



Blackboard for Students

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

What is Blackboard?

Blackboard is the course management system that Rutgers-Newark uses for online learning and interaction. Blackboard will allow you to access **course material, receive and submit assignments, and communicate with your instructor and fellow students.**

How do I get started?

Blackboard can be accessed anywhere, anytime, by first establishing an Internet connection and then pointing your browser to <http://blackboard.newark.rutgers.edu>. You will login to Blackboard using your **NetID and password.**

- If you have not created an account yet, you can do so online by following the directions at: <http://oit.rutgers.edu/accounts> and selecting the Newark campus (Pegasus). *Please Note* – Blackboard is updated with NetIDs daily, therefore there may be a **delay of up to 48 hours** after creating a NetID before you can access Blackboard.
- If you don't know whether you've created a NetID, you can check the **NetID Query Page** at: <https://identityservices.rutgers.edu/netidquery/>.
- If you have forgotten your password, you will need to visit one of the public computer labs or the **Help Desk** with your valid Rutgers ID to reset your password.

Once you login, your classes will show up as links in the **"My Courses"** module on the upper right hand side. Simply click on the appropriate link to enter a course.

Why can't I see my courses after logging in?

- Your instructor may not be using Blackboard for your class.
- Your instructor may need to make the course "Available." By default all classes are "Unavailable," which means the instructors can get into the course site, but students cannot. You can verify the status of your class in Blackboard with your instructor.
- You may not be on the official course roster. Make sure you are currently registered for the specific class and that there are no financial holds on your account. *Please Note* – Blackboard access is updated daily, therefore there may be a **delay of up to 48 hours** after registering for a class before you have access to the class in Blackboard.

Where can I get help?

- Contact the **Newark Computing Services (NCS) Help Desk:**

Hill Hall 109

(973) 353-5083

help@newark.rutgers.edu

Fall/Spring

M-Th 8am to 8pm

Friday 8am to 5pm

closed weekends

Summer

M-Th 8am to 6:30pm

Friday 8am to 5pm

closed weekends

Winter Session

M-F 8am to 5pm

closed weekends

- Attend an **NCS Education Series workshop** on Blackboard details can be found at: <http://www.ncs.rutgers.edu/edseries/>.
- Access the Student Manual from within your course by clicking on **Tools** (located on the left panel of the screen) and selecting **Manual**.
- Use the online resources at <https://behind2.blackboard.com/s/student>.

Why am I not getting emails from my instructor?

- Your email address may not be current in the **Rutgers Online Directory**. Check to make sure it's updated at: <https://www.acs.rutgers.edu/studentdir>,
OR
- Web Mail may be forwarded to another address. Check to see if you are forwarding your email by using the **Forward Your Email** link available from the main Web Mail page at: <https://webmail.newark.rutgers.edu>,
OR
- Messages being sent to you may be bounced back to the sender if you are over your quota of disk space. You will need to contact the **NCS Help Desk** at **Hill Hall 109, (973) 353-5083** or help@newark.rutgers.edu to resolve the issue.


Can I update my personal information in Blackboard?

- **First Name** - You can **ONLY** update your first name within **Blackboard**. You can do this by selecting **Personal Information** from the Tools area at the top left and then **Edit Personal Information**.
- **Email Address** – If you need to update your email address, you can only do it through the **Rutgers Online Directory** at: <https://www.acs.rutgers.edu/studentdir>.
- **Password** – Since Blackboard uses your NetID and password, it can only be changed through the **NCS Web Tools** page at <http://ncs.newark.rutgers.edu/tools.html>. Your NetID is comparable to your **Pegasus** account. You can only use this tool if you know your current password. If you have forgotten your password, you will need to visit one of the public computer labs or the **Help Desk** with your valid ID to have it reset.

Can I have my class email sent to a different address?

- You can have university-related email messages **sent** to a different address by updating the **Rutgers Online Directory** at: <https://www.acs.rutgers.edu/studentdir>.
OR
- You can **forward** your Webmail to another address by using the **Forward Your Email** link available from the main Web Mail page at: <https://webmail.newark.rutgers.edu>.

How do I remove old courses from the "My Courses" module?

- You need to first click on the **Edit** option  at the top of the **My Courses** module.
- The **Customize My Courses** window will appear.
- You can turn off any courses by clearing out the check marks under **Show Course** column.
- You can also turn off the **Show Announcements** option if you feel it clutters up the module too much.
- Click **Submit**.