If you are a new hire, you will be gaining access to some institutional environments that will help you to prepare for teaching your online course. You will have access to email (Outlook), the Student Information System (MyNIU), the Learning Management System (Blackboard), and more.

- Step 1: Submit your hiring paperwork to your department. They will verify and submit it to Human Resources.
- Step 2: Once the paperwork is processed, you will be issued an NIU Account ID. The Account ID provides you access to NIU email, Office 365, MyNIU, Blackboard and more. At this point, your department will add you as the Instructor of Record in MyNIU for your course(s).
- Step 3: As Instructor of Record, you may access Blackboard and request your course. See more details on accessing Blackboard on page 2 of this Quick Guide.

**SUPPORT and RESOURCES**

Support is available to you to help you get started in teaching online. Your department will be able to support you in learning more about the course you are going to teach. You may also ask your department if your course was developed by eLearning Services. They may also be able to support your course development needs. The Faculty Development and Instructional Design Center can assist you with your online teaching and learning needs.

**Department**

- Ask colleagues for a syllabus they used when they taught the course before (if possible)
- Get a copy of the text book or other content available
- Talk with someone about the course purpose, any important content/assessments, etc.
- Ask for access to a master shell or a past version of the course in Blackboard (if applicable)

**Faculty Development**

(815)753-0595 or facdev@niu.edu

- Contact the Faculty Development and Instructional Design Center for strategies to teach online.
- Attend Blackboard I or complete Self-Paced Blackboard I or another one of the workshops. Register at: facdev.niu.edu/fsprograms
- Review recorded workshops on online teaching

**Institutional Resources**

(if applicable to your course)

- Outlook Email: go.niu.edu/NIUemail
- Student Information System: go.niu.edu/MyNIU
- Bookstore: go.niu.edu/NIUbookstorecontact
- Library eReserves: go.niu.edu/eReserves
- Proctoring Services: go.niu.edu/proctoringservices
- Online Course Evaluations: go.niu.edu/courseevals
- Course Activity Documentation: go.niu.edu/CAD

**Links & Resources**

Online Teaching Playlist on Lynda.com  
[go.niu.edu/onlineteachingplaylist](go.niu.edu/onlineteachingplaylist)

Self-Paced Blackboard I online workshop at [facdev.niu.edu/selfpacedbb1](facdev.niu.edu/selfpacedbb1)

Tips, FAQs, and tutorials about Blackboard at [niu.edu/blackboard](niu.edu/blackboard)

Ask a Question form NIU faculty and staff at [facdev.niu.edu/bbq](facdev.niu.edu/bbq)

Do-IT Academic Technologies Support Knowledge Base [go.niu.edu/academictech](go.niu.edu/academictech)
Planning is an important aspect to preparing to teach online. Many course essentials need to be ready to go when students access the course for the first time. The course design needs to make it easy for students to navigate so they can concentrate on learning the content. The content needs to be accessible and meaningful to your students to have the greatest impact. Students will want to know how they will be graded, so planning your assessments are also important. Finally, actively engage with your students from day one. Here’s few ways to quickly get started.

**PLAN and DEVELOP**

**Course Design**
1. List course objectives in a table, fill in with assignments and content that address those objectives
2. Outline the course schedule (topics, readings, assignments, web-conferencing session, etc.)
3. Add or update syllabus in Blackboard
4. Build Week 1 structure in Blackboard
5. Add finalized course schedule to Blackboard course

**Assessment**
1. Plan the formative and summative assessments which measure the learning objectives
2. Decide how and when students will be graded and include point values and due dates
3. Begin to build assessments into the Blackboard course

**Engagement**
1. Post an introduction about yourself in the Blackboard course
2. Create an icebreaker activity in the Discussion Board of your Blackboard course
3. Create clear directions and expectations for course activities in Blackboard

**Content**
1. Select content from known sources (previously development content, textbook, etc.)
2. Identify how content is or could be structured in the Blackboard course using folders

**Where to Find Helpful Tutorials**
- How to Create an Announcement in Blackboard  
  go.niu.edu/announcements
- How to Request a Blackboard course section  
  go.niu.edu/onlineteachingplaylist
- How to Post Content in Blackboard  
  go.niu.edu/addcontent
- Using Video in Blackboard  
  go.niu.edu/usingvideo
- How to Use Web-Conferencing  
  go.niu.edu/webconferencing

**Blackboard**
Blackboard is a course management system used campus-wide at NIU. The system allows you to post course materials, deliver tests and surveys, hold online discussions, and facilitate many other course-related functions.

**Next Steps: Getting Started POPS**
Do you want to know more about how to Prioritize, Optimize, Personalize, and Strategize your getting started process for your online course? Go to: facdev.niu.edu/POPS. For more detail on online teaching go to: facdev.niu.edu/onlineteaching.