in Blackboard or MyCTState, visit the technical support at:
- <http://mxcc.edu/distance/technical-help>
- Troubleshooting tips
  - Technical Help Phone# 860-723-0221 (24 x 7 x 365)
- MxCC Distance Learning office during our office hours
  - Mon-Fri, 8:30 am – 5:00 pm
    - 860-343-5756
    - [mxccdistance@mxcc.commnet.edu](mailto:mxccdistance@mxcc.commnet.edu)
- Questions on the course content, contact your professor.

# LRON Classes

- Additional Steps for preparation
  - <https://mxcc.edu/distance/lron>
- LRON – Live Remote Online Classes
- Students need to be participating in the class with the instructor at a scheduled time.
  - Check your class schedule
    - To find out your class schedule, go to [my.ctstate.edu](http://my.ctstate.edu)>Banner Student/Faculty Self-Service>Middlesex Community College>REGISTRATION/SCHEDULE>Student Schedule.>Choose Fall 2020 and click on Submit.
  - Know the technology platform used for your class.
    - Check your college email or log on to Blackboard to find out what video conferencing format your professor will be using and how to access the virtual class.
    - Prepare for the technology platform - <https://mxcc.edu/distance/lron>
      - WebEx – same platform as you access the live real-time orientation
      - Blackboard Collaborate Ultra – in Blackboard Course Shell – a link to the course room. Use Google Chrome (28+).
      - Attend a training - <https://mxcc.edu/distance/campus-orientation/>
      - MS Teams – has a class team – download MS Teams from [portal.office.com](http://portal.office.com) – logon with your NetID and password. – attend a training - <https://mxcc.edu/distance/campus-orientation/>
  - Technology training is provided during the first week of a semester and throughout the semester
    - <https://mxcc.edu/distance/campus-orientation/>
    - <https://mxcc.edu/ttfs>



# Being a Successful DL Student

- Bookmark <https://mxcc.edu/distance>.
- Take the SmarterMeasure (READI) test to evaluate your readiness of online learning. Identify your strengths and weaknesses from the test result and look for resources that help you improve weaknesses.
- Actively engaged in class activities: must submit assignments during the first week and beyond.
- Read the class documents and follow the instructions closely.
  - Syllabus gives you an overview about the course. Use the syllabus as your primary guidance for all class assignments.
  - Download the syllabus and assignment files to your computer.
- Keep pace with the class assignments.
  - Follow the instruction from your professor about the correct way of submitting assignments.
  - Follow the deadlines your professor sets.
  - Do not put assignments off till the last minute.
- When you have class questions, ask your professor.
- Have an alternative plan to access Internet in case you have technical difficulty at home.
  - Contact the college library to borrow a school laptop.
  - Contact the college IT service (860-343-5711) to see if there is a hot spot for WiFi connection.
- Do not use a mobile device (e.g. iPhone, iPad) to submit assignments. You may use it for browsing class information.

# Blackboard Contingency Plan

- Technology does fail from time to time. To cope with technology failure, you are highly recommended to do the following:
  - Check your college email regularly –email icon in MyCTState or portal.office.com.
  - Check your college email regularly and bookmark <https://mxcc.edu/distance>.
  - Download the class syllabus, content files, and homework assignments from Blackboard to your computer.
  - Refrain from waiting until the last minute to do assignments.
  - When there are technical troubles with Blackboard, visit the Technical Support Center at <http://mxcc.edu/distance/technical-help> for troubleshooting tips and help contact information.
  - When you encounter technical problems and miss out class assignments, notify your professor immediately.
  - When Blackboard Learn is not available
    - Read the textbook, syllabus, and content files offline.
    - Complete reading and assignments offline.
    - Communicate with the professor via the external email account, college email or your personal email.

# ACADEMIC HONESTY

- **PLAGIARISM AND CHEATING ARE PROHIBITED. YOU MAY FACE DISCIPLINE OR DISMISSAL FOR THESE AND OTHER ACTS OF ACADEMIC MISCONDUCT.**
- At Middlesex Community College, we expect the highest standards of academic honesty. Academic misconduct is prohibited in accordance with the [Board of Regents Policy on Student Conduct](#), Part D, Section 1.
- This policy prohibits **plagiarism**, defined as the submission of work by a student for academic credit as one's own work of authorship which contains work of another author without appropriate attribution, and all forms of **cheating** including not limited to: (i) use of any unauthorized assistance in taking quizzes, tests or examinations; (ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the College/University faculty or staff; and (iv) engaging in any other behavior specifically prohibited by a faculty member in the course syllabus.