Petrocelli College of Continuing Studies

Getting Started with On-line Courses
QuikAide for Students

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Getting Started with On-line Courses

Introduction
The purpose of this document is to provide you with enough background information to get started with your online courses at Fairleigh Dickinson University (FDU).

All online courses are hosted using the "Blackboard" Learning Management System. Fairleigh Dickinson University's implementation of Blackboard is known as "WebCampus".

WebCampus is a Web-based learning environment that allows you to access the course material and interact with your instructor and fellow students from any computer with internet access.

Students may access WebCampus by pointing their Web browser to http://webcampus.fdu.edu.

Creating a "Webmail" account
You must have an FDU student e-mail account on the university's "Webmail" system before accessing "WebCampus". You will use your FDU Webmail username and password to log on to WebCampus.

To create a WebMail account, visit FDU's Webmail home page at http://webmail.fdu.edu, click the link labeled "Create New Account", and follow the directions provided.

Your FDU e-mail address will be: “(your user name)@student.fdu.edu”
All students are expected to check their FDU e-mail accounts on a regular basis; all university and course-related communications from your instructors / WebCampus will be conducted through this account.

For assistance with creating a Webmail account, contact FDU's helpdesk at 973-443-8822.

**Logging on to WebCampus**

Visit the WebCampus home page by pointing your Web browser to [http://webcampus.fdu.edu](http://webcampus.fdu.edu).

Before logging in to the system, **verify that your Web browser is compatible with WebCampus** by reviewing the "Compatible Browsers" information provided:

If you are not sure what the make and version number of your Web browser is, run a quick compatibility test by visiting [http://detectmybrowser.com/](http://detectmybrowser.com/).

To log on to WebCampus, enter your WebMail username and password into the spaces provided and click "Login". Note that your "username" is your complete FDU e-mail address (e.g. jbehnke@student.fdu.edu).
After successfully logging on, you will find yourself on the WebCampus welcome page (the "My FDU" tab).

To access online courses for which you have been registered, click the "Courses" tab, locate a pane labeled, "Course list", and locate "Courses where your are: Student".

Follow the appropriate link to access your online course.

Please direct any problems that you have with logging on to WebCampus or accessing courses that you have enrolled in to the helpdesk at 973-443-8822.
Navigating your Online Course

The following is a brief introduction to the main content areas of your online course.

The main course content areas and tools are accessible via hyperlinks located in top-left navigation pane. You should explore all content areas prior to the official start of your course.

The following content areas will be included in most of your online courses:

- **Announcements**: the "home page" of the course and the first page that will appear when you access it.

  *Monitor this area very closely.* Instructors will post important dates, information regarding upcoming assignments, and other information to this area on a regular basis.

- **Faculty information**: Contact information for your course instructor and other personnel involved in the administration of your course.

- **Course Documents**: The syllabus, grading rubrics, and most instructional content will be found here.

  Consult your course syllabus for information regarding the content and scheduling of instructional units in your course.

- **Discussion Board**: A "forum" area where, typically, your instructor will post weekly questions or topics to be explored. You will "reply" with responses to your instructor and reactions to your fellow student's submissions. Your instructor will also provide you with feedback by replying to your responses here.

  The result is a "discussion thread" that mimics an in-class discussion in an asynchronous online environment (it is "asynchronous" in the sense that students do not need to be logged on at the same time in order to participate).

  Note that, in the vast majority of cases, information submitted to the Discussion Board is visible to anyone in the class.

  *It is crucial for your success on your online class that you participate in class discussions on a regular basis.*
• **E-mail:** This area provides you with the ability to easily send e-mail messages to your instructor, individual students, groups of students, or the entire class.

• **Tools:** WebCampus provides you with many powerful tools for communicating, collaborating, research, and receiving feedback. How these tools are used will vary greatly from course to course; your instructor will provide you with information as to how specific tools are to be used.

Other content areas may be present at the discretion of the instructor.

**Purchasing Textbooks**

Textbooks and other required materials can be purchased from the university bookstore at [http://www.efollett.com](http://www.efollett.com).

You may also contact the university bookstore at: 201-836-7818

**WebAdvisor**

[Webadvisor](http://webadvisor.fdu.edu) provides listings of available online and classroom-based courses and online registration for classes as well as access to your class registration information, grades, transcripts, and course schedules.

Note that first-time students cannot enroll in classes online and will have to fax registration information; completed registration forms can be faxed to (201) 692-7179.

**How do I get help?**

FDU Technical Assistance Center (UTAC)

24/7 helpdesk to support faculty, staff and students. Please obtain a ticket number every time. Phone: (973) 443-8822

Email: [FDUTAC@fdu.edu](mailto:FDUTAC@fdu.edu)

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FOR MORE INFORMATION: visit the "Student Services" area after logging on to WebCampus.