Nitsáhákees Nahátá Íína Siihasin
NAVAJO TECHNICAL UNIVERSITY
ESTABLISHED 1979

Welcome to Spring 2022 and Your Online/Hybrid Course!

Dear NTU Online Student,

Welcome to the Spring 2022 Semester! The Spring session begins ***Tuesday, January 18, 2022, which is the first day you will be able to access your online, hybrid/blended, web-enhanced course.*** Spring will end on ***Thursday, May 12, 2022.*** Please ensure you check your NTU Skyhawk email for more information regarding any course changes. I recommend that you log in to Blackboard Ultra to access your, read the course Syllabus and participate in your course(s).

The following is training information on how to use our new Learning Management System - Blackboard Ultra. Please attend at least one of the sessions.

Student Blackboard Training in Blackboard Collaborate:

Link: https://us.bbcollab.com/guest/982aafdc34e54fb6870f32935d673ebf
Meeting ID: **+1-571-392-7650**
PIN: **261 826 1382**

Date & Time

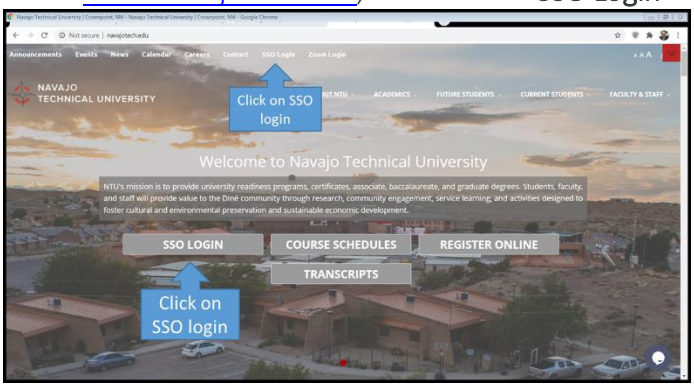
- Tuesday, January 18, 2022, @ 9:00AM
- Wednesday, January 19, 2022, @ 9:00AM
- Thursday, January 20, 2022, @ 9:00AM
- Friday, January 21, 2022, @ 9:00AM
- Monday, January 24, 2022, @ 9:00AM
- Tuesday, January 25, 2022, @ 9:00AM
- Wednesday, January 26, 2022, @ 9:00AM
- Thursday, January 27, 2022, @ 9:00AM
- Friday, January 28, 2022, @ 9:00AM

Meeting Types: Web-Enhanced course is a traditional course offered face-to-face using new ***Blackboard Ultra*** or some type of learning management system or web presence to enhance the course. The **hybrid-blended** course is half face-to-face, and the other half involves using ***Blackboard Ultra*** or some type of learning management system or web presence to enhance the course. The **online** course is offered fully online using ***Blackboard Ultra*** or some type of learning management system or web presence to enhance the course. *You will need to contact your instructor if they are using a different LMS besides* ***Blackboard Ultra*** .

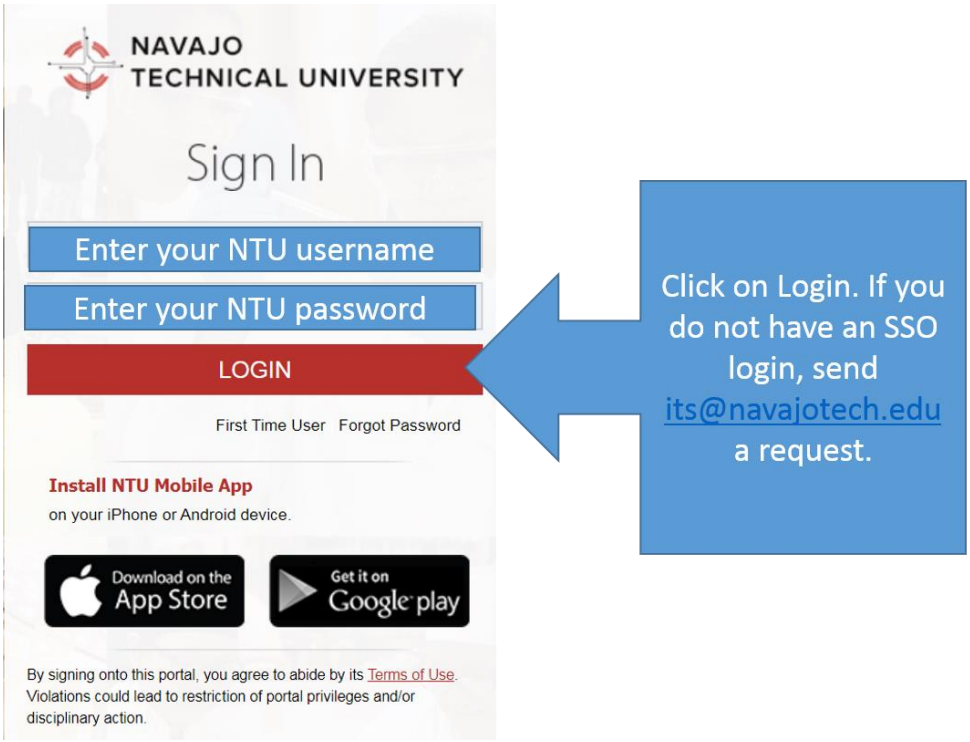
You are expected to log into https://navajotech.blackboard.com/ or the required Learning Management System (LMS) used by your professor. Please check your Skyhawk email for your specific course instructions from your online professor. Please read the following information carefully and refer to the attached document for essential information about entering and preparing for your online course in ***Blackboard Ultra*** . If you do not have a ***Blackboard Ultra*** account, please see the IT Department or send an email to its@navajotech.edu to request account information.

How to log in to SSO account

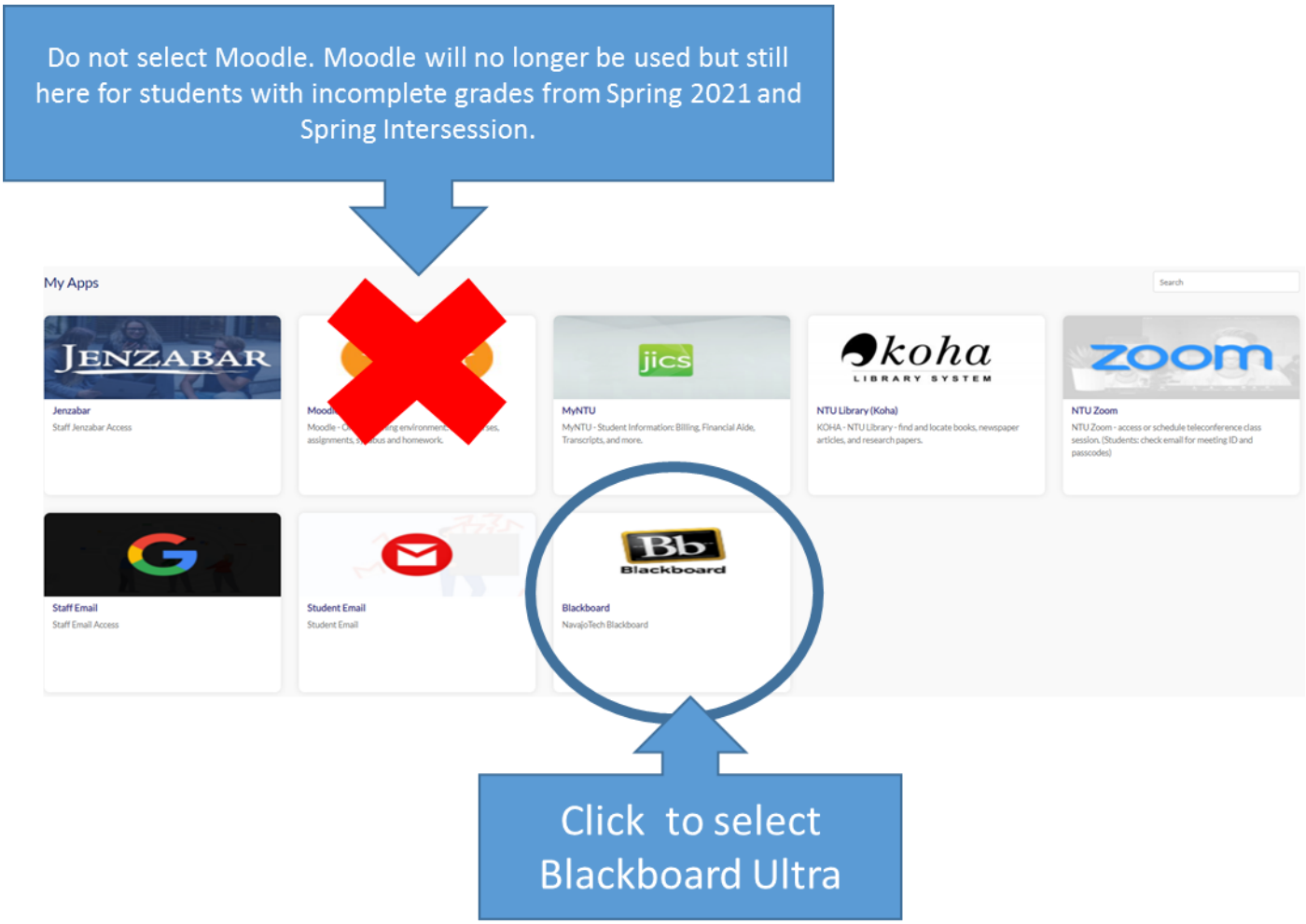
1. Go to www.navajotech.edu, click on the **"SSO Login"** link at the top bar or main NTU webpage.



2. Enter your NTU username and password. (Note: IT department creates an account. If you do not have an SSO account, email its@navajotech.edu).



3. Once you successfully login, the SSO page should appear. Click on Blackboard Ultra to find your courses. Do not select moodle.



4. Begin navigating your courses.

Another option - How to log in to Blackboard Ultra

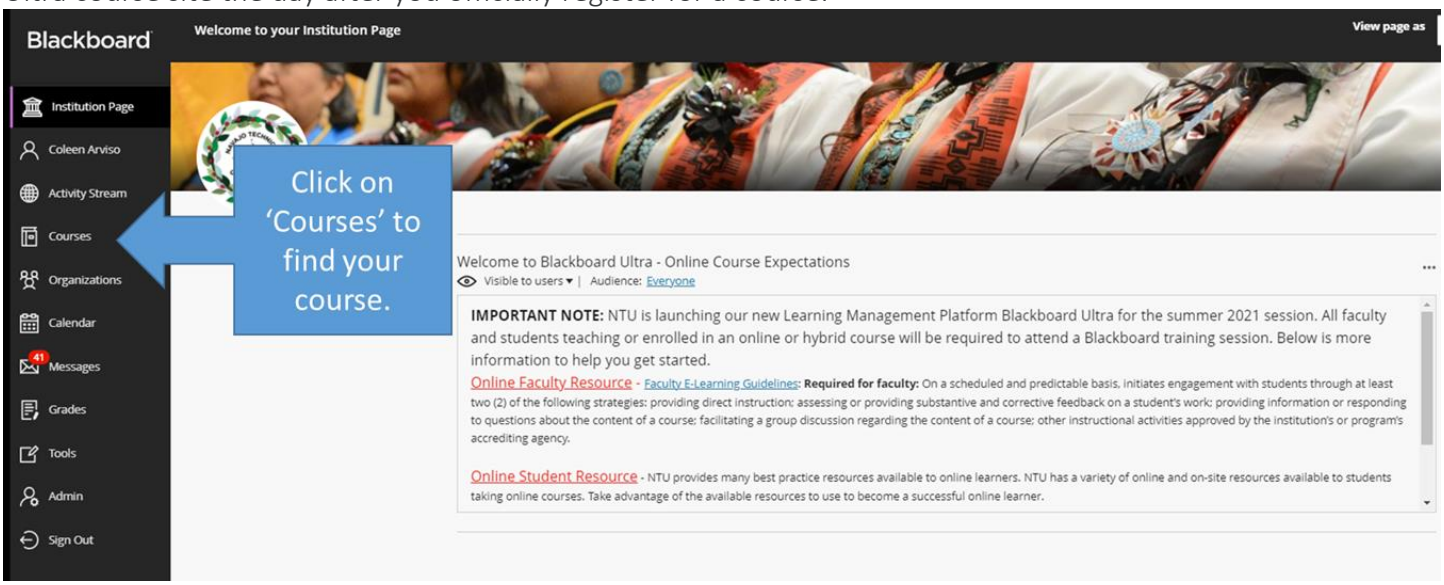
1. Go to https://navajotech.blackboard.com/
2. Click on the "Login" link at the top bar
3. Use your NTU ID and Password

You should now be logged in. If you got a login error, please double-check your password and NTU ID. If you cannot log in to Blackboard Ultra, please click on Forgotten your username or password to reset your password. Check your email to retrieve your password. Your courses are located under "Courses" on the main page, you may need to scroll down if you do not see your course. You will not see any listings if you are not enrolled in any courses.

In Blackboard, your course can be found under "Course".

How to Find your Course(s)

Your courses are located under "Courses". You should see semesters listed. Click the down arrow next to the current semester to see the courses for that semester. You will normally be enrolled in a Blackboard Ultra course site the day after you officially register for a course.



PREPARATION FOR ONLINE COURSES

Information about online courses is available on the E-Learning Resource and Student Resource pages. To see a detailed course description and any additional instructions provided by your instructor, select Spring 2022 courses.

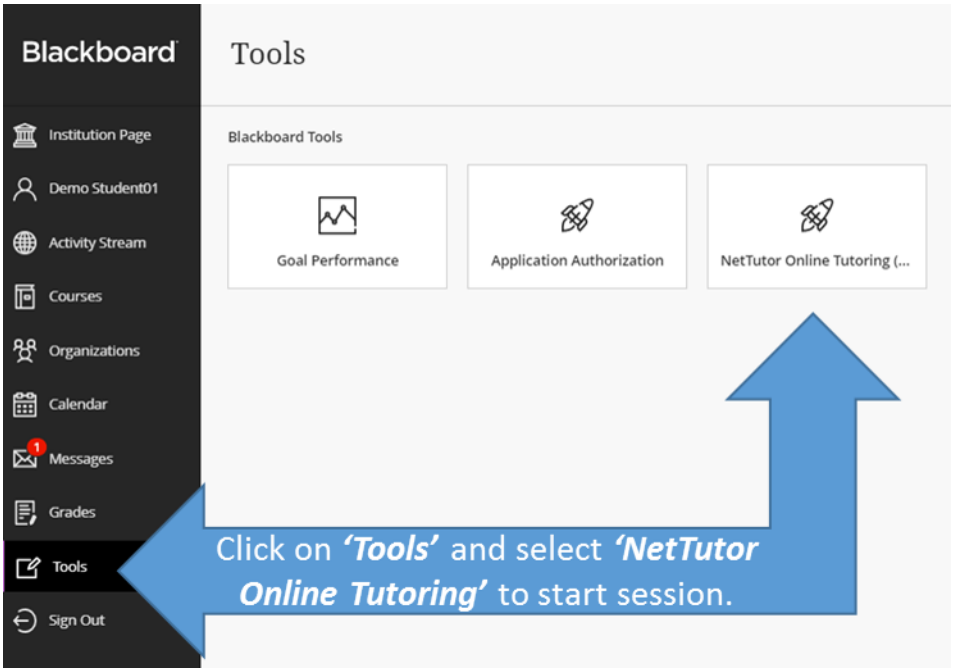
Blackboard STUDENT ORIENTATION COURSE – ready!

Under 'Course', you will see a course called: 'Blackboard Ultra 101 - Student Orientation Course'.

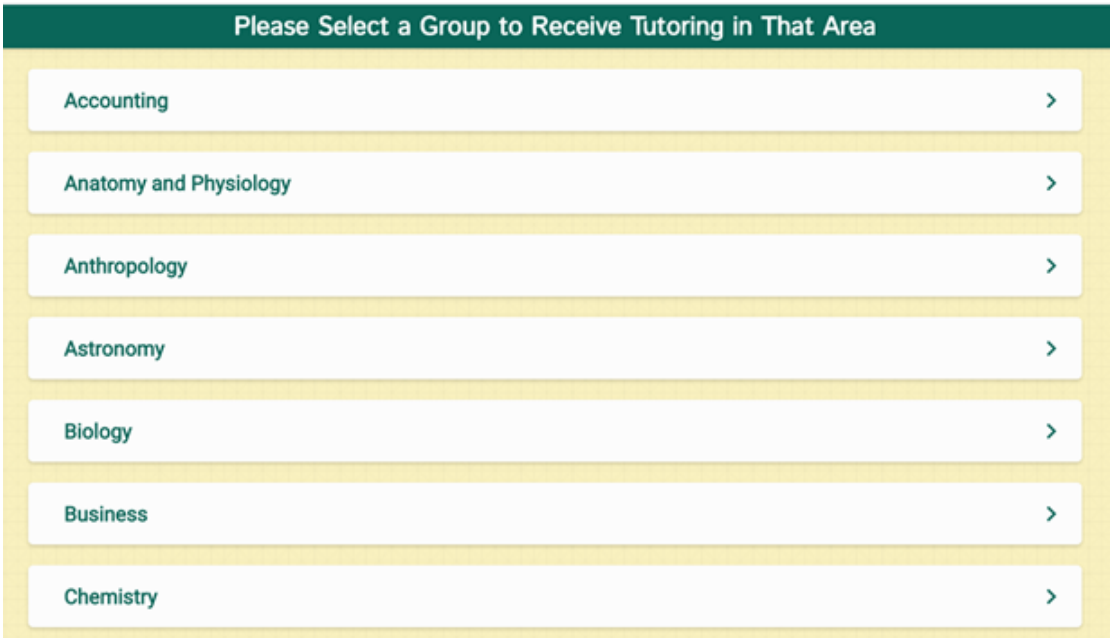
This course is to help you use the various features in Blackboard Ultra. Please review and complete this course once it is available.

ONLINE TUTORING TOOL

You also have access to a free online tutoring tool. You can access the tool in your online course by clicking the **NetTutor** link. NetTutor has Subject Matter Experts in all areas. Please use this resource to help you with any challenges you may have in your course. For more information, go to url, http://www.navajotech.edu/online-tutoring.



Select a Nettutor Subject Matter Categories.



Once you are in the course listings for the semester, click on the course title.

Before your course begins:

1. Obtain your textbooks, most are available at the NTU Bookstore or through other online booksellers such as amazon. Refer to your syllabus for book information.
2. Check your computer requirements.
    a. Go to https://navajotech.blackboard.com/ and log in with your NTU Skyhawk Email.
    b. Contact Technical Support if you have questions at NTU IT Helpdesk.
3. Help with common problems can be found at: Student E-Learning Resources.
4. Instructions to add a photo to your course profile can be found at: : Add Your photo to Your Blackboard Profile
5. New to online learning? NTU Online Student Policies and Procedures can help you navigate.
6. Is online learning for you? Online Learning requires computer skills, communication skills, and to be a motivated self-starter. Complete the online readiness for online learning by filling out the following assessment to get a good idea of your readiness, NTU Online Learning Readiness Quiz.
7. You must have dedicated access to a computer that connects to the Internet loaded with Internet Explorer, Access 2013.
8. Read the E-Learning Tips for success on how to be a successful online learner.
9. Ensure you attend your online courses weekly. Refer to the online attendance policy. Online students need to login into their Learning Management System (LMS) at least 3-4 times a week.
10. Do your own work. Refer to the E-Learning Student policies for more information.

Attend the first day of class:

1. Go to: https://help.blackboard.com/, log on to Blackboard Ultra using your Skyhawk ID and Password, and begin working.
2. Online courses follow the NTU academic calendar. It is important to begin working within your course on the first day of instruction.
3. Additional information about Blackboard Ultra can be found at: Student E-Learning.

Online Learning Transition for Students - Moving Online

This guide provides you with the key actions and resources to help you make the shift to online learning as quickly and seamlessly as possible. Login to your NTU SSO login to access Email, Blackboard Ultra, and complete the following task on the first day of online learning for each of your courses.

Technical Assistance:

1. For Course Support: see your Blackboard Ultra course for contact information.
2. For additional Technical Support, call 505.387.7363, Monday – Friday from 8:00 am to 5:00 pm or email: its@navajotech.edu.
3. For online technical support, go to http://www.navajotech.edu/about/it-dept.

Additional Questions?
Contact:

Coleen Arviso, Ph.D.
Director of E-Learning
Navajo Technical University
Email: ccarviso@navajotech.edu
Cell: (505) 728-7069
Schedule a Meeting: calendly.com/ccarviso