

Faculty Technology Resources

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Faculty Technology Resources

<https://mxcc.edu/fttr>

Educational Technology Training

<https://mxcc.edu/ett>

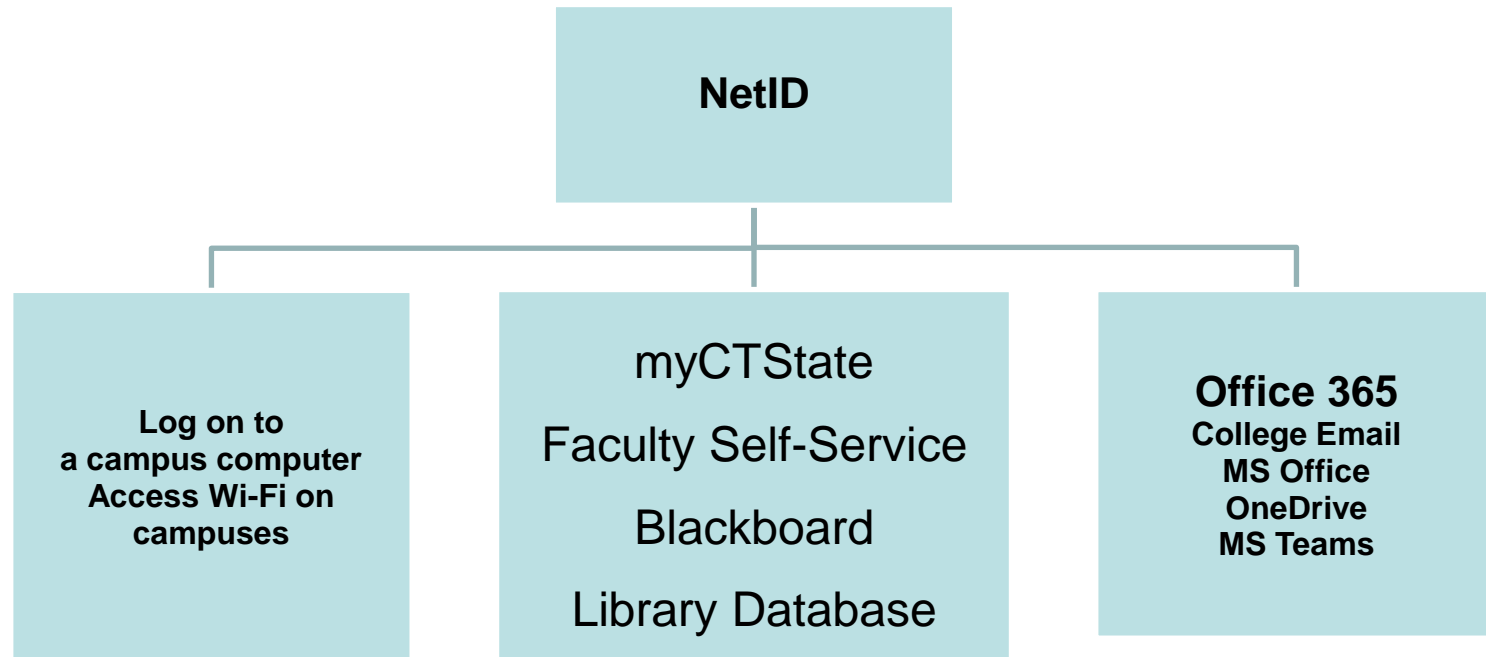
Faculty Technology Resources

- **Networked computers and Wi-Fi on MxCC campuses.**
- **Office 365 - MxCC E-mail, MS Office, MS Teams, One-Drive - portal.office.com**
- **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

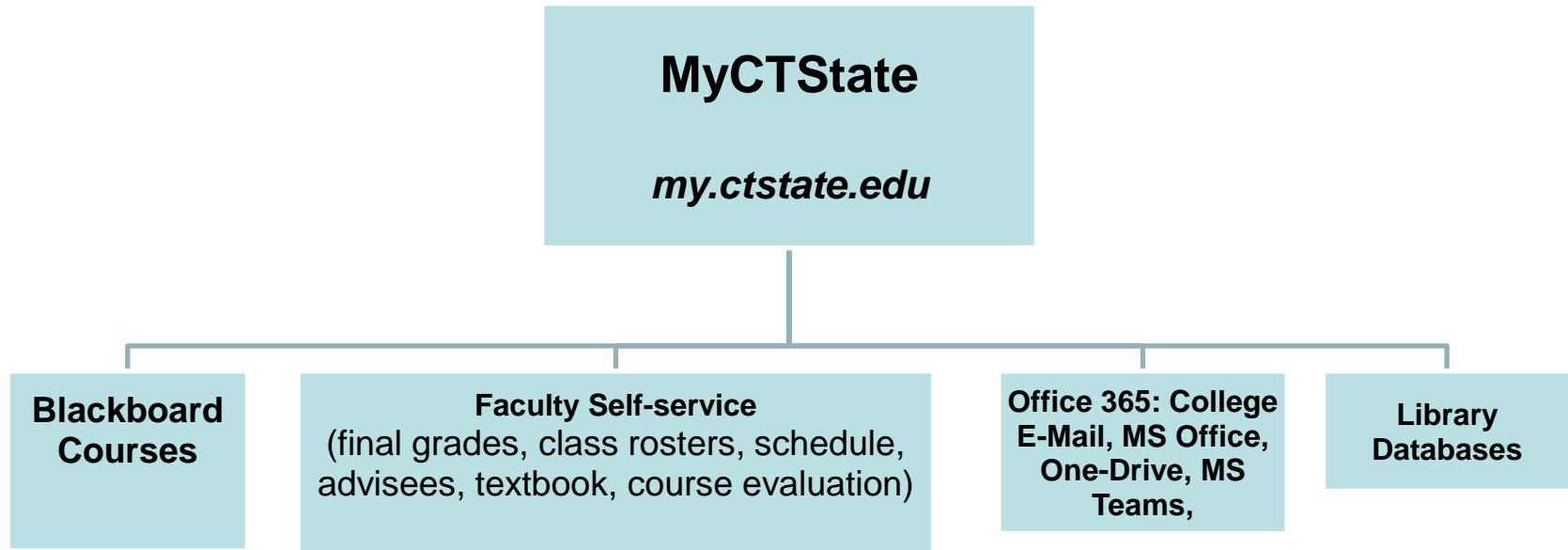
- **Enter NetID (Username)**
 - **Firstname.lastname@ctstate.edu**
 - Example, John Brown's NetID is john.brown@ctstate.edu
 - Look up your NetID at <https://supportcenter.ct.edu/netid/lookupnetid.asp>
- **Enter Password**
 - **Initial Password** (if you never log on to MyCTState, a campus computer, 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 2024**. 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 the MyCTState search interface. A yellow box highlights the 'Select a Term' dialog and the search form. The dialog has a title 'Select a Term' and a subtitle 'How would you like to see'. It has two radio buttons: 'Term' (selected) and 'Date Range'. Below the radio buttons is a text input field labeled 'Select a Term for Class Search' with the value 'Fall 2023' and a 'Continue' button. The search form has several fields: 'Campus' with a dropdown menu showing 'Middlesex', 'Subject' with a dropdown menu showing 'Accounting', 'Course Number', 'Instructional Methods', 'Part Of Term', 'Attributes and NoLo', 'Keyword', and 'Open Sections Only' with a checkbox. At the bottom of the form are 'Search' and 'Clear' buttons. A red line points from the 'Search' button in the dialog to the 'Search' button in the form.

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

Page 1 of 1 | 10 Per Page

Course Reference Number

Title

Meeting Times

Seats

Instructor

Instructional Method

Logon to MyCTState

- Go to **my.ctstate.edu** and enter your NetID and password.
 - NetID: firstname.lastname@ctstate.edu
 - Example of NetID: jenny.brown@ctstate.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 eight service tiles on the MyCTState dashboard. The tiles are arranged in two rows of four. The following tiles are highlighted with red rectangular boxes:

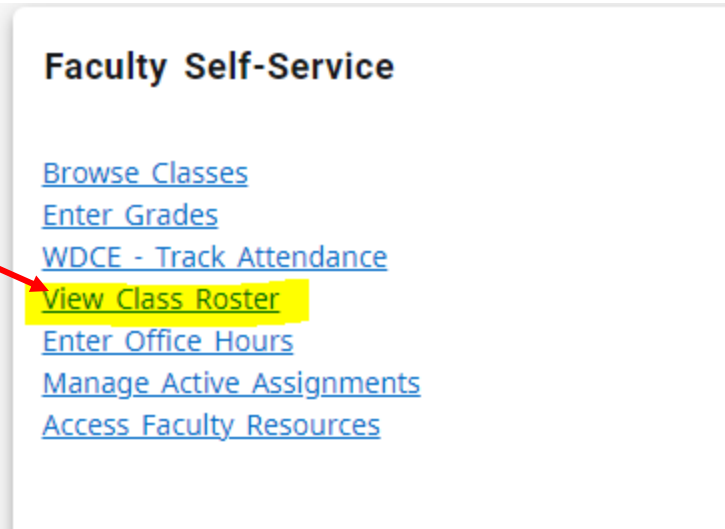
- Welcome to myCTState!**: Contains a welcome message and a [Check for Updates](#) link.
- College Email**: Contains information about official email addresses and links for [Office 365/Email](#) and [Email Help](#).
- Faculty Self-Service**: Contains a list of links for faculty, including [Browse Classes](#), [Enter Grades](#), [WDCE - Track Attendance](#), [View Class Roster](#), [Enter Office Hours](#), [Manage Active Assignments](#), and [Access Faculty Resources](#).
- Blackboard**: Contains a link to [Blackboard](#) and a [Help Desk](#) section with sub-points: "Support for students and faculty" and "Videos may depict older software versions".

The other tiles are:

- Student Self-Service**: Contains links for [Access Your Student Profile](#), [Review Required Action Items](#), [Access Registration Dashboard](#), [Browse Classes](#), [Browse Course Catalog](#), [View Account Summary](#), and [Degree Works](#). It also includes links for [Browse Classes Documentation \(Mobile\)](#), [Browse Classes Instructional Video](#), and [Registration Instructional Video](#).
- Finance-Employees**: Contains a [Banner Finance Self-Service](#) link with sub-points: "View Financials", "Approve Documents", and "Create Requisition". It also includes links for [Finance Shared Services](#), [Requisition Backup Submission](#), and [Direct Pay](#).
- Technology Help Desk**: Contains links for [Students: Get Help](#) and [Faculty: Get Help](#), and a [Staff: Get Help](#) link. It also includes a [IT Support Center](#) link with sub-points: "FAQs, documentation, tutorials and knowledge base", "Important notices", and "Status of IT Resources".
- Student Accounts and Billing**: Contains a [My Account](#) link with sub-points: "View Statements/Bill", "Make Payment", "Manage Payment Plans", "Setup ACH/Direct Deposit for eRefunds", and "View Account Activity". It also includes a [View Account Summary](#) link and a section for "Access IRS 1098T Statements" with links for [View Unofficial 1098T](#) and [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 of which are highlighted with a red box. The main content area is divided into two sections: 'Course Information' and 'Enrollment Counts'. The 'Course Information' section shows details for 'General Psychology I - PSY 1011 059', including CRN: 10380, Duration: 09/12/2023 - 12/18/2023, and Status: Active. The 'Enrollment Counts' section shows a table with columns for Maximum, Actual, and Remaining, with rows for Enrollment, Wait List, and Cross List. Below this, there is a 'Summary View' dropdown menu and a search bar. At the bottom, there is a table with columns for Hours, Midterm, Final, and Class. The table shows three rows, all with 'No Access' for Midterm and Final, and 'Freshman' for Class. An 'Export Template' dialog box is open in the foreground, showing options to export files as 'Excel Spreadsheet - .xls' (selected) or 'Excel Spreadsheet - .xlsx'. The 'Export' button in the dialog is highlighted with a green circle.

Faculty & Advisors • [CRN Listing](#) • [Class List](#)

Class List

Fall 2023 - 202410 PSY 1011 | 10380

▼ Course Information

General Psychology I - PSY 1011 059
CRN: 10380
Duration: 09/12/2023 - 12/18/2023
Status: Active

Enrollment Counts

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

Summary View

Export files as

Excel Spreadsheet - .xls

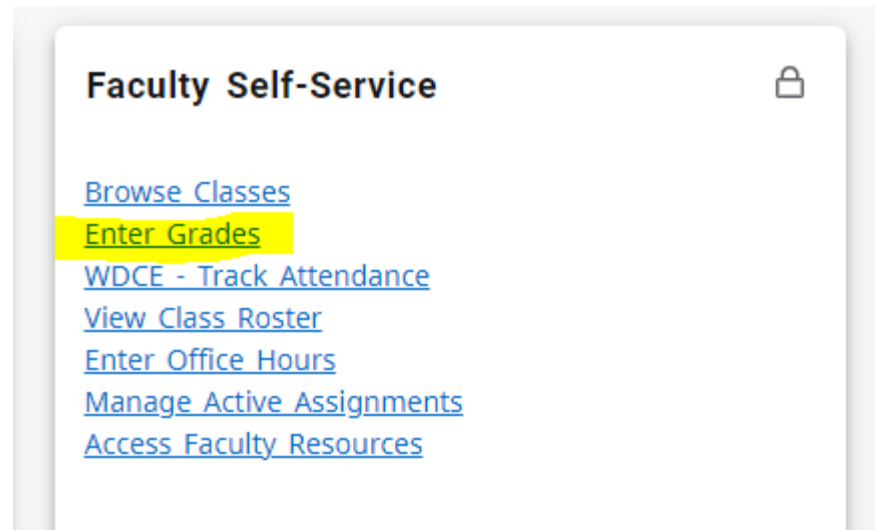
Excel Spreadsheet - .xlsx

Export

Hours	Midterm	Final	Class
	No Access	No Access	Freshman
	No Access	No Access	Freshman
	No Access	No Access	Freshman

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

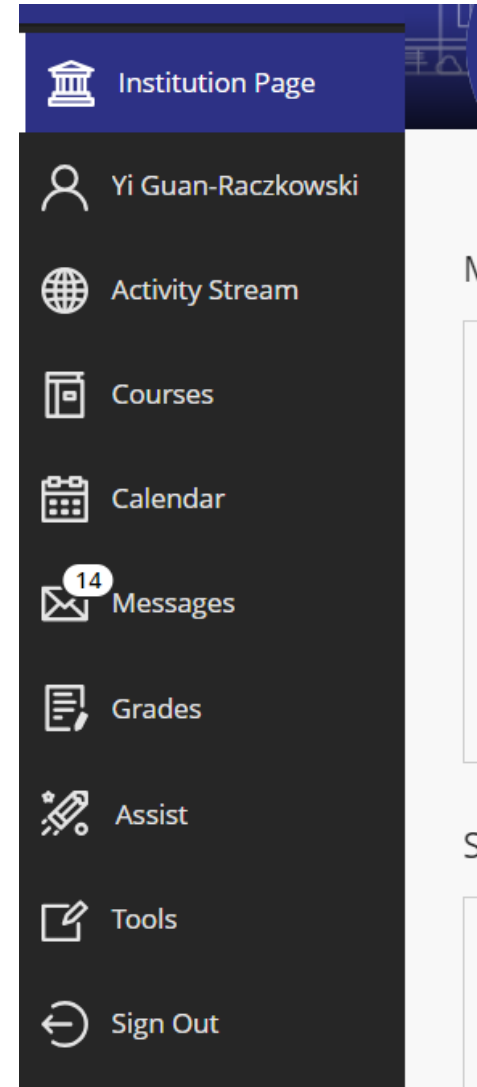
- Support for students and faculty

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

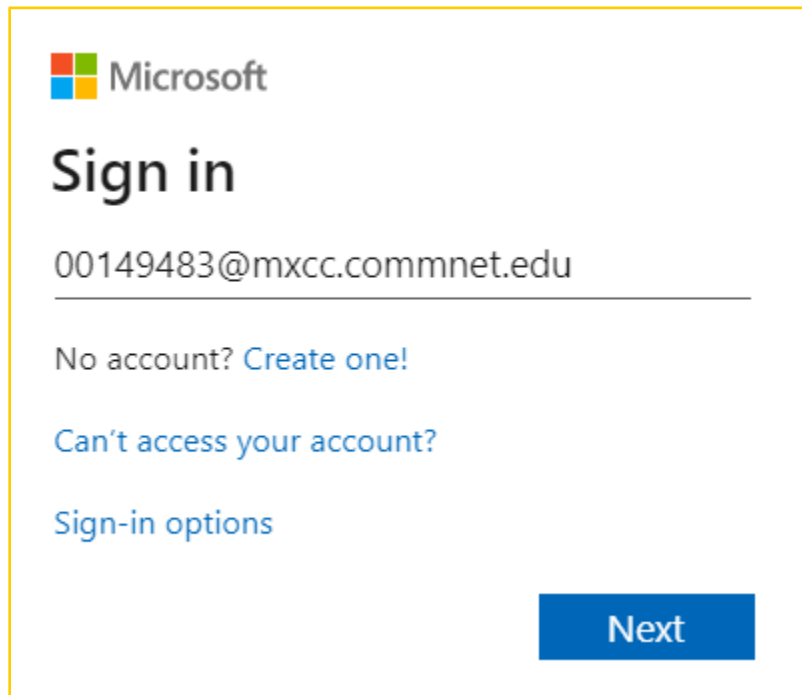
All official information from CT State is sent to [college-issued email address](#).

- [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

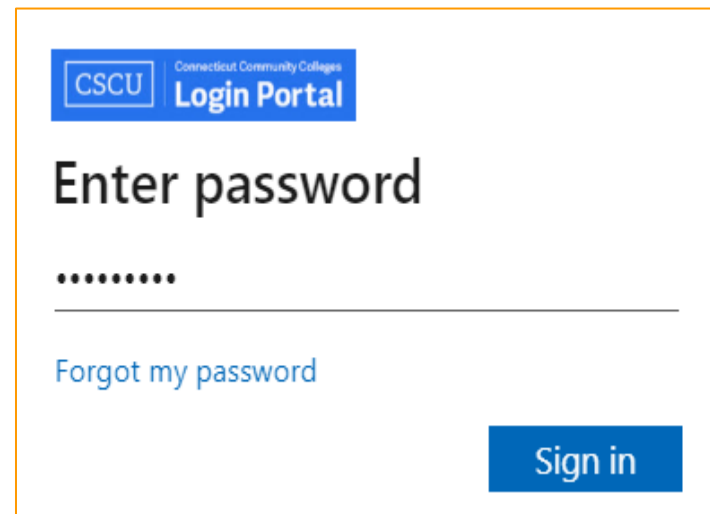
00149483@mxcc.commnet.edu

No account? [Create one!](#)

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

[Sign-in options](#)

[Next](#)



CSCU Connecticut Community Colleges Login Portal

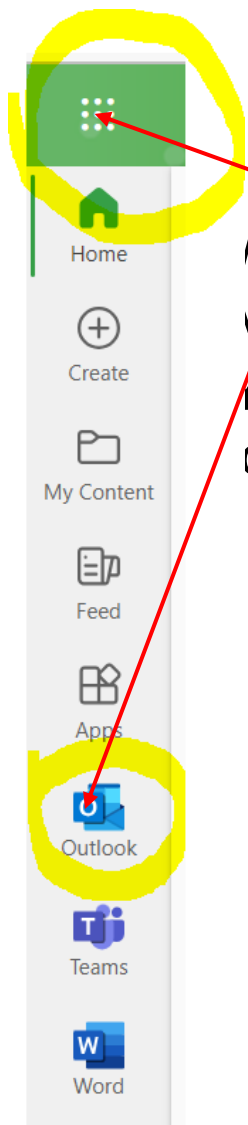
Enter password

.....

[Forgot my password](#)

[Sign in](#)

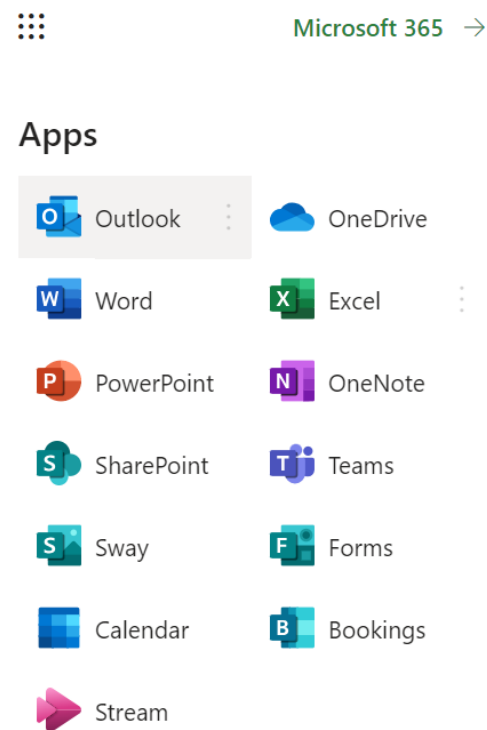
Microsoft Office 365



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

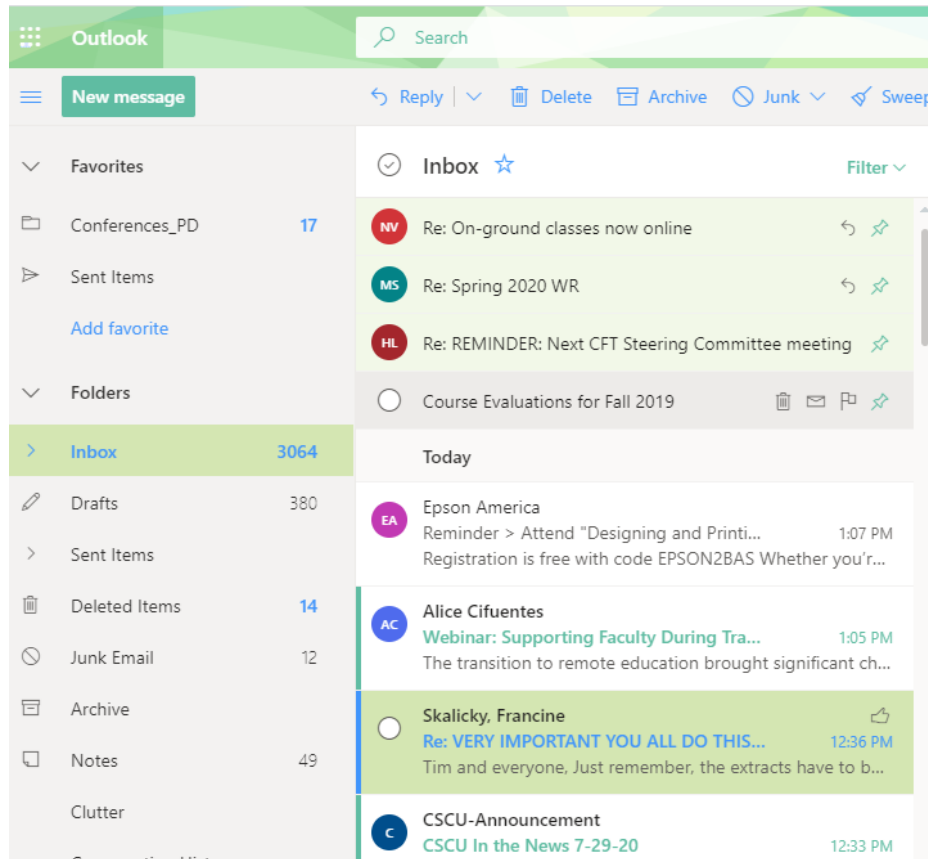
You may click on the App Launcher icon to see more apps in Office 365.

- 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 the action icons: a thumbs-up icon, a reply icon, a reply all icon, a forward icon, and a more options icon. A context menu is open on the right side of the email, 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

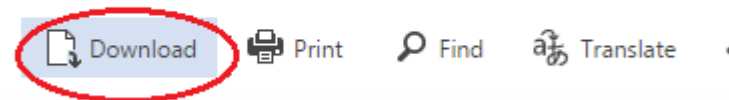
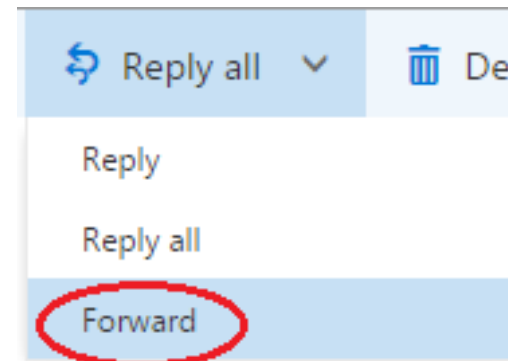
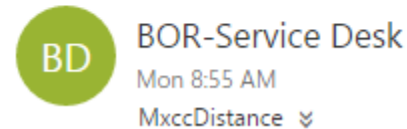
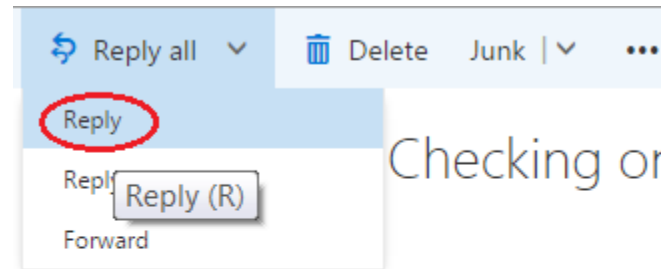
CSCU News

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

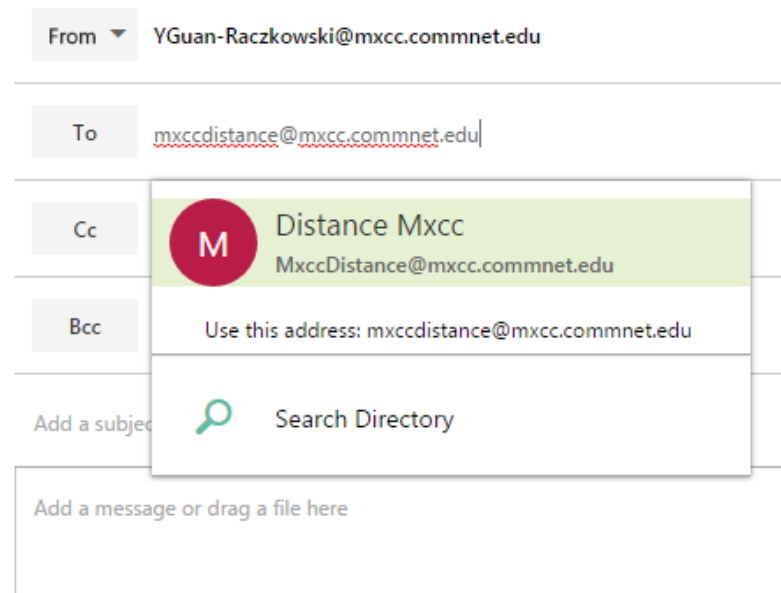
- Set “Reply” as a default option. Click on the Setting icon at the upper right corner of the page. At the bottom, select View all Outlook settings.
- Select Compose and reply. Scroll down a bit.
 - Under Reply or Reply All, choose Reply. Set up the default font and size for the message you send. Click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

- Compose messages in:** A dropdown menu set to 'HTML' with the label 'format'.
- Font settings:** A dropdown menu set to 'Times New Roman' and a size dropdown set to '12pt'. To the right are icons for Bold (B), Italic (I), Underline (U), and Text Color (A).
- Preview text:** A preview of the default message format: "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:** A section with the heading "Choose your default response when you reply from the reading pane." It contains two radio buttons: 'Reply' (which is selected) and 'Reply all'.
- Link preview:** A section with the heading "When you open a message that contains a hyperlink or add a link to a message, Outlook inser don't want to see previews. clear the check box below. [Learn more](#)". It features a checked checkbox labeled 'Preview links in email'.

Compose and Send a Message

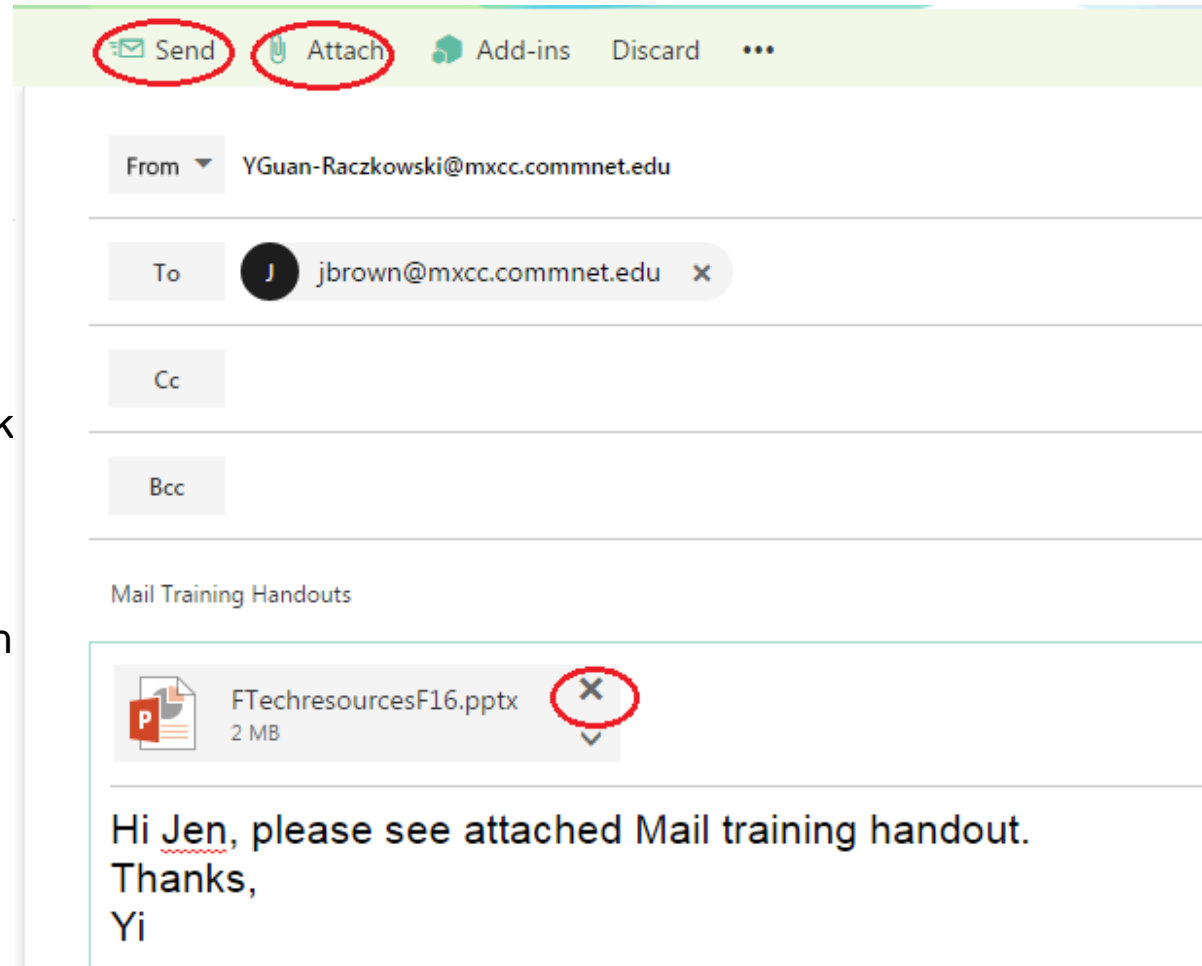
- Click the “**New Messages**” icon – upper left corner of the page.
- In the To box, type the e-mail address, you may select the pop up name if the person you email to is in the system.
- Type subject and message. Click **Send** button. Use “;” between addresses.



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, displaying 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. At the bottom, there is a text area with the placeholder 'Add a message or drag a file here'.

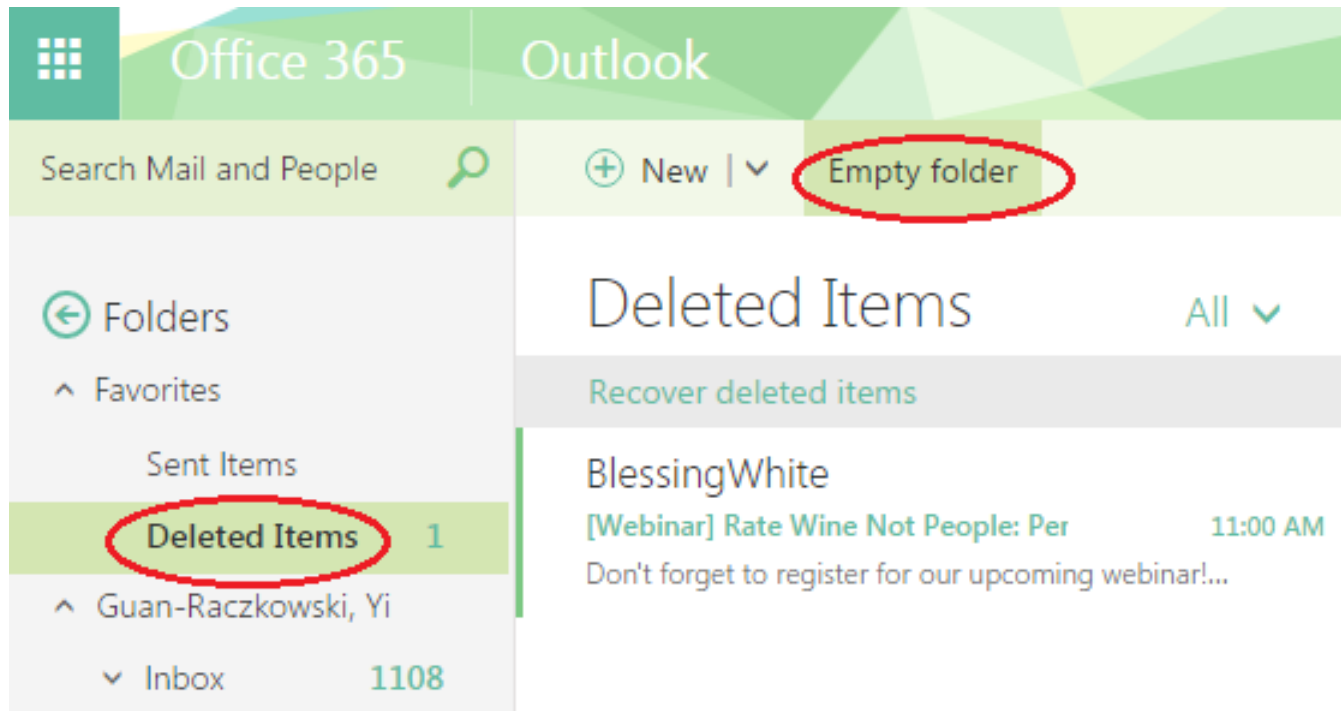
Send a File as Attachment

- 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.



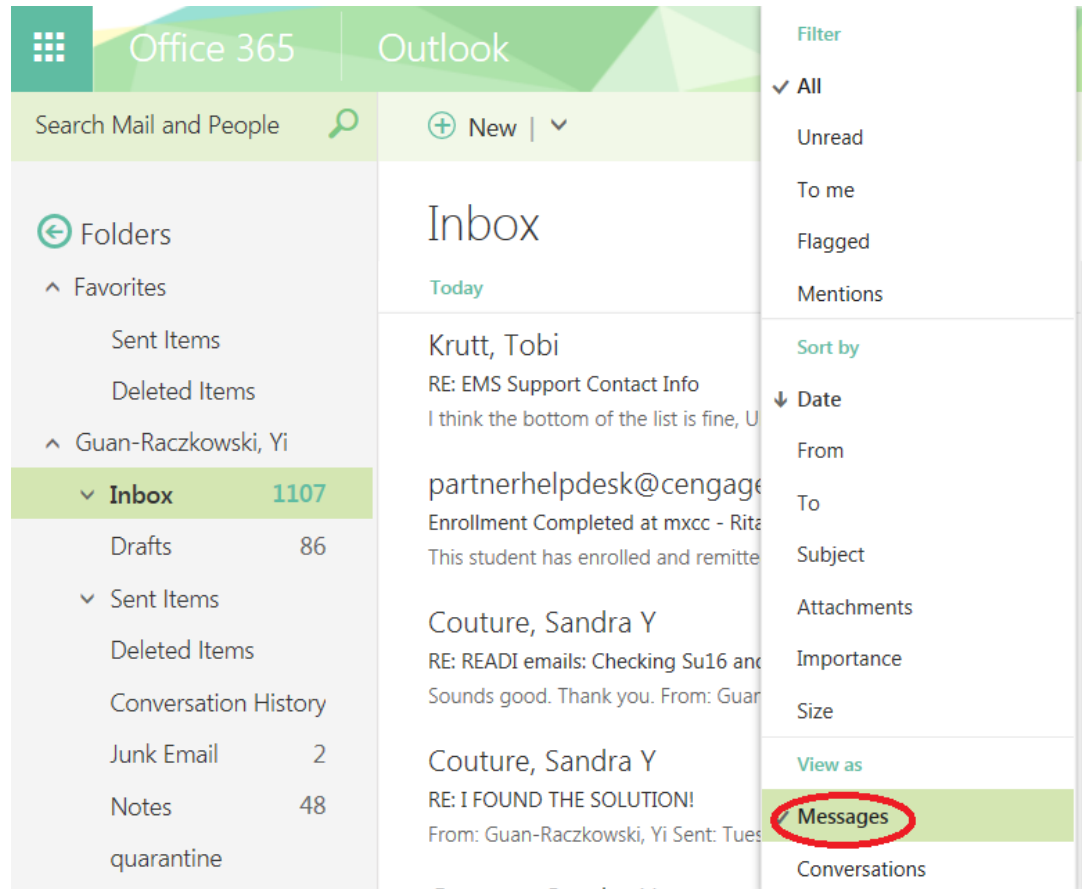
Delete Mails

- 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.



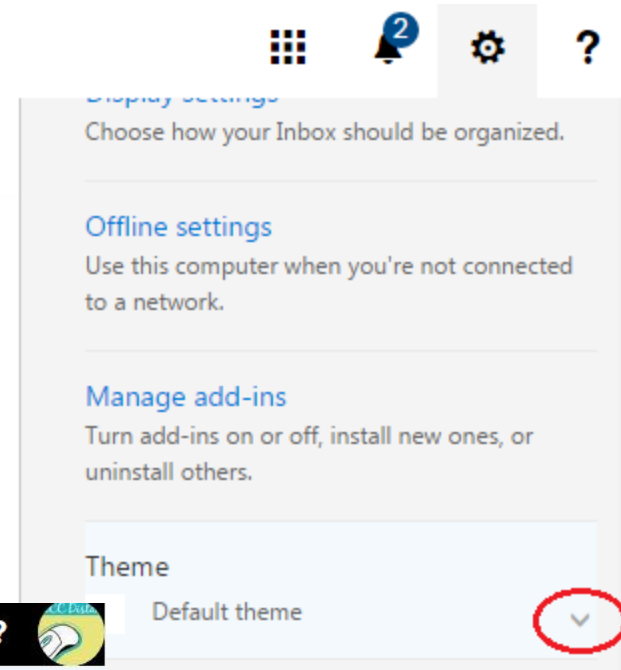
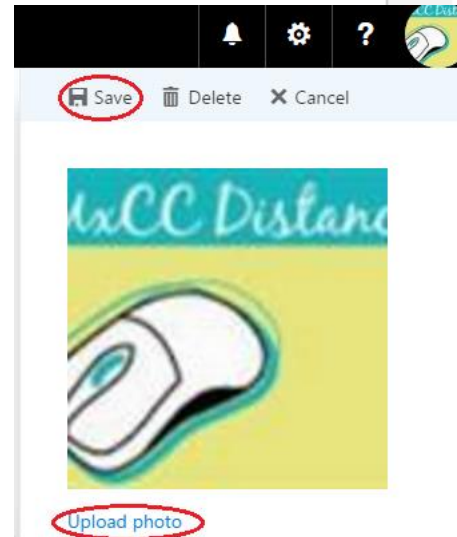
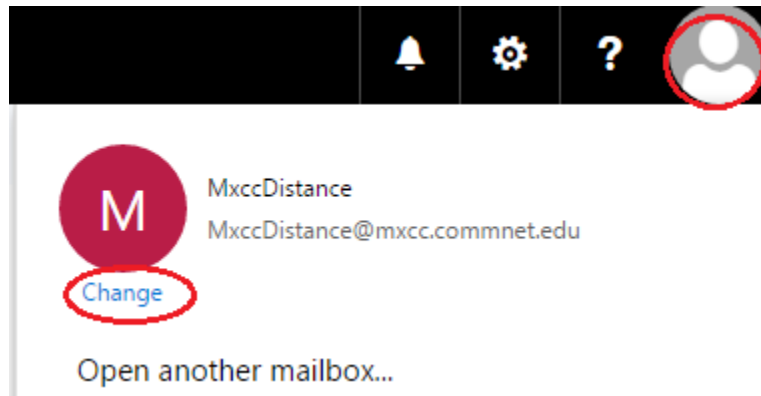
Disable Conversation View

- 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 <https://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@ctstate.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