Learning Objective:
Provide students with single-document quick reference material for accessing Blackboard and other common issues.

Accessing Blackboard (Bb)

To access Blackboard begin by pointing your web browser to Bb Home:

http://bb.wpunj.edu

Note: some students also use the Bb link located at WPConnect, but the direct access described above is more stable, especially during exams.
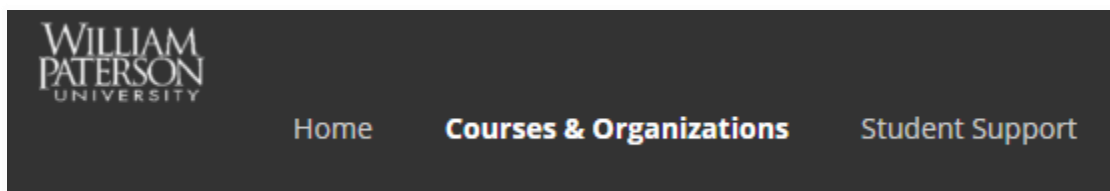

Credentials

Use the same username and password you use for WPConnect. Use this link to lookup your username and 855#, and use this link for help changing your password.

Finding Courses

Courses are located in the upper right corner of the landing page, but a cleaner access can be found on the Courses tab:

Timing of initial course shell enrollments

Students are added to Blackboard course shells two days before the start of a new semester.

Note that students will only see courses that have been activated by the instructor. Not all instructors use Blackboard and students should not expect to see all of their courses listed.

Course designations

Course IDs begin with the year, followed by the semester designation

Spring	10
Summer	25
Fall	40
Winter	50

All Fall 2018 courses will begin with **201840-** , followed by the department name, course number and section: 201840-bio1010-80, 201840-eng2130-01, etc.

Rolling enrollment/drop

Every three hours (approximately) each day newly enrolled students are added to course shells and those who have dropped courses are removed from shells. At this time addition/withdrawal does not happen in real time and the Bb administrators cannot add/drop students by hand.

Drops for lack of payment

Several weeks into each semester students who have not met their financial responsibilities will be suspended from Bb course shells. When those responsibilities are met students access will be returned without any loss of content. The website for the Office of Student Accounts is here: http://www.wpunj.edu/studentaccounts/

Support and Documentation

Web Help Desk

The IT Help Desk is the best tool for all tech-related questions, problems, or reports: http://www.wpunj.edu/helpdesk

WPUNJ IT Wiki

This is the official documentation site for all technology-related documentation: http://www.wpunj.edu/itwiki/

Student Bb Wiki	http://bit.ly/wpu-bb-stu
Student Videos	http://bit.ly/wpu-bb-videolist-stu
Student Login	http://bit.ly/wpu-bb-stulogin
Where are my courses?	http://bit.ly/wpu-bb-stucrs
Hide Old Courses	http://bit.ly/wpu-bb-hidecourses
Global Navigation	http://bit.ly/wpu-bb-globalnavigation
Submit Assignment	http://bit.ly/wpu-bb-submitassignment
Take an online exam	http://bit.ly/wpu-bb-stutest
Test-taking precautions	http://bit.ly/wpu-bb-testp
Check Course Grades	http://bit.ly/wpu-bb-gradecheck
Send email	http://bit.ly/wpu-bb-sendemail
Discussion Board	http://bit.ly/wpu-bb-discbrd
Mobile App – Download	http://bit.ly/wpu-bb-sma-download
Mobile App – Features	http://bit.ly/wpu-bb-sma-features
Mobile App – Content	http://bit.ly/wpu-bb-sma-content
Mobile App – Discussions	http://bit.ly/wpu-bb-sma-disc
Mobile App – Assessments	http://bit.ly/wpu-bb-sma-tests

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