



# Blackboard for Faculty

<http://blackboard.newark.rutgers.edu>

## What is Blackboard?

Blackboard is the course management system that Rutgers-Newark uses for online learning and interaction. You will be able to:

- **post course material**
- **link to interactive activities**
- **incorporate multimedia material**
- **manage course assignments**
- **use an online gradebook**
- **communicate with your students through email, discussion boards, and live chats**

## How do I get started?

- You must have a Rutgers NetID to login to Blackboard
  - To create a NetID, go to <http://oit.rutgers.edu/accounts> and follow the direction for making an account on Andromeda. **Note** – Blackboard is updated with NetIDs once a day, therefore there may be a **delay of up to 48 hours** after creating a NetID before you can access Blackboard.
  - To determine if you've previously created a NetID, check the **NetID Query Page** at: <https://www.acs.rutgers.edu/netidquery>.
  - To reset your password, contact the **NCS Help Desk** at **(973) 353-5083** or [help@newark.rutgers.edu](mailto:help@newark.rutgers.edu).
- Courses are created automatically in Blackboard every semester, but you must be linked to your course. You can request this link by sending an email to [blackboard@newark.rutgers.edu](mailto:blackboard@newark.rutgers.edu). Include the full course number including school number, subject number, course number and section number (e.g. 21 120 101 01). If you are not listed as the faculty of record, verification of assignment may be required from your department chair.
- Point your browser to <http://blackboard.newark.rutgers.edu> and login. Your classes will show up as links in the "**My Courses**" module on the upper right hand side. Click on the appropriate link to enter a course.

## Now What?

Take advantage of training opportunities which include **formal workshops** and **drop-in sessions**. Be sure to check the OAT website at: <http://oat.newark.rutgers.edu> for an updated list of offerings. For additional support, please feel free to contact:

**Ksenia Adamovitch**  
973-353-1556  
[blackboard@newark.rutgers.edu](mailto:blackboard@newark.rutgers.edu)

**Joy McDonald**  
973-353-5953  
[joymcd@newark.rutgers.edu](mailto:joymcd@newark.rutgers.edu)

## Why can't my students see the course?

- All classes are "Unavailable," by default. As the instructor, you can get into the course site, but your students cannot. To make your course "Available" to your students, select **Settings** from the Course Options module located in the bottom left of the **Control Panel**. Click on the **Course Availability** link, select **Yes**, and click **Submit**.

### Is the roster accurate?

- Blackboard is updated daily with student information, so your rosters should be accurate within 48 hours.
- Students must be officially **registered** without any financial holds and have a **NetID**. If students do not meet **both** of these requirements, they will not appear on your roster within Blackboard. Once these requirements have been fulfilled, they will be updated into Blackboard **within 48 hours**.

### How can I request access for my TA?

- Send a request by email to [blackboard@newark.rutgers.edu](mailto:blackboard@newark.rutgers.edu). Include the full course number including school number, subject number, course number and section number (e.g. 21 120 101 01) as well as the full name and email address of the TA. This request must come from the faculty member, not the TA.

### Why are some of my students not getting my emails?

- Students may need to update their email address in the **Rutgers Online Directory** at: <https://www.acs.rutgers.edu/studentdir>,  
OR
- Students may need to check if they are forwarding their Web Mail to another address by using the **Forward Your Email** link available from the main Web Mail page at: <https://webmail.newark.rutgers.edu>,  
OR
- Students may be over their quota of disk space causing messages to be bounced back to the sender. Students should contact the **NCS Help Desk** at **Hill Hall 109, (973) 353-5083** or [help@newark.rutgers.edu](mailto:help@newark.rutgers.edu) to resolve the issue.

### Where can I get help?

- Faculty support on the use of instructional technology is provided by the **Office of Academic Technology**. Please feel free to contact:

**Ksenia Adamovitch** 973-353-1556 [blackboard@newark.rutgers.edu](mailto:blackboard@newark.rutgers.edu)  
**Joy McDonald** 973-353-5953 [joymcd@newark.rutgers.edu](mailto:joymcd@newark.rutgers.edu)

- **Student Mentors** are available to work with you one-on-one to help you develop your instructional technology skills. Contact Joy McDonald at [joymcd@newark.rutgers.edu](mailto:joymcd@newark.rutgers.edu) for additional information.
- Access the Instructor Manual from within your course by selecting **Control Panel** from the left navigation menu, and then selecting **Manual** from the Help module at the bottom right.
- Use the online resources at <http://support.blackboard.com>. This is a free resource.
- Students can get help from the **Newark Computing Services Help Desk**:

**Hill Hall 109** (973) 353-5083 [help@newark.rutgers.edu](mailto:help@newark.rutgers.edu)

<u>Fall/Spring</u> M-Th 8am to 8pm Friday 8am to 5pm closed weekends	<u>Summer Session</u> M-Th 8am to 6:30pm Friday 8am to 5pm closed weekends	<u>Winter Session</u> M-F 8am to 5pm closed weekends
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