Information Technology Services—Resource Guide

Inside

- FORK Faculty Online Resource Kit
- Class Shares
- Adding Your Course to the Blackboard System
- Blackboard—Student Passwords
- WebDrive - Accessing your Private Space, Class Shares and Public Drive from Home
- M1 Login
- Using AIM
- Wireless Access
- Accessing Faculty Class List
- Create/Edit Audio/Visual Request
- Using Smart Classrooms
- Logging into the College Network
- Logging into WebAdvisor for Faculty
- Logging into the Secure Faculty/Staff Login area
- Logging into Datatel
- Who to call

Tools to Manage Your Class
# Table of Contents

- Using FORK—Faculty Online Resource Kit ................................................................. 4
- Changing a Student’s Password for Webmail or computer lab login .................. 5
- Default Student Password Lookup ........................................................................ 6
- Using WOWO—Web-On/Web-Off ......................................................................... 7
- Adding your Course to the Blackboard System ..................................................... 8
- Using WebDrive—Class Shares ............................................................................. 9
- M1 Login (to find username) .................................................................................. 11
- Using AIM ................................................................................................................ 12
- Wireless Access ...................................................................................................... 13
- Accessing Faculty Class List .................................................................................. 14
- Create/Edit Audio/Visual Request ......................................................................... 16
- Using a Smart Classroom ....................................................................................... 18
- Logging into the College Network ........................................................................ 22
- Logging into WebAdvisor ...................................................................................... 22
- Logging into the Secure Faculty/Staff Login Area .................................................. 22
- Logging into Datatel .............................................................................................. 22
- Accessing OCS System from home ....................................................................... 23
- Information Technology Services Contacts ......................................................... 25
- Getting Computer Help ......................................................................................... 26
Using Fork—Faculty Online Resource Kit

The Login Process
FORK is a centralized faculty tool kit designed to help you in the classroom. Tools include: Change student password, student password lookup (Webmail & Blackboard) and classroom web access. Spend more time teaching and less time fighting the computer systems.

To access, open a browser window and enter: fork.mcc.edu

Login Screen
Use your login name and password provided by Information Technology Services.

If you do not have an ITS—Acad user name and password contact the Network Administrator at 762-0467

Main FORK Page
From here you can:

- Get the default user of the day
- Change a student’s password
- Look up the student’s default password
- Change a student’s blackboard password
- Allow/Deny Web Access in a lab
Changing a Student’s Password
Click on “Change a Students Password”

NOTICE—This will only affect Webmail and the Computer Lab Login. (Not Blackboard)

Enter the 7 digit student ID (if you do not know you can use the Default student password lookup on the Main Menu page)
Click Submit Query

Confirm the Student Information
If correct, click Submit Query
If this is the incorrect information follow the Click here link.

Change the student’s password
You have to type it twice
Note: passwords are case-sensitive
You will get a message that states Password changed successfully.
To return to the main menu you will need to use the Back button in the browser window.
Default Student Password Lookup

Click on “Default student password lookup”

NOTICE—This will affect all Acad Systems: Webmail, Computer Lab Login, and Blackboard.

Index of /pass_lookup/classes

Scroll until you find the class you are looking for and click on the link. If there is more than one section choose the section number.

Only current semester courses/sections are available

Index of /pass_lookup/classes/COMM/COMM-131-01

Scroll through the list until you find the appropriate student and click on their name.

Note—Only one listed here for privacy reasons

Fname, Lname, Password, Username

timmy, student, 55213156, tstudent

To get the student password:
Last 4 digits of the student number followed by the last 4 digits of their social security number—in that order.

To return to the main menu you will need to use the Back button in the browser window.
Using WOWO—Web Off/Web On

Click on Classroom/Lab Web Access

This allows you to turn off Internet access to websites not associated with MCC.

NOTE: Students will have access to all websites hosted by MCC within your classroom.

Choose the classroom for which you want to limit web access.

Web Access Enabled
Web Access Disabled

To **disable** click:

To **enable** (if disabled) click

This process may take a few minutes to activate

If a student attempts to go to a web page that is blocked they will receive this error message.

If you experience problems, contact Computing Support Services 762-0216
Adding your Course to the Blackboard System

To add your course(s) to Blackboard, open a browser window and login to FORK fork.mcc.edu

Follow the Create Blackboard Shells link

When using fork to create a Blackboard course, please have your course schedule information available.

Be sure you have the course IDs as they appear in Datatel, such as PCSW-250-WWW02, ENGL-101-27, NURS-205C1-01, etc.

The Blackboard course creation wizard also allows you to create “super-section” courses (multiple sections of students loaded into one Blackboard course).

Students will be enrolled several days before the semester starts. Once the semester starts, student enrollments are processed daily.

The Blackboard course creation wizard will allow you to create new Blackboard course shells at will. If you would like any course content from your previous Blackboard courses.

The new enterprise version of Blackboard Academic Suite has the course copy function built-in for instructors. This new system will allow you much greater control over the management of content between your courses.

Follow these simple steps to copy material:

1. Login to Blackboard.
2. Click the course you'd like to copy content from (the source).
3. Click the 'Control Panel' link.
4. Click the 'Course Copy' link.
5. Click the 'Copy Course Materials into an Existing Course' link.
6. Click the 'Browse...' button.
7. A 'Search for Courses' pop-up window will appear.
8. Click the 'Search' button with nothing in the text box and it will display a list of all your courses.
9. Click the 'Select' button next to the course you'd like content copied into (the destination).
10. Click the check boxes next to the items you'd like copied.
11. Click the Submit button to queue your course copy and you will receive an e-mail once its complete (sometimes up to an hour).

If you questions or problems contact Computing Support Services 762-0216 or email at bbrequest@esmail.mcc.edu.
WebDrive allows you to access the following drives from MCC:

- Class Shares X:
- Your home directory R:\ including your public_html
- Public shares Y:

Connect to the Internet
Open a browser window and enter the following URL: http://esweb.mcc.edu/edtech/es_downloads.shtml
Follow the link to Web Drive
You will need to log in to access the directions, software and MCC configuration file.
Print and follow the directions listed on this webpage.
You will complete two downloads One for the WebDrive software
The other for the windows configuration file for MCC

To configure the Webdrive. On the WebDrive webpage, select configure WebDrive (this will pre-fill the connection dialog box)
Select Run, Yes then OK
Open WebDrive again and on the left drop down select the drive you wish to connect (in this case the home drive) and in the lower right enter your Username (same as webmail and lab login) and password then connect.
*Repeat this step to connect additional drives

Now if you look under my computer your **mcc-home on Webdrive** should be listed just double click to view the files.
You will need to reconnect each time you reboot your computer to use these drives
Accessing your Personal Space, Class Shares and public drive from home

**Class Shares**

Class Shares — This is an area where you can place assets that you want your students to be able to access throughout the semester, as well as a place for students to place assignments.

To request a classroom share for your class login to FORK fork.mcc.edu and follow the Create Class Shares link

Follow the online directions

Your class shares will be automatically created for you.

This is the X: drive in the computer labs and accessible from home via WebDrive

When you login to the computer in the lab or use WebDrive from home you will have access to the X:\_drive.

You will see folders by semester

Click on the semester you wish to access

Click on your class.

Only you and your students have access to this folder

In the public folder place assets you would like to share with the entire class.

You also have a folder for each student, only you and the student listed has access to this folder. Inside each student folder you will find the student number (this is hidden so other students do not have access to the information).

Here you can access assignments add to them, attach comments and resave to the folder.

For more information on Class Shares or if you are experiencing problems contact Computing Support Services 762-0216.
Finding a Student’s User Name

If a student does not know their username they can login in the computer lab as M1 and the password of M1.

If a student has had their password changed they will need to have their password reset by the network administrator. We can not look up passwords.

Have the student enter their student ID number

They will be given their username, followed by the password rule.

The default password is the last four digits of their student number followed by the last four digits of their social security number.

i.e. If their student number is 1234567 and their social security number is 987-65-4321. The password would be 45674321.

The student should now be able to login with their username.

Then enter their password.

IF you experience problems contact Computing Support Services 762-0216
Using AIM Instructor

AIM is a management tool that lets you keep track of student attendance and progress.

Within the program, a student signs a contract stating they understand they have 15 weeks to complete the course.

AIM creates no attendance and lack of progress letters that can be mailed to the student.

In addition, it also keeps these reports for you to view.

Login into AIM enter aim.mcc.edu/aiminstructor
Enter your user name and password.

Home
Choose the course and year
View Section Details, Unit List Enrollment List or Course Notes,
Go to Reports, Profile, Help or Log Out
You can also edit Section Information

The Unit List
This list all units in your class and the value for that unit.
Clicking on a Unit will bring you to unit detail. This gives you unit level information.
Clicking on the Activity List will give you the list of activities and assigned points for the individual assignments within a Unit.

The Enrollment List gives Student Information
Student Number, Name, Start and End Date and Grade
In the Course Message area, you can add a message to everyone in the course.

Profile
View and edit your profile

The report tab (located on home page) gives you access to a number of reports. Grade, Attendance, Contract, Activity, Progress, and Username just to name a few. Each report provides different details.

For example, the Attendance By Section Report provides attendance detail for all students in the section. There are 11 different reports available to instructors.

When you are finished do not forget to Log Out.
**Accessing the Wireless Network**

**Windows XP**

Go to START > Connect to Wireless
A dialog box will come up Wireless Network Detected
Choose Wireless Setup
Connect – a dialog box will tell you it is not secure
Click “Connect Any Way”
When finished
Open Internet Explorer
In the address bar type [http://www.wireless.mcc.edu](http://www.wireless.mcc.edu) press enter
Click next – the wizard will run and ask you which network would you like
Select the Staff Network when prompted and click continue
Enter your Windows user name and password when prompted
The connect wizard will finish the wireless configuration
Your laptop is now configured to use MCC Wireless Connection.

**Windows VISTA**

Go to START > Connect to Network
The dialog box will show available connection
Choose Wireless Setup > Connect
Open Internet Explorer
In the address bar type [http://www.wireless.mcc.edu](http://www.wireless.mcc.edu) Press enter
Click next and follow the directions in the wizard.
Select the Staff Network when prompted and click continue
Enter your Windows user name and password when prompted

**Mac**

Click on the Wireless icon on the menu bar
Choose Wireless-Setup
Open Safari
In the address bar type [http://www.wireless.mcc.edu](http://www.wireless.mcc.edu) Press enter
Choose trust if asked
Select the Student Network when prompted and click continue
Click continue and follow the directions when prompted by the wizard
When prompted enter your Webmail/Blackboard user name and password.
Save the configuration and click done

*Note: watch for yellow bar at the top of the browser window and allow content if prompted.*
Accessing Faculty Class List

BEFORE you can access the class lists area are, you will need your OCS User Name and Password. If you need assistance logging in please contact computing services at ext. 24357 on campus or (810) 762-0216 outside the campus.

Click on the Faculty & Staff link on the top left side of the home page screen.

Click on the Secure Faculty/Staff Login in the box under Communication Tools.

On the MCC Faculty/Staff Login Page, Enter your username and password. See note at top.

You will have a list of applications you have access to. One of those is Class Lists. Click on this application.
You now will see your name if you have any classes this semester. **Click** on the **arrow** next to your name.

This will expand under your name with the classes you’re teaching.

If you choose to export the class list(s), you will receive a popup box asking you to open or save the file.

**.If you choose to save the file, change the Save in location to your H: Drive.****IMPORTANT****

If possible when saving, make sure to CHANGE the file name to a file name you will remember! By default, when opening class lists they will only say “classlistdata”.

After you are done saving or viewing your list(s), make sure to **LOGOUT**. If there has not been activity in approximately 25 minutes, you will be logged out by the system and you will have to go through these steps again.

**NOTE:** If you do not have any classes listed, but know you are teaching, Please contact your Dean to make sure you are set up in the Web Directory Contacts Database. You will need to be in that database with the Faculty designation in order for you to use the Class List function.
Create/Edit an Audio/Video Request

Use your office or home computer and go to the Mott website: www.mcc.edu
*It is recommended that you use Internet Explorer as your web browser*

Click on the Faculty & Staff link on the top left side of the home page screen.

BEFORE you can access the A/V request, you will need your OCS User Name and Password. If you need assistance logging in please contact Computing Support Services at ext. 24357 on campus or (810) 762-0216 outside the campus.

Click on the Secure Faculty/Staff Login in the box under Communication Tools.

On the MCC Faculty/Staff Login Page, Enter your username and password.

On the MCC Faculty/Staff Login Page, Enter your username and password.

You will have a list of applications you have access to. One of those is A/V Request System. Choose this application.
To create a New A/V Request, click on Create New A/V Request.

The requestor's name, department and phone number will automatically fill.

Choose from the Drop-Down Menu the Building you need the equipment delivered to.

Choose the Room inside the building you chose.
Using a Smart Classroom / Computer Lab / Document Camera

Make sure the computer is on.
Open Creston Panel and touch the panel to begin the login process.
Choose the device you would like to project from.
Be sure to turn **OFF** the projector after use.

Raise the black panel and you will see the TOUCH PANEL showing the “Apple tree” logo. If you see nothing, touch the screen.

Touch the TOUCH PANEL, and the PASSWORD number panel will appear.
Enter the PASSWORD. The password is a four-digit number the same as the room you are in.

You will see “System Powering Up. Please Wait”, as well as the progress bar.
Using a Smart Classroom / Computer Lab / Document Camera

When powered up, you will see the MAIN MENU. There are five buttons on either side of the TOUCH SCREEN.

LEFT SIDE
- COMPUTER
- DVD
- VHS
- LAPTOP
- DOCUMENT CAMERA

RIGHT SIDE
- IMG MUTE
- IMG ADJ
- VOL+
- VOL-
- MUTE

Route what you want to show to the projector by pressing appropriate BUTTON. This will power up the PROJECTOR.

PANEL does not control COMPUTER, only routes screen image to projector.

DVD and VCR functions are controlled by the TOUCH PANEL, including PLAY, PAUSE, STOP, FAST FORWARD, REWIND, NEXT and PREVIOUS CHAPTER.

For DVD menu access, press ADVANCED button in lower right corner of PANEL. This menu works just like a DVD remote. Cursor through menu options then presses SELECT.
Using a Smart Classroom / Computer Lab / Document Camera

Press TRANSPORT button to return to MAIN DVD MENU.

The DOCUMENT CAMERA should be in the lowered position. Raise the arm to operate the DOCUMENT CAMERA.

To raise the camera, pull up on the GREEN RING. This will lift the arm.

DOCUMENT CAMERA button brings up controls for the document camera. You can control the focus, zoom and the document camera light from the TOUCH PANEL.
Using a Smart Classroom / Computer Lab / Document Camera

IMG MUTE stops the projector from showing image, but does not power down the projector.

Use the UTILITY button to access the HELP button. This sends a help request to Information Technology Support Services. For more immediate help, call 2-HELP.

To power down the system at the end of your class, press SHUT DOWN in upper right corner of MAIN MENU.

This MUST be done at the end of every class.

After pressing SHUT DOWN, the PANEL will ask if you really want to power down. Press YES.

The TOUCH PANEL will go back to the “Apple tree” logo, with the progress bar. Push the panel back down into the cabinet.
At the direction of your supervisor, you may be expected to use any or all of the college’s computer systems in the course of your work.

Logging into the College Network

When you turn your computer on, you will receive a dialogue box asking you to log into the Windows network. Use the Ctrl-Alt-Delete key combination to access the login screen. Your user name is your first initial and the first 7 letters of your last name (this is the default setting); your password is a letter/number combination of your choosing. The password for this login must be changed every few months—you will receive a prompt approximately 2 weeks before you must change it. Do not let this password expire, or your will have to contact Computing Support Services to have it reset.

i.e. \texttt{user: jdoe password netpune1}

Logging into WebAdvisor for Faculty

Go to the Faculty/Staff page, click on the WebAdvisor link. Use your login name which is mottxxxxxx (where the xx's = your employee ID number) and a password of your choice. The initial default password is your birthdates, but you will be prompted to change it after your first login. Be sure to use the password hint feature to help you remember this password. This password does not expire and you can change it at any time.

i.e. \texttt{user: jdoe password netpune1}

Logging into the Secured Faculty/Staff Login area

From the MCC home page (www.mcc.edu) click on the Faculty/Staff link. You will login in using your Oracle Collaboration Suite (OCS) user name and password. Your OCS user name is your first name, dot, last name (i.e. jane.doe) and your password is either your default OCS password provided to you by ITS or your own password if you choose to change. This user name and password is the same one you use to login into your web-based OCS mail system. This secure area allows access to your OCS web mail, class list, audio-visual requests, events requests and college announcements.

i.e. \texttt{user: jdoe password netpune1}

Logging into Datatel

Open the Datatel icon on your desktop. Ensure that you are choosing the collive database. You will be prompted for your user ID and password. Your user name is your first initial and last name’ your password is a letter/number combination of your choosing. The password for this login must be changed every few months—you will receive a prompt approximately 2 weeks before you must change it. Do not let this password expire, or you will have to contact CSS to have it reset. If you experience three failed login attempts, the system will not allow any more login attempts, and you will need to contact CSS to have Datatel login reset.

i.e. \texttt{user: jdoe password netpune1}

For assistance with any of these systems, please contact Computing Support Services 762-0216 or on campus 2-HELP.
Accessing OCS System from home

Open a browser
Enter www.mcc.edu in the address bar
When the MCC home page comes up—click on Faculty and Staff

Click on OSC Email

Login with your MCC login—this is provided by ITS. If you do not have one contact CSS at 762-HELP.

Access Email
On Links Section, choose E-mail.
A new window will open from which you can:

Create a new message
Click on New. Create message. Click Send.

Attachments
Choose paper clip symbol from the toolbar at top of new message.

Browse to find it and OK.

Read you messages by clicking on inbox items
Accessing OCS System from home

Other menus you can access online include:

**Out of Office**
On Links Section, choose **Mailing Lists**.
Click on **Preferences** (upper right hand corner)
Click the **E-Mail** tab (LEFT side of page)
Set Auto Reply for your out of office information

**Create Filters**
On Links Sections, choose **Mailing Lists**.
Click on **Preferences** (upper right hand corner)
Under Account Preferences (LEFT side of page),
Click on **Filters**, Click on **Create**.
Create **Filter Name**, choose **Event, Conditions, and Actions**.
Click **Submit**.

**Contacts**
On Links Section, choose **E-mail**
On Left side of window, click on the **image of a card with a face**.
(Under the letter image)

**My Address Book**
This is your personal address book.
To add a new contact, click on **New**.

**Corporate Directory**
This is the MCC Directory (Faculty and Staff)
Search by name (Bottom Left), Click **Search**.

You **cannot** add to this directory.

**Calendar**
On Links Section, Click on **Calendar**.

**Create a Meeting** (Use clock symbol)
Fill in **Title, Location, Date and Time of meeting**.
Click **Create**

**Schedule a Meeting with others** (Use people symbol)
Type **first and last name** of persons to invite.
Click **Find**.
Type the **Date and Time**. Click **Refresh**.

If you need any assistance with OCS mail contact Computing Support Services 762-0216.
Information Technology Services Contacts

Cheryl Bassett—Chief Technology Officer ................................................................. 762-0553
Margaret Bourcier—Administrative Assistant .......................................................... 762-0395
Marie Luckner—Administrative Assistant ................................................................. 762-0210
Randy Schapel—Director of Computing & Network Services ................................... 762-0321
Chris Bolla—Manager of Media Services .................................................................. 762-0096
Keith Frye—Media & Multimedia Production Specialist ........................................... 762-0364
Brian Williams—Equipment Distribution Technician & Multimedia Production Specialist ......................................................... 762-0362
Dave Goldsmith—Media Technician ........................................................................ 762-5685
Kevin Black—Computing Support Services .............................................................. 232-7561
Annette LeBlanc—Computing Support Services e-Learning ..................................... 762-5626
Will Weidner—Computing Support Services ............................................................. 762-0515
Linda Motter—Graphic/Web Developer e-Learning ..................................................... 232-9313
Getting Computer Help

Help I’m having trouble (with) ____ (fill-in the blank) ____.

Contact Computing Support Services for all of your computing needs.

On campus at 24357

Off campus at 810-762-0216

A. Accessing Classlist Online
B. AIM
C. Audio/Video Request Follow-up
D. Blackboard
E. Class Shares
F. College Network
G. Datatel
H. FORK (Faculty Online Resource Kit)
I. OCS Mail
J. Smart Classroom
K. WebDrive
L. Gmail
M. Wireless Access
N. WOWO (Web-Off/Web-On)
O. Request a Smart Classroom
P. Request a Computer Lab
Q. Viewing, Listening & Testing Center
Notes