

EDISON STATE INSTRUCTOR GUIDE



WELCOME, WE'RE GLAD YOU'RE HERE!

Review this guide for helpful information to start the semester.

MyESCC

MyESCC is your online portal for accessing employee information, advising information, registration, course rosters, and more.

NOTE: Use your username to login to MyESCC.

Blackboard

Blackboard is a web-based learning platform used for online courses at Edison State. Grades and course reporting for all courses are also submitted through Blackboard. NOTE: Courses do not appear to students in Blackboard until the instructor opens the course. Use your Edison State email account to login to Blackboard.

Email & Office 365

Access your Edison State email and Microsoft Office programs, such as Word, PowerPoint, and Excel for FREE through Office 365. Check your Edison State email frequently for campus updates and to communicate with students and college staff.

Edison State ID Cards

Your Edison State ID card identifies you as an Edison State instructor and provides printer access on campus. On campus faculty ID cards can be made at the Piqua Campus by visiting the Department of Public Safety.

Wi-Fi

Connect your personal device(s) to Wi-Fi on campus by selecting the "Edison Staff Wireless" network and entering "Chargers." You'll then be prompted to enter your Edison State username and password and agree to usage terms to gain access.

Printing

Print from computers on campus by selecting the "BWFindMe on Print 2" printer in print settings. Print requests are released from the printer by entering your Edison State ID number (without the 0 at the beginning), your username/password, or scanning your ID card.

Library & Tutoring Services

The Edison State Library provides access to a wide array of academic resources as well as in person and online tutoring services. To access resources online, use "1973" + your Edison State ID number (including 0 at the beginning) as the library code.

New Student Orientation

New student orientation is available to students online through Blackboard. New student orientation sets students up for a successful transition to Edison State and is available as a resource throughout their time as a student.

Center for Excellence in Teaching, Learning, and Innovation (CETLI)

The CETLI is a hub dedicated to fostering excellence in education. The CETLI serves as a catalyst for transformative teaching practices and supports the professional growth of educators at all levels. The center offers a wide range of resources, workshops, and training programs designed to enhance pedagogical skills, integrate emerging technologies, and promote inclusive and student-centered learning environments.

Your Edison State Account

Edison State ID Number

- Your Edison State ID number is a unique six-digit identifier.

Username

- Your Edison State username consists of your first initial followed by your last name. If you have a common first initial/last name combination, you may have a number at the end of your username.

Email Address

- Your Edison State email address is your **username**@edisonohio.edu.

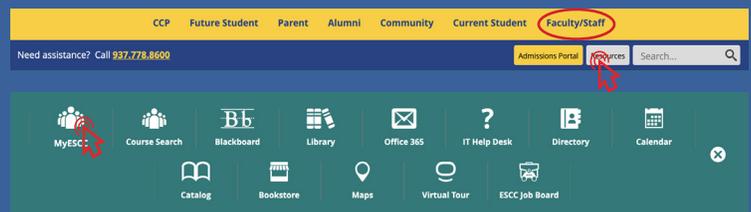
Password

- Your default password consists of the last four digits of your ID number followed by the first four letters of your last name (with the first letter capitalized). If your last name is less than four characters, a capital "A" will be added to the end until four characters are achieved.
- You'll be asked to set up multi-factor authentication methods at your initial log-in.

Accessing Online Resources

Access MyESCC, Blackboard, your Edison State email account, Microsoft Office programs, and additional resources in one convenient online location.

- Visit www.edisonohio.edu and select "Resources."
- In the green drop down menu, select the resource you wish to access.
- Sign-in using your Edison State credentials (email address or username plus password) where applicable.



NOTE: Information about attendance and grade reporting, academic alerts, important deadlines, and additional faculty resources can be found by selecting "Faculty/Staff" in the gold ribbon.

Attendance and Grade Reporting Schedule

Instructors are required to submit attendance/no-show information, progress checks (Academic Alerts), midterm grades, and final grades through MyESCC. Additional information, including reporting deadlines, can be found at www.edisonohio.edu/staff under the "Attendance and Grade Reporting Schedule" section. Instructors are encouraged to keep attendance and grade information updated in Blackboard throughout the semester.

Helpful Definitions

- Admission:** The process of applying to and being accepted into the college. Admission requirements may vary based on student type (international, CCP, etc.).
- Registration:** Action of adding a course to a student's college schedule.
- Drop:** Removing a course from a student's schedule during the no-fault drop window. Dropped courses do not appear on the student's academic record and do not result in any charges.
- Withdraw:** Removing a course from a student's schedule AFTER the drop deadline, but BEFORE the withdraw deadline. Withdrawn courses DO appear on a student's transcript with a "W" and students do not receive a refund for dropped courses. CCP students may be responsible for reimbursement to their school district for charges associated with a withdraw course.



WWW.EDISONOHIO.EDU

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