

Petrocelli College of Continuing Studies



Petrocelli College
of Continuing Studies

Getting Started with Online Learning

Updated 11/15/2019

James Behnke, M.Ed.

Director of Web, Instructional Technology and Online Learning

Phone: (201) 692-7170

Email: jbehnke@fdu.edu

Contents

Objectives	3
Obtaining access to information systems required for online learning	3
Step 1: Create an FDU “Net ID”	4
Steps to generate Net ID.....	4
For help and support with NetID	5
Step 2: Access your FDU Student Webmail account (Gmail).....	6
For Help and Support with Student Webmail (Gmail).....	6
Step 3: Log on to WebCampus (Blackboard LMS).....	7
For Help and Support with WebCampus / Blackboard.....	7
Step 4: Access “WebAdvisor”	8
For help and support with WebAdvisor.....	8
Navigating the WebCampus Home Page	9
Organization and Features of a Typical Online Course.....	10
Announcements.....	10
Faculty Information.....	10
Course Information.....	10
Course Documents.....	10
Discussions	11
E-mail	11
My Grades.....	11
How to Order Books from the FDU Bookstore	11
Additional Support Options	12

Objectives

The purpose of this document is to enable new students to do the following:

- Create a University “NetID”
- Access their university e-mail (“Student WebMail”) account
- Log on to “WebCampus”, the university’s LMS (“Learning Management System”)
- Access “WebAdvisor” to view grades, transcripts, financial aid documents, and tuition statements
- Locate their assigned online course sections in WebCampus
- Characterize the general organization and main content areas of a typical online course
- Identify additional sources of information, training, and support to aid in getting started with their online learning experience.

Obtaining access to information systems required for online learning

You will need to access several university systems in order to administer your online course.

1. [FDU Net ID](#)

Universal login credential required to access most FDU systems.

2. [Student WebMail \(Gmail\)](#)

As a matter of policy, your FDU E-mail account will be used for **all** correspondences related to your online course.

3. [WebCampus \(Blackboard\)](#)

WebCampus is the university’s implementation of the Blackboard “LMS”, or “Learning Management System”. It is a secure, password-protected platform for you to interact with instructor and fellow classmates, review course materials and feedback, and perform all other functions needed to learn online class.

4. [WebAdvisor](#)

WebAdvisor provides pertinent information to students, staff and faculty. Its main purpose for students is to review class schedules, tuition information, and final grades.

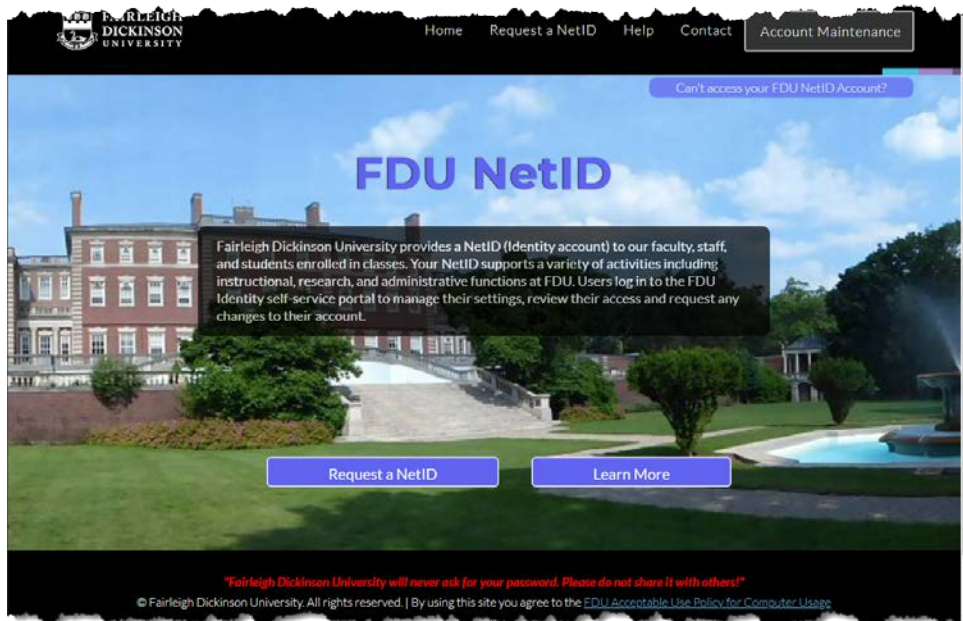
Step 1: Create an FDU “Net ID”

All students need a NetID username and password before they can access other university systems.

If you already have a functioning FDU NetID or E-mail address, you do not need to do this.

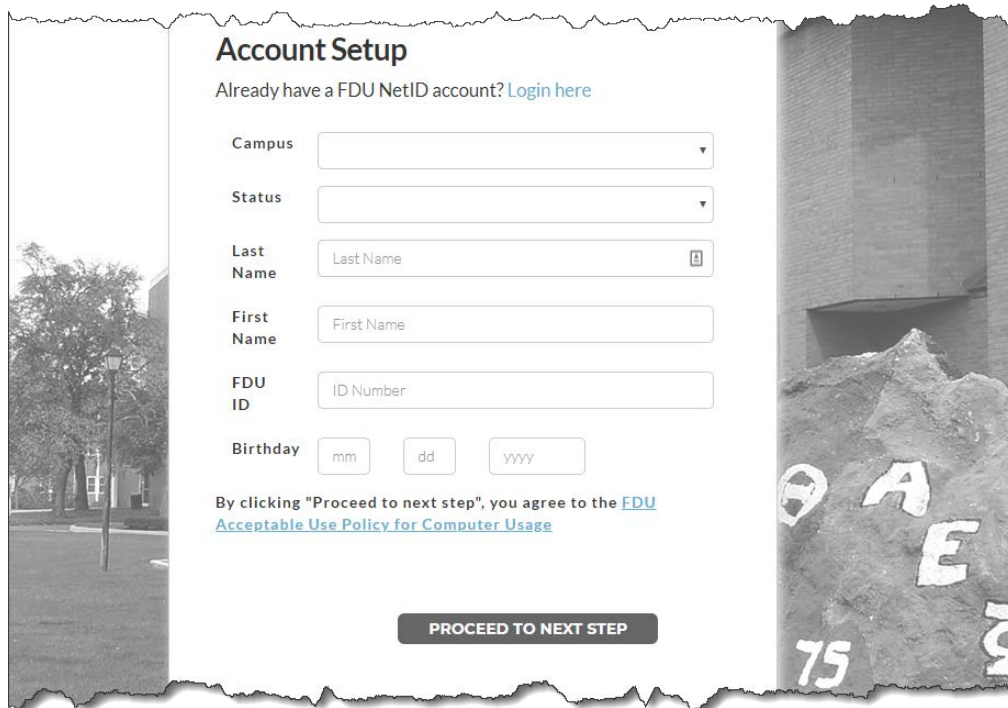
Steps to generate [Net ID](#)

1. Point your Web browser to <https://identity.fdu.edu/>



2. Click “Request a NetID”

3. Enter the requested information.

A screenshot of the FDU Account Setup form, presented as if it were a piece of paper with torn edges. The form is titled "Account Setup" and includes a link for existing users: "Already have a FDU NetID account? [Login here](#)". The form contains several input fields: "Campus" (a dropdown menu), "Status" (a dropdown menu), "Last Name" (a text field with a placeholder "Last Name" and a lock icon), "First Name" (a text field with a placeholder "First Name"), "FDU ID" (a text field with a placeholder "ID Number"), and "Birthday" (three separate text fields for "mm", "dd", and "yyy"). Below the fields is a disclaimer: "By clicking 'Proceed to next step', you agree to the [FDU Acceptable Use Policy for Computer Usage](#)". At the bottom of the form is a dark button labeled "PROCEED TO NEXT STEP". The background of the form shows a campus scene on the left and a brick building on the right.

Tips:

- a. Online / Off-Campus students should select "Metropolitan Campus"
- b. Be sure to select "student" in the "Status" field.
- c. **You will need your FDU student ID number to create a new "NetID";** contact [admissions](#) if you do not know where to find this information.

As soon as your details are verified, you will receive your *FDU Email address* and *FDU NetID*.

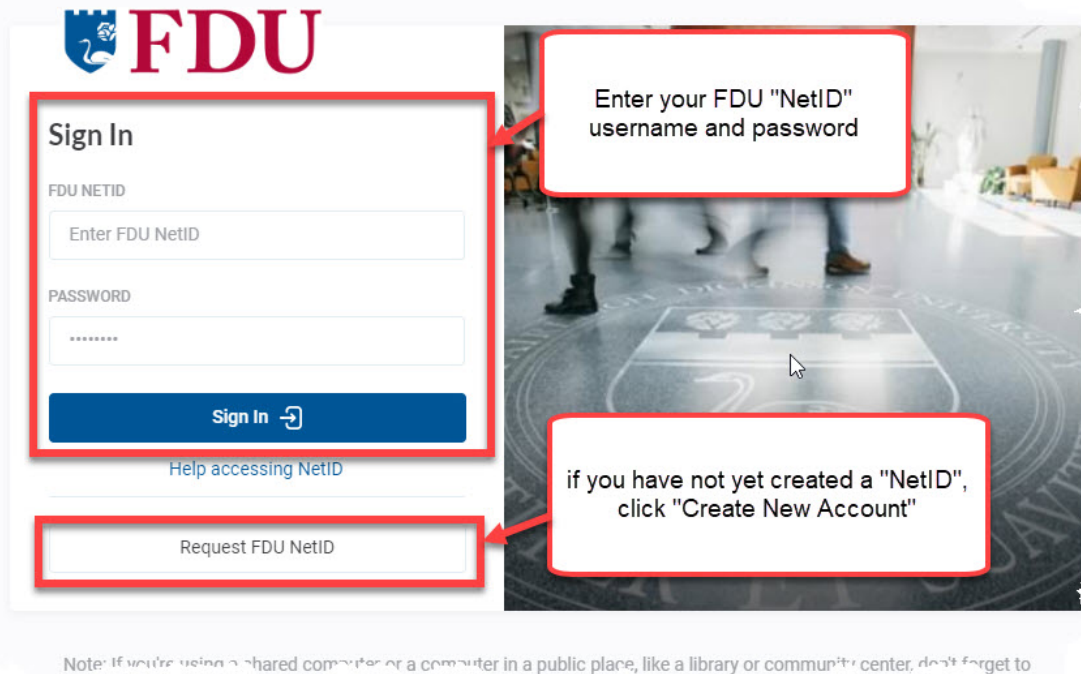
Once your account is created, e-mail can be addressed to either your PRIMARY E- MAIL ADDRESS (e.g. albert_einstein@student.fdu.edu) or your LOGIN NAME (e.g. einstein@student.fdu.edu). For help and support with NetID

For help with obtaining a university "Net ID" or if you are having trouble being validated during account creation, please contact **the university help desk** at 973-443-8822 or fdutac@fdu.edu or visit <https://identity.fdu.edu/help.php>.

Step 2: Access your FDU Student Webmail account (Gmail)

To access your FDU [Student Webmail account](https://webmail.fdu.edu), point your Web browser to <https://webmail.fdu.edu>.

When prompted, enter your FDU NetID username and password to log on to Webmail.



The image shows a screenshot of the FDU Student Webmail Sign In page. The page features the FDU logo at the top left. Below it is a "Sign In" section with two input fields: "FDU NETID" (containing the placeholder text "Enter FDU NetID") and "PASSWORD" (containing six asterisks). A blue "Sign In" button with a right-pointing arrow is located below the password field. A link for "Help accessing NetID" is positioned below the button. At the bottom of the sign-in section is a "Request FDU NetID" button. To the right of the sign-in form is a background image of a university hallway with a large circular logo on the floor. Two red callout boxes with arrows point to the "Request FDU NetID" button and the "Sign In" button. The first callout box contains the text "Enter your FDU 'NetID' username and password". The second callout box contains the text "if you have not yet created a 'NetID', click 'Create New Account'".

FDU

Sign In

FDU NETID

Enter FDU NetID

PASSWORD

Sign In →

[Help accessing NetID](#)

Request FDU NetID

Enter your FDU "NetID" username and password

if you have not yet created a "NetID", click "Create New Account"

Note: If you're using a shared computer or a computer in a public place, like a library or community center, don't forget to

For Help and Support with Student Webmail (Gmail)

Students who experience difficulty accessing their Student WebMail accounts should contact the help desk at 973-443-8822 or fdutac@fdu.edu.

Related Resources

[Webmail Help Guide - Webmail Powered by Google](#)

Step 3: Log on to WebCampus (Blackboard LMS)

Once you have obtained an FDU NetID, you should be able to log on to [WebCampus](#) (Blackboard). Use your FDU NetID login credentials to log on to WebCampus.

Point your Web browser to <https://webcampus.fdu.edu/> OR point your browser to <https://fdu.edu> and locate the “WebCampus” link from the “Web Shortcuts” menu.



For Help and Support with WebCampus / Blackboard

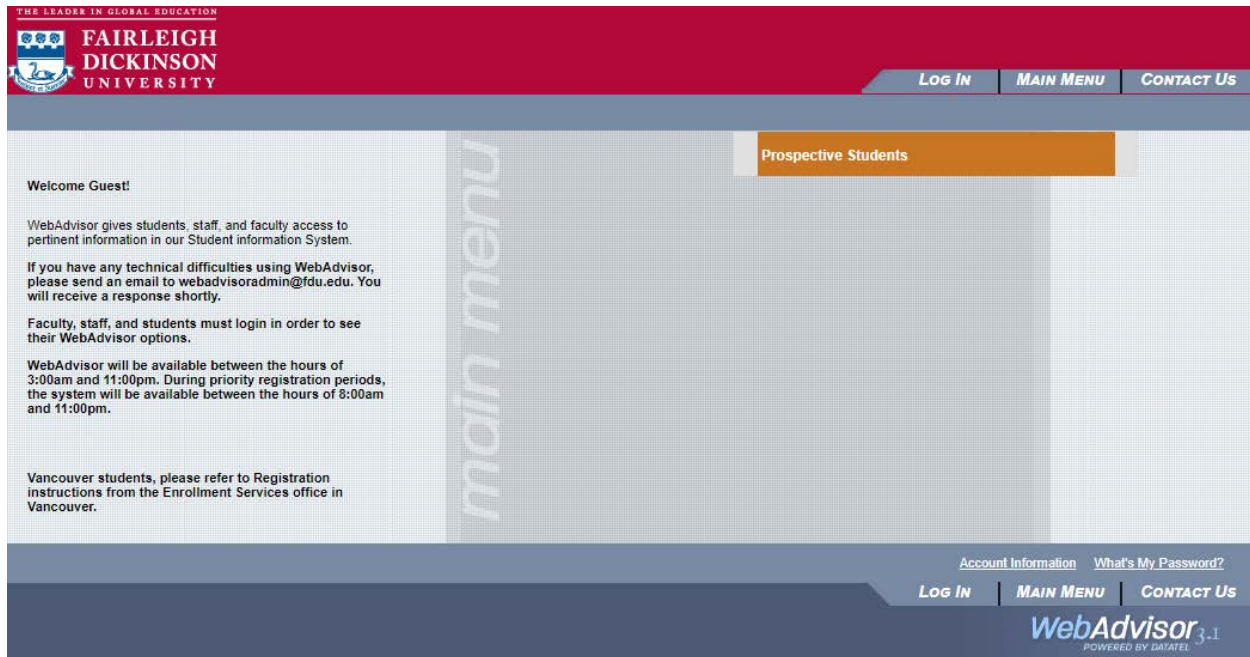
Students who experience difficulty logging on to WebCampus or technical problems in general should contact the help desk at 973-443-8822 or fdutac@fdu.edu.

Step 4: Access “WebAdvisor”

By using WebAdvisor, you can access your student records to view and print grade reports, transcripts, financial aid documents, and tuition statements.

Once you have obtained your NetID account, you should be able to log on to WebAdvisor. **Use your FDU NetID login credentials to log on to WebAdvisor.**

Point your Web browser to <https://webadvisor.fdu.edu/> OR point your browser to <https://fdu.edu> and locate the “WebAdvisor” link from the Web Shortcuts menu.



The screenshot shows the Fairleigh Dickinson University WebAdvisor homepage. At the top left is the university logo with the text "THE LEADER IN GLOBAL EDUCATION" above it and "FAIRLEIGH DICKINSON UNIVERSITY" below it. To the right of the logo are three navigation links: "LOG IN", "MAIN MENU", and "CONTACT Us". Below the header is a large grey area with a vertical "main menu" label on the left. A blue bar on the right side of this area says "Prospective Students". The main content area contains the following text:

Welcome Guest!

WebAdvisor gives students, staff, and faculty access to pertinent information in our Student information System.

If you have any technical difficulties using WebAdvisor, please send an email to webadvisoradmin@fdu.edu. You will receive a response shortly.

Faculty, staff, and students must login in order to see their WebAdvisor options.

WebAdvisor will be available between the hours of 3:00am and 11:00pm. During priority registration periods, the system will be available between the hours of 8:00am and 11:00pm.

Vancouver students, please refer to Registration instructions from the Enrollment Services office in Vancouver.

At the bottom right of the page, there are links for "Account Information" and "What's My Password?". Below these are "LOG IN", "MAIN MENU", and "CONTACT Us" links. The "WebAdvisor 3.1" logo is displayed at the bottom right, with "POWERED BY DATATEL" written below it.

WebAdvisor will be available between the hours of 3:00am and 11:00pm. During priority registration periods, the system will be available between the hours of 8:00am and 11:00pm.

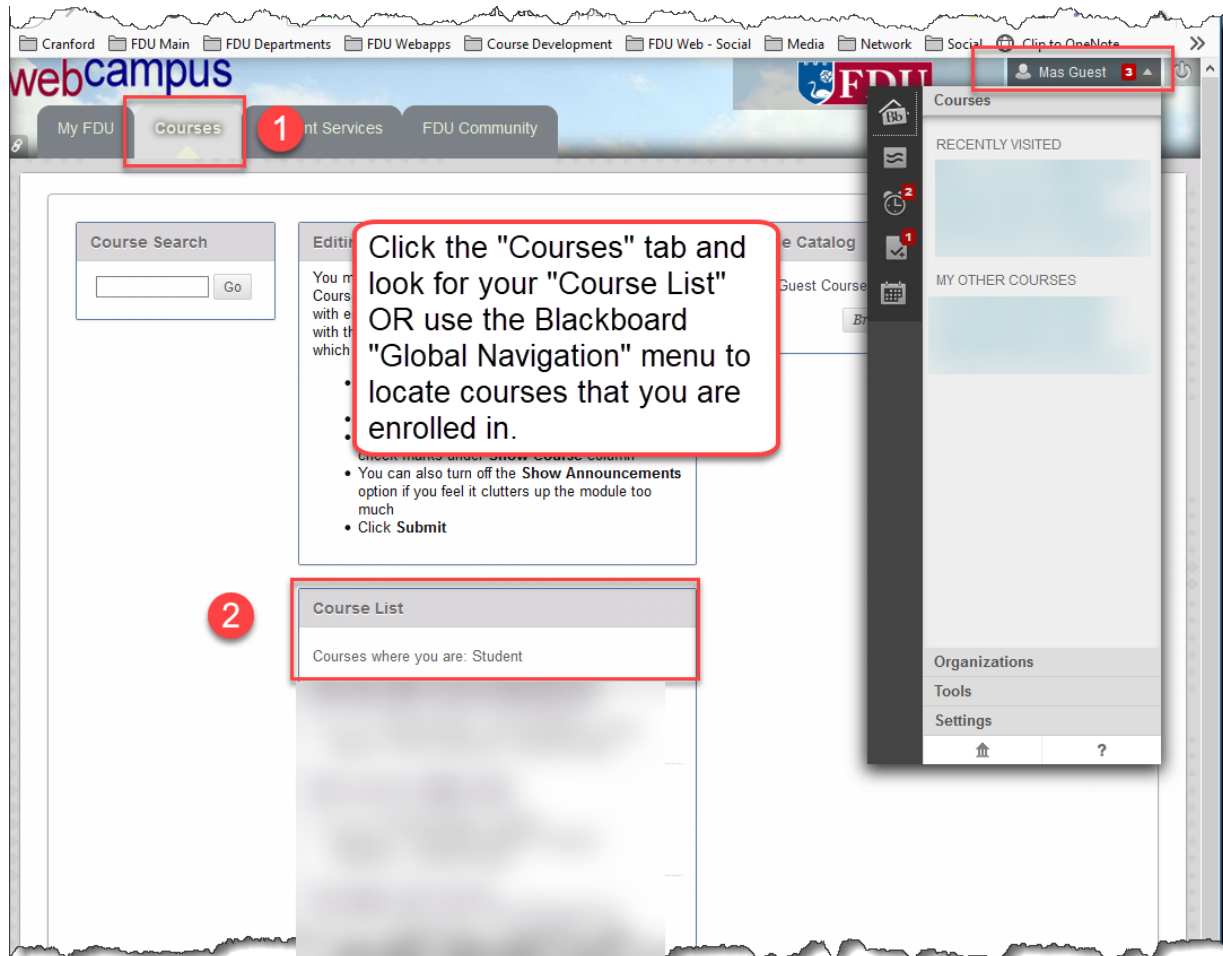
For help and support with WebAdvisor

If you have any issues accessing WebAdvisor, please email fdutac@fdu.edu or call them at 973-443-8822. If you have any technical difficulties using WebAdvisor, please send an email to webadvisoradmin@fdu.edu.

Navigating the WebCampus Home Page

Once you have logged on to the WebCampus institution home page, use the “tabs” near the top of the screen to navigate to main content areas.

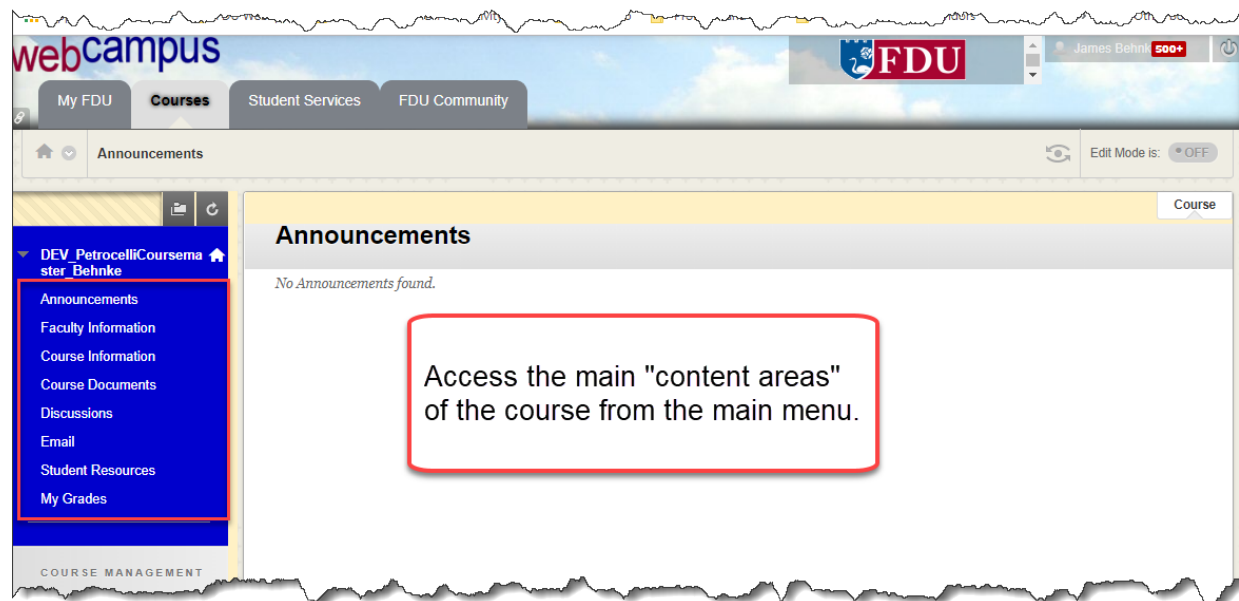
To locate course sections that you have been assigned to as a “student”, open the “Courses” tab and located the “Course List” area or open the Blackboard, “Global Navigation” menu.



General Webcampus / Blackboard Help and Tutorial Resources for Students

- Video: [“Global Navigation and My Blackboard”](#) (YouTube, 3:40)
- Blackboard Help – [“Navigate Inside a Course”](#)
- [Blackboard Help - Students](#)
- [Blackboard Learn for Students](#) (YouTube Channel)
- [Students: Working in Your Course](#) (YouTube Playlist)
Video playlist targeting Blackboard features most commonly used by students.

Organization and Features of a Typical Online Course



Note: The following is provided as introductory information on the main content areas and features of a *typical* online course. Online course content and organization will vary.

Announcements

The "home page" of the class and the area where messages directed at the entire class are posted on a regular basis.

Faculty Information

Instructor biography, contact information, availability for "virtual" office hours (optional), and general policies regarding instructor availability.

Course Information

Course syllabus, course calendar, and other general class policy information.

Course Documents

Contains the majority of the content of the class. Within "Course Documents", course content is organized into folders by instructional "unit". Generally, each unit is designed to be completed within a week's time.

Related Resources

- Blackboard Learn: "[Submit Assignments](#)"
- Video: "[Submit an Assignment](#)" (YouTube, 0:56)
- Video: "[Use the Content Editor](#)" (YouTube, :58)

Discussions

Asynchronous discussion forums are where much of the weekly interaction between you and your instructor and fellow students will take place. **Note that, in most cases, anything posted in a discussion forum will be visible to everyone in the class.**

Related Resources

- [Blackboard Learn: "Discussions"](#)
- Blackboard Video: ["Use Discussions in the Original Course View"](#) (YouTube, 2:35)

E-mail

WebCampus provides an integrated E-mail system for direct communication with your instructor and fellow students. Note that all E-mail correspondences should be conducted with WebCampus and / or Webmail accounts.

Related Resources

- [Blackboard Learn: E-mail](#)
- [Blackboard video: "Send Email in the Original Experience"](#) (YouTube, 1:52)

My Grades

Instructors may use the WebCampus Gradebook to post student grades and related feedback. "My Grades" provides students with access to assessment feedback according to policies established by the instructor.

Related Resources

- [Blackboard Help: "Grades"](#)
- Video: ["Check Your Grades in Blackboard Learn with the Original Experience"](#) (YouTube, 0:58)

For course-related problems (course requirements, assignments and their due dates, course material, etc), contact your Course Instructor using email or phone as provided in the WebCampus course under "Faculty Information" or as given by the individual instructor..

How to Order Books from the FDU Bookstore

Obtain the required text information listed by your instructor in your WebCampus course. You can purchase traditional and e-books from the FDU Metropolitan Campus Bookstore via phone at 201-836-7818; or by visiting the [FDU Bookstore](https://www.bkstr.com/fdustore) online (<https://www.bkstr.com/fdustore>).

- Click on the Textbooks option at the top of the page;
- Select the campus and term from the drop-down list;
- Select Your Program. For example, MADS, CHSA, MSA, etc.;, then select the course number and the section.
- Click on "Find Materials for course(s)

You will view the textbook prescribed for this class and choose the one(s) you wish to purchase.

Additional Support Options

- For **Academic/Administrative issues**, including questions about the program, admissions, course registration, academic advising, etc., visit [Petrocelli College's Program Offices page](#) and reach out to the appropriate office for your academic program.
- For **Account issues** (including bill, payment or grade report, etc): Contact [Enrollment Services](#) at 201-692-2214.
- For **Financial Aid** questions (student loans, grants, etc), visit "[Financial Aid](#)" or call 201-692-2363 (Metro Campus Office).
- **Veterans Services Office** (e.g. GI Bill): Contact Director, Martha P. Garcia, at mpgarcia@fdu.edu or 201-692-7085.

Library: contact Florham Campus at 973-443-8516; Metropolitan Campus at 201-692-2100; Business Research Library at 201-692-2608.