

# Online Learning @ NJCU

## The Guide on the Side for Students



## Getting Started

Now that you have registered for your online course, you may be wondering if there is anything you can do to in the weeks ahead to prepare for it. The information in this manual is designed to help you understand what you need to do to prepare for your first online course and become a successful online learner.

### Online Course Delivery Systems

#### Blackboard Learn

All online courses at NJCU use a learning management system called Blackboard Learn that is designed to provide you with a self-contained environment in which most of your online course activities will take place. Since Blackboard Learn is totally web based, you do not need to have any special software installed on your computer to use it. All communication with your professor and classmates (including e-mail) occurs within your Blackboard Learn course which you can access anywhere and any time you have access to the Internet and a supported browser.

#### Hardware and Software Requirements for Blackboard Learn

The first thing you should do to get ready for your course is to check to make sure that you have the proper hardware and software to participate. You can find an up-to-date list of the general hardware and software requirements for all courses that use Blackboard Learn at this location: <http://newlearning.njcu.edu/dl/requirements/>

### **Purchasing Textbooks for Your Course**

If your online course requires a textbook, you may purchase it at the New Jersey City University Campus Bookstore located on the first floor of the Gilligan Student Union Building on the NJCU Campus. You may also purchase your textbook through the bookstore's website at: <http://njcu.bncollege.com>. The phone number of the bookstore is: (201) 200-3503.

Online students may also wish to browse major online bookstores such as [Amazon](#) and [Barnes & Noble](#) for textbooks and recommended course readings.

### **Course Cartridges**

If your professor has adopted publisher prepared content called a "course cartridge" for your course, you may need an access key (in addition to your user name and password) when you enter your course for the first time. You will find the access key bundled with the textbook for your course. Be sure you purchase the correct text for your course. The access key is typically a series of letters and numbers and each access code can only be entered once (e.g., you cannot use another student's access key). If you purchased a used textbook, you may need to purchase the access key separately by contacting the publisher.

### **Course Access**

Student access to online courses is available only during the official stated semester/session as indicated by the University's academic calendar. It is the student's responsibility to retain copies of his/her own work and/or correspondence posted to Blackboard Learn for any future reference. All Blackboard Learn course sites, including content, are routinely removed from the Blackboard server at the conclusion of each semester/session.

## **Learning to Learn Online The CyberPrimer**

New Jersey City University's CyberPrimer Online Tutorial is designed to provide you with essential information



## **Communication in Your Online Course**

There are two types of communication that generally take place in an online course: synchronous and asynchronous. Synchronous communication (like synchronous swimming) requires that all participants engage in an activity



## **Getting Help with Your Online Course**

The following resources are designed to assist you with your online courses. If you are in need of a resource that is not listed here, you may contact the Department of Online Learning at (201) 200-3449 for assistance and advice.

### **Blackboard Learn Online Help**

When you are logged into your course, you can click on NJCU Online Course Support in the course menu in the left navigation panel in the Blackboard Learn top Menu bar for assistance with problems you may encounter in using Blackboard Learn

## **Logging into Blackboard Learn: Common Problems & Solutions**

### **User ID and Password Issues**

The most common problem that students encounter when logging into Blackboard Learn is an incorrect user ID and password. Before contacting DL Support for assistance, please check to make sure that the user ID you have entered is correct (it is the same as your GothicNet ID) and that your password is entered in the correct case.

### **Changing Your Password**

You may reset your GothicNet password by filling out the web-based form which can be accessed at: [https://www.njcu.edu/activedir/change\\_pass2.asp](https://www.njcu.edu/activedir/change_pass2.asp). Any changes made to your





<http://web.njcu.edu/pregrams/oss/Content/default.asp>. For further information, contact Jennifer Aitken, Director, Office of Specialized Services at 201-200-2557 or via e-mail [jaitken@njcu.edu](mailto:jaitken@njcu.edu).