Getting Started with Blackboard

Learning Objective:

The Blackboard (Bb) virtual learning environment is a powerful tool for converting the internet into your classroom. 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.

1. Logging onto Blackboard

Start by pointing your browser to this address: http://bb.wpunj.edu

It is also possible to access Bb through WPConnect 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 WPConnect. See below if you need help with your password.

2. 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.

Usernames 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 click here to find it.

Passwords are very important for the security of your account. [Click here for more information about passwords](#), including troubleshooting a password change.

3. Finding Courses

 After logging in you'll see this interface across the top. The landing page is the highlighted in Orange, **WPUNJ**, and you'll find your courses listed in the upper right corner.
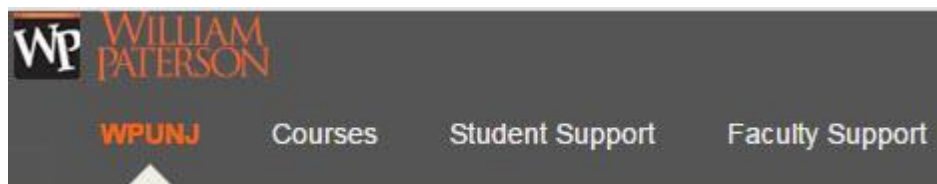
Because the WPUNJ page can be crowded both courses and organizations are listed on the **Courses** page:
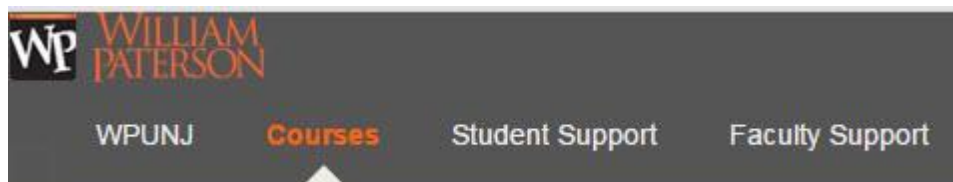
Courses are identified with a year/semester designation followed by the department, the four-digit course number and two-digit section, as in:

201740-bio1010-80
201810-hist2300-01

The year portion of the year/semester designation is obvious and the semesters feature two digits:

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

Students are added to course shells two days prior to the start of a semester so you should not expect to see courses until the semester begins. Faculty may 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.

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300 Pompton Rd. Wayne, NJ 07470

4. **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
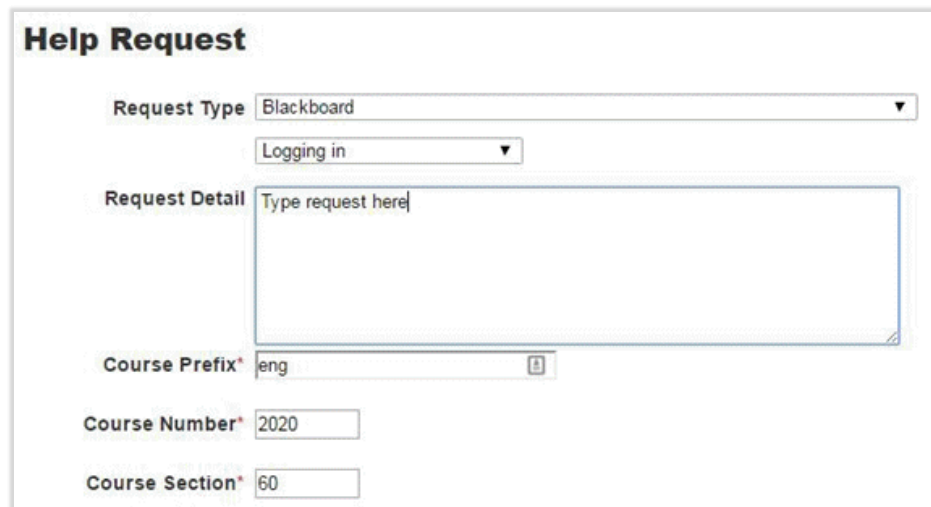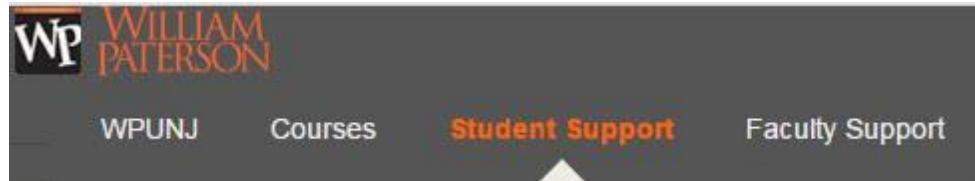

To request help please file a ticket with the IT Help Desk. All technology-related problems, questions, and comments can be handled through the Help Desk, and it is the best tool at your disposal for seeking support. Tickets are routed to the team responsible and you the communication you receive from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

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.

Questions? Contact the IT Help Desk: www.wpunj.edu/helpdesk

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