FAIRLEIGH DICKINSON UNIVERSITY

Getting Started with Online Learning

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Objectives

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

- Create a University "NetID"
- Access their university student e-mail ("Office 365") 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

Note: additional guidance for students regarding university systems can be found at the university's Information Technologies Website at https://it.fdu.edu/.

You will need to access several university systems to participate in an online course.

1. **FDU Net ID**
   Universal login credential required to access most FDU systems.

2. **Student Webmail (Office 365)**
   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 a FDU "Net ID"

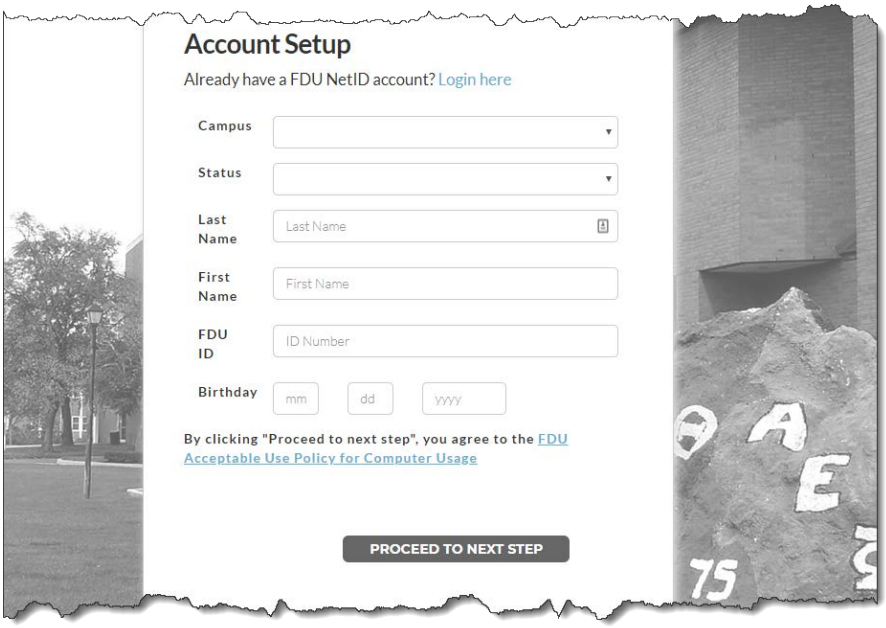
All students need a NetID username and password before they can access other university systems.

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.



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*.

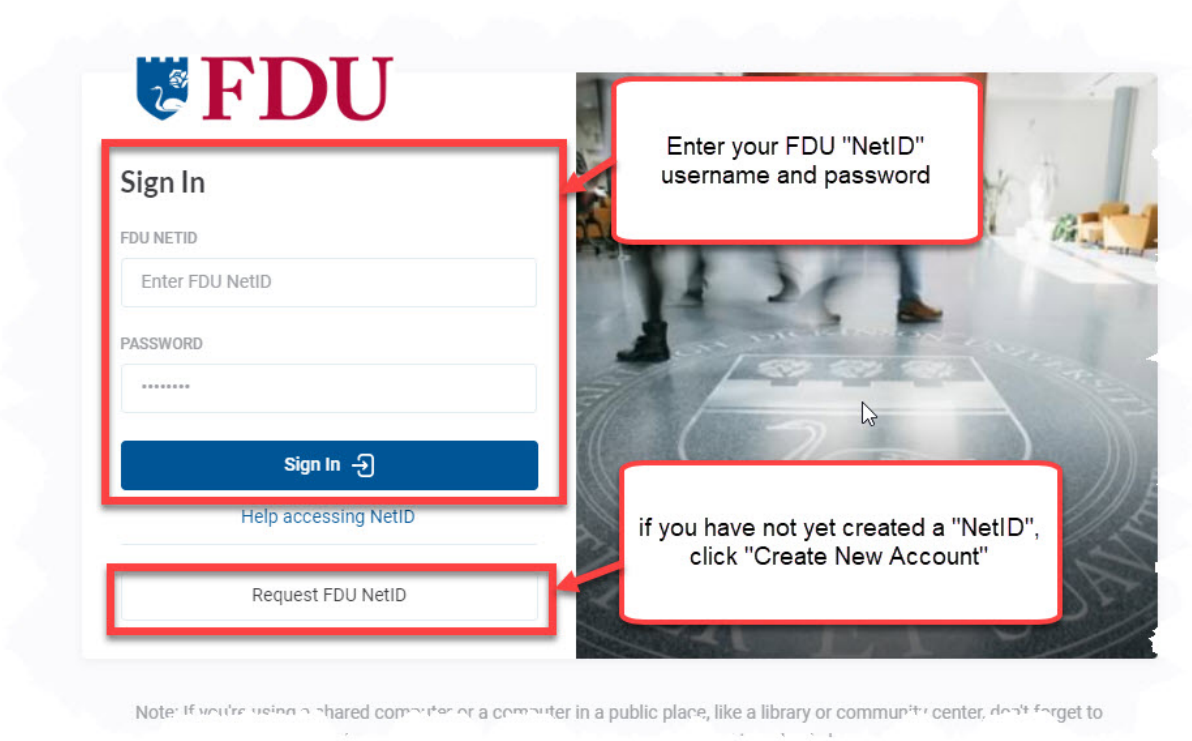
Once your account is created, e-mail can be addressed to either your PRIMARY E- MAIL ADDRESS (e.g. albert_einstein@student.fdu.edu) or your LOGIN NAME (e.g. einstein@student.fdu.edu).

For help 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 e-mail account (Office 365)

Point your Web browser to https://office365.fdu.edu OR visit the FDU Home Page at https://fdu.edu and locate the “Office 365 and E-mail” link from the “Shortcuts” menu.

When prompted, enter your FDU NetID username and password to log on to Office 365.



Help and Support with Student E-mail

Students who have trouble accessing their E-mail accounts should contact the help desk at 973-443-8822 or fdutac@fdu.edu.

Additional information including instructions for configuring E-mail on your mobile device can be found on the FDU Information Technologies Website.

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 visit the FDU Home Page at https://fdu.edu and locate the "WebCampus" link from the "Shortcuts" menu.

For Help and Support with WebCampus / Blackboard

Students who experience difficulties 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.**

To access WebAdvisor, point your Web browser to https://webadvisor.fdu.edu/ OR visit the FDU home page at https://fdu.edu and locate the "WebAdvisor" link from the Web Shortcuts menu.

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

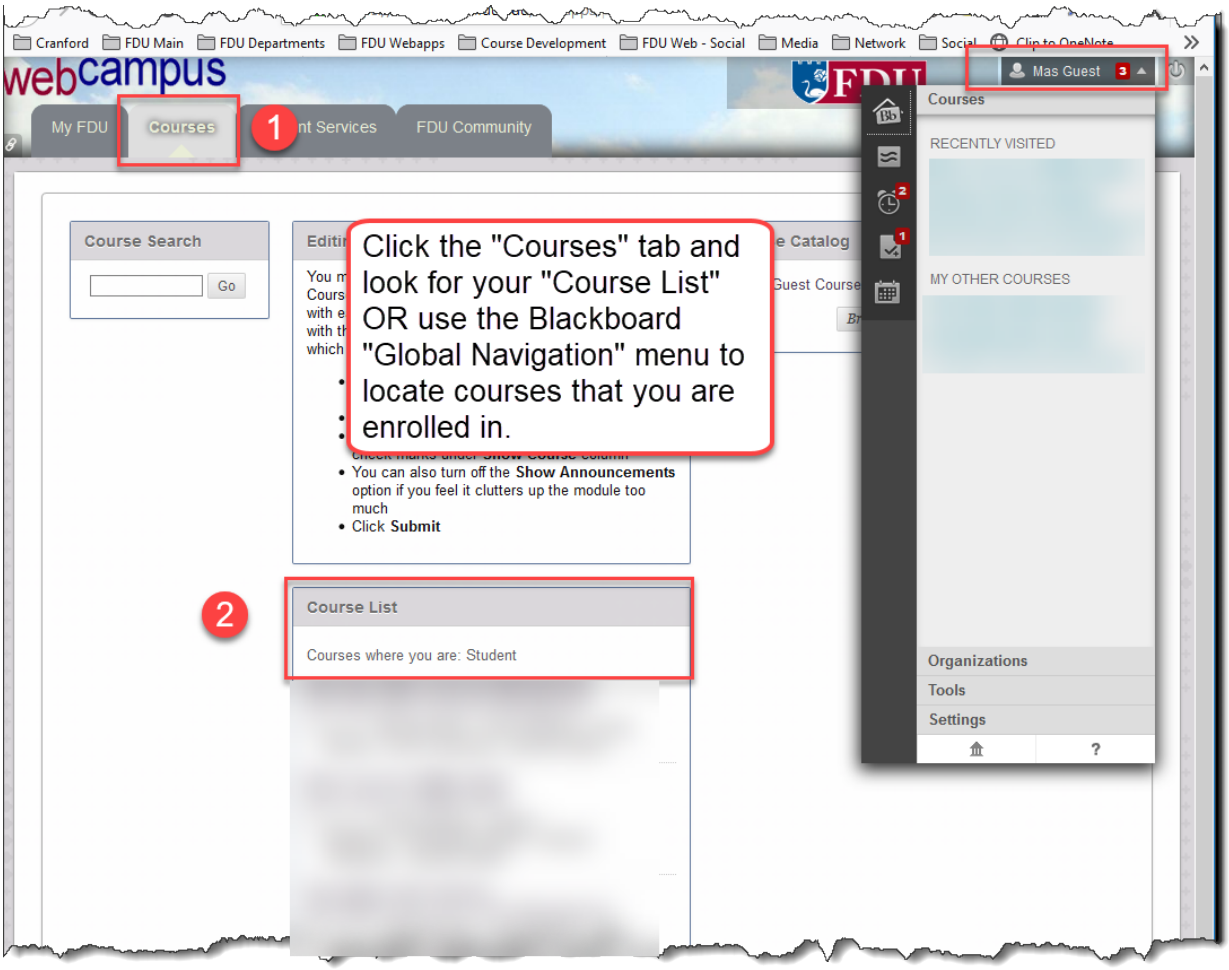
If you have any issues accessing WebAdvisor, please email fdutac@fdu.edu or call FDUTAC at 973-443- 8822.

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.

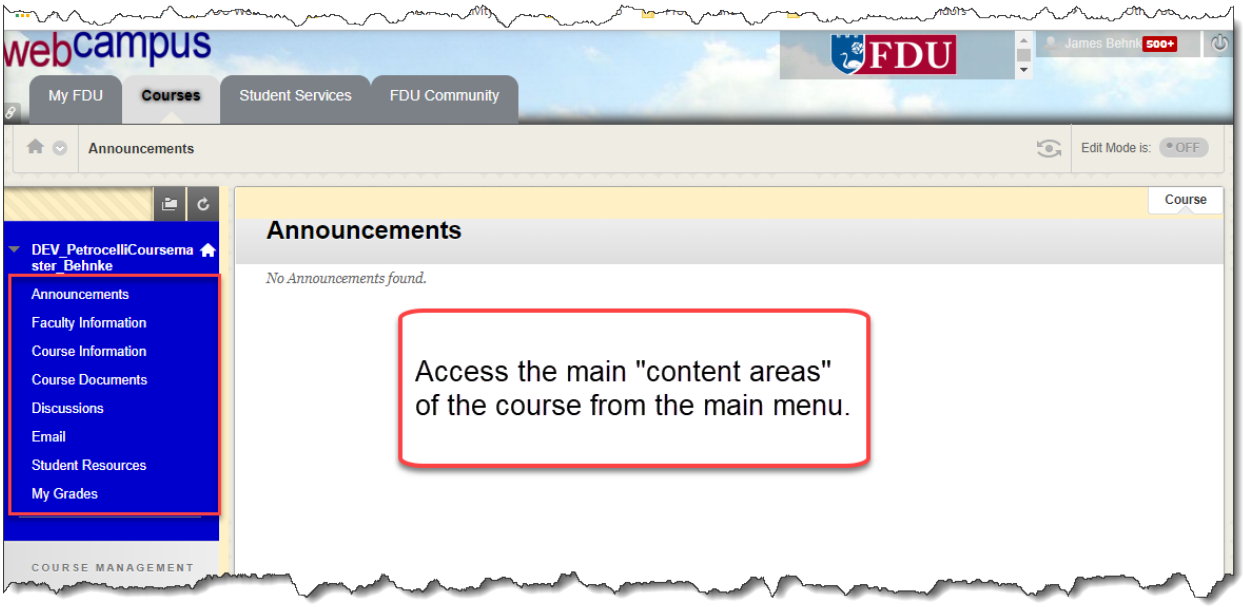
To locate course sections that you have been assigned to as a “student”, open the “Courses” tab and locate the “Course List” area or open the Blackboard “Global Navigation” menu.



General WebCampus / Blackboard Help and Tutorial Resources for Students

- Video: “My Blackboard & the User Menu in the Original Experience” (YouTube, 1:03)
- Blackboard Help – “Navigate Inside a Course”
- Students: Working in Your Course (YouTube Playlist)
  Video playlist targeting Blackboard features most commonly used by students.
- Blackboard Help - Students
- Blackboard Learn for Students **(YouTube Channel)**

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 most 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 in the Original Course View” (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 through WebCampus or via FDU student e-mail accounts (*@student.fdu.edu).

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 content-related problems (course requirements, assignments and their due dates, course material, etc.), contact your instructor using the email or phone number provided under "Faculty Information" in your WebCampus course.

How to Order Books from the FDU Bookstore

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 online (https://www.bkstr.com/fdustore).

1. Click on the Textbooks option at the top of the page.
2. Select the "program" and "Select Term" drop-down list.
3. Select Your Program. For example, MADS, CHSA, MSA, etc.; then select the course number and the section.
4. 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

- **Visit the University's Information Technologies Website at it.fdu.edu.**

- 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).

- For **Library Services,** contact Florham Campus at 973-443-8516; Metropolitan Campus at 201-692-2100; Business Research Library at 201-692-2608.