

College Credit Plus High School Technology Verification

Ensure Online Readiness

Before students enter the classroom, we recommend that an instructor makes sure his or her classroom is technology ready as it relates to accessing Cincinnati State online resources. Use the CCP Technology Readiness Checklist to quickly and easily determine if computers and resources will support requirements of the Cincinnati State course. If not, adjustments can be made prior to the first day of class.

The CCP Technology Readiness Checklist should be verified every year by the instructor.

CCP High School Technology Readiness Checklist

Some high schools have their network locked down to block MyCState, MyServices and Outlook.com (Surge Email). The teachers and students may think it is Cincinnati State. This verification process allows high schools to check to see if their network is able to connect to Cincinnati State online resources.

Category	Guidance/Resources	Will my school be able to meet this requirement?
<p>Verify access to the internet and test for blocked content.</p> <p>Links schools have often blocked when students clicked on the Library link https://www.cincinnati.state.edu/students/library and try to access the library guides http://library.cincinnati.state.edu/guides and research databases by using “search articles” and “watch videos”.</p>	<p>Open a browser (recommend using Chrome or Firefox). If you don’t have internet access or you need access to the Library resources, please contact your high school’s IT department. CState does not control network and or internet access for the high school computers.</p>	<p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p> <p>My high school IT contact information: _____ _____ _____</p>
<p>Verify access to MyCState</p> <ol style="list-style-type: none"> www.cincinnati.state.edu Click on MYCSTATE at the top right-hand corner Enter your Username and Password, then click “Login”. If you don’t know them, select the red message: “Need Help? Lookup your username or reset your password” and follow the prompts. 	<p>Most of the college’s resources (Blackboard, MyServices, SurgeMail, etc.) can be accessed through MyCState.</p>	<p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p>

Category	Guidance/Resources	Will my school be able to meet this requirement?
<p>Verify access to MyServices</p> <ol style="list-style-type: none"> Once logged in to MyCState, click the MyServices tab and click on Continue to MyServices. Select your point of entry to the right (Students, Faculty, Employees) 	<p>MyServices gives student, staff, and the community access to our databases.</p>	<p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p>
<p>Verify access to SurgeMail</p> <ol style="list-style-type: none"> After logging into MyCState, select SurgeMail from the Tools menu on the left side of the page. If prompted to login, use your network username and password. 	<p>Suggest testing the sending and receiving of an email to your account.</p>	<p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p>
<p>Verify access to Blackboard and that your course is available to students</p> <ol style="list-style-type: none"> Log in to Blackboard/MCState and go to Blackboard Courses tab to see the list of courses you are teaching. If it is listed as “unavailable”, click on the course and scroll down to Course Management section of your course homepage and click “Customization”. Then click on “Properties” Scroll down to “Set Availability”. Change the Make Course Available” from No to Yes. Click “Submit”. Your course is now available and viewable by students. 	<p>Check out whether or not your course is available by logging in to Blackboard to see the list of courses you are teaching.</p>	<p><input type="radio"/> YES</p> <p><input type="radio"/> NO</p>

For further assistance, please contact the Cincinnati State Technology Help Desk at 513.569.1234 option 1.