

## Memorandum

To: All MGT 3050-80 students

From: Prof. T. Roberts

Subj: Orientation to Mgt 3050-80

Date: November 2011

Hello, let me introduce myself, I am Professor Tom Roberts. I will be your instructor for your online course in Management Information Systems, Mgt 3050-80 for the winter session. I see you have registered for the course and are listed on my roster.

In an effort to assist you in the course, I have prepared some items contained in this memorandum that I would like to orient you towards, in order to succeed in the course. This will be most of the material that I will go over on the first day of class.

Logon and Blackboard:

- Because this is an online course you need to logon by going to the University main webpage at [www.wpunj.edu](http://www.wpunj.edu)
- Once there, click on “WP Connect “ to logon to the system, put in your user ID which is usually your last name and first initial, no space. Your password is your “855XXXXXX” which is your student ID number and then you can change your password to one of your own choosing, hopefully, one you remember. If you have difficulty, contact the University’s help desk at 973-720-HELP. Once into the system click on the tab for Blackboard.
- Blackboard also has a logon screen, provide the same logon information and hit the enter key.
- All communications will take place through the Blackboard portal here at the University. The URL address is: <http://bb.wpunj.edu>
- The course within Blackboard is active on the first day of class.
- All material will be listed on Blackboard in terms of; assignments, groups, projects, discussion boards, etc.
- Blackboard has many different tools and links; you should explore them at your leisure so that you become familiar with them.
- On a *daily* basis go into Blackboard for announcements from me or assignments or due dates for material.

Syllabus:

- Contained within Blackboard under the link “Syllabus”.
- Carefully read every page of it.
- Reports requested are to follow the standard formatting set forth in the sample paper in Blackboard under “course documents”. Reports not following format will have points deducted. Additionally, grammar and punctuation is critical

make sure you have proof read your papers carefully before submitting. Points will be deducted for sloppy and unprofessional work.

Evaluation:

- Make sure you take the quizzes when they are assigned. They will be listed in Blackboard under assignments. These are timed and recorded. Make sure you have hit the submit button when completed or it will not record.
- See syllabus for further details on evaluation. **MAKE SURE YOU ADHERE TO DUE DATES.**

Have fun in the course. I know it is intense during this time period, but do the work and you will be fine. Get to know one another through your projects and discussion boards. Communicate with one another, I will assign partnerships and groups, it makes the time go faster and you get to network with one another. Review announcements within Blackboard on a daily basis.

I am also available online during the day and will be checking on your progress daily. I will get back to you with any questions you might have within a 24 hour period. Please note, Fridays I am not available and will not respond at all on that day.

Any questions you have please let me know. Talk to you soon.