



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 WConnect 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 WConnect. See below if you need help with your password.

The screenshot shows the Blackboard Learn login interface. At the top, the text 'Blackboard learn+' is displayed in a large, grey font. Below this, there are two input fields. The first is labeled 'USERNAME:' and contains the text 'guzmand507'. A red circle with the number '1' is placed to the right of this field. The second field is labeled 'PASSWORD:' and contains a series of dots representing a masked password. A red circle with the number '2' is placed to the right of this field. Below the password field is a blue button with the text 'Login' in white. A red circle with the number '3' is placed to the right of this button. The background of the login area is a light grey with a subtle grid pattern.

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.](#)

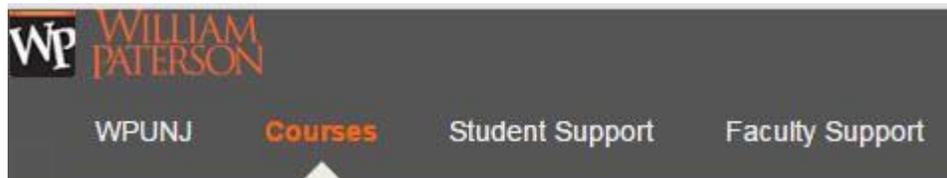
Passwords are very important for the security of your account. [Click here for more information about passwords](#), including troubleshooting a password change.

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.

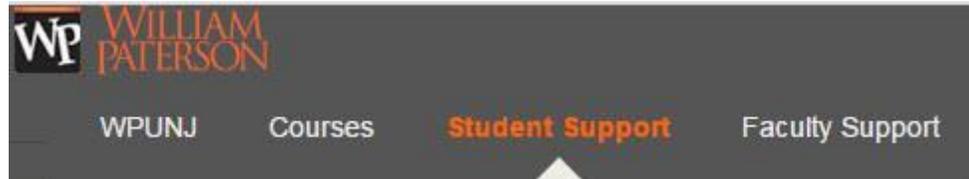
If you don't see your course contact the instructor to see if s/he is using Blackboard. Approximately 3 in 4 faculty use Bb but not all faculty activate their courses immediately, and students won't see courses until they've been activated by the instructor.

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

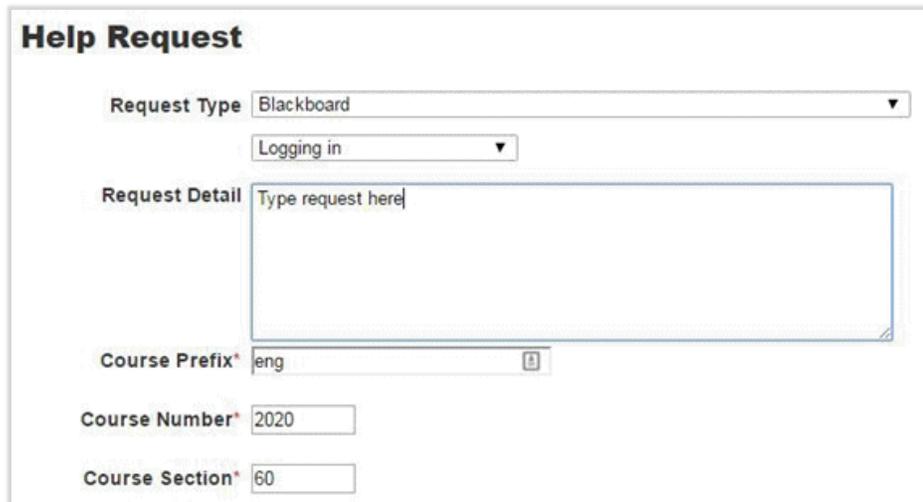


To request help please file a ticket with the [IT Help Desk](http://www.wpunj.edu/helpdesk). All technology-related problems, questions, and comments can be handled through the Help Desk, and it is the best tool at your disposal for seeking support. Tickets are routed to the team responsible and you 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.

A screenshot of the 'Help Request' form. The title 'Help Request' is at the top left. Below it is a 'Request Type' dropdown menu with 'Blackboard' selected. Underneath is a sub-type dropdown menu with 'Logging in' selected. The 'Request Detail' field is a large text area containing the placeholder text 'Type request here'. Below the text area are three input fields: 'Course Prefix*' with 'eng', 'Course Number*' with '2020', and 'Course Section*' with '60'. Each input field has a small icon to its right.

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