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.

- 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. 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

Joy McDonald
973-353-5953
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. 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 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
  Joy McDonald 973-353-5953 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 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:

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<th>Fall/Spring</th>
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The Office of Academic Technology, 09/2006                                http://oat.newark.rutgers.edu/