



Getting Started with Blackboard

Learning Objective:

The Blackboard (Bb) virtual learning environment is a powerful tool for converting the internet into your classroom. But a tool is the most powerful when the user is familiar with how to use it. Please read this short document to find out how to find your username/password, how to log on, access and use your classes, and obtain help.

I. Logging onto Blackboard

Start by pointing your browser to this address:

<http://bb.wpunj.edu>

It is also possible to access Bb through WPCconnect but it is easier and more efficient to log on directly to Blackboard.

Enter your username [1] and password [2], then select the Login button [3]. Your password is the same as the one you use to access WPCconnect. See below if you need help with your password.

Blackboard
learn⁺

USERNAME:
guzmand507 1

PASSWORD:
..... 2

Login 3

II. Credentials

New students receive their credentials from the office of Admissions by email upon acceptance. For the purposes of Bb the important credentials are username and Password.

*Username*s are your last name and first initial and, often, a few numbers. Damian Guzman may have a username of guzmand507

If you don't know your username you can use this address to find it:
https://wpconnect.wpunj.edu/misc/username_lookup/

*Password*s are very important for the security of your account. For more information about passwords, including troubleshooting a password change, please consult this page from the [IT Wiki](https://itwiki.wpunj.edu/index.php/Passwords):

<https://itwiki.wpunj.edu/index.php/Passwords>

III. Finding Courses

When students log in they'll see a menu across the top with items:

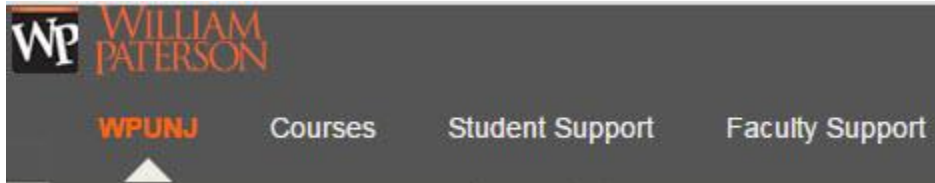


Figure 1 WPUNJ | Courses | Student Support

WPUNJ is the home page, but it can be a bit crowded. To get a more clear picture of your courses select the menu item **Courses**

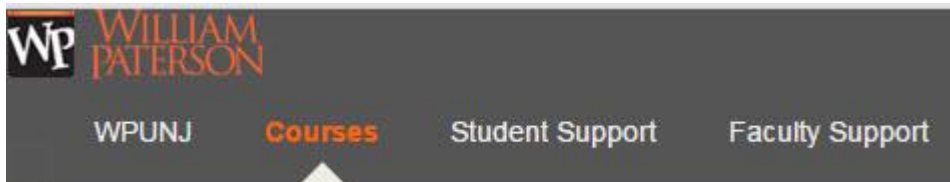


Figure 2 WPUNJ | Courses | Student Support

Courses IDs are listed in this format: year/semester - dept/course number – section
For example: 201640-hist1234-01

Semester designations:

Spring: 10 – Summer: 25 – Fall: 40 – Winter: 50

Students are added to course shells immediately preceding a semester so you should not expect to see courses until the semester begins. Faculty will contact you by email with information about texts, etc.

If you don't see your course contact the instructor to see if s/he is using Blackboard. Approximately 3 in 4 faculty use Bb but not all faculty activate their courses immediately, and students won't see courses until they've been activated by the instructor.

IV. Getting Help

Documentation for the students using Blackboard can be found in the **IT Wiki**:

<http://www.wpunj.edu/itwiki/>

In the Bb/Students section of the IT Wiki you'll find information on getting started, assessments, collaboration, portfolios and more.

From within Blackboard students can access the Bb/Students section of the IT Wiki by selecting *Student Support* from across the top of the interface



Figure 3 WPUNJ | Courses | Student Support

To request help please file a ticket with the IT Help Desk. All technology-related problems, questions, and comments can be handled through the Help Desk, and it is the best tool at your disposal for seeking support. Tickets are routed to the team responsible and you the communication you receive from that team might offer an immediate answer or might ask for more information.

IT Web Help Desk:

<http://www.wpunj.edu/help/>

Once you've accessed the Help Desk select Blackboard as your *request type*, then select the suitable sub-type. If you can't decide just select *Other*.

In the *Request Detail* area please offer as much detail about the problem as you can think of. If you're having difficulty with a particular assignment, for example, tell us the name of the assignment. We need to know the course about which you are writing, so fill in the prefix (department designation, course number, and section) so we can look at the issue.

Help Request

Request Type

Request Detail

Course Prefix*

Course Number*

Course Section*

Carbon Copy (Cc:) Enabled

Attachments

Location

V. Support Links:

IT Wiki: Student/Bb <http://bit.ly/wpu-bb-stu>
Student Bb Bulletin <http://bit.ly/wpu-bb-student>
Browsers/Downloads <http://bit.ly/wpu-bb-browsers>
Where are my Courses? <http://bit.ly/wpu-bb-findhide-shells>