



**Job Aid Objective:** This job aid guides faculty through the process of accessing their Faculty Foundations Course and simulation ESR334 practice course via Single Sign-On (SSO).

**Step 1:** Access the National University Single Sign-On by entering the URL [login.nu.edu](https://login.nu.edu) into the address bar in your web browser (Google Chrome or Mozilla Firefox are preferable).



**Step 2:** Log into the system by entering your username and password. Your credentials are the same as you use to access your NU email.

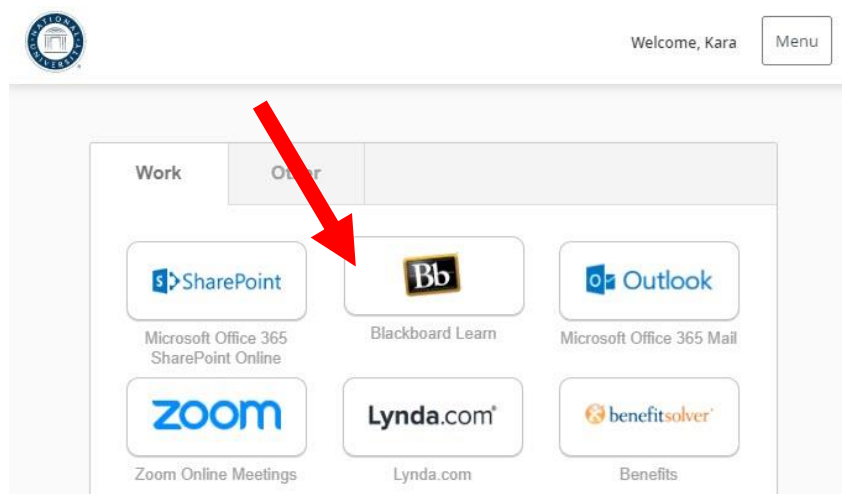
*Full-time faculty:* Username is the same as your ID to log in to your computer (likely your first initial, last name)

*Adjunct faculty:* Username is your nine-digit faculty ID number

Questions about your ID number or password?

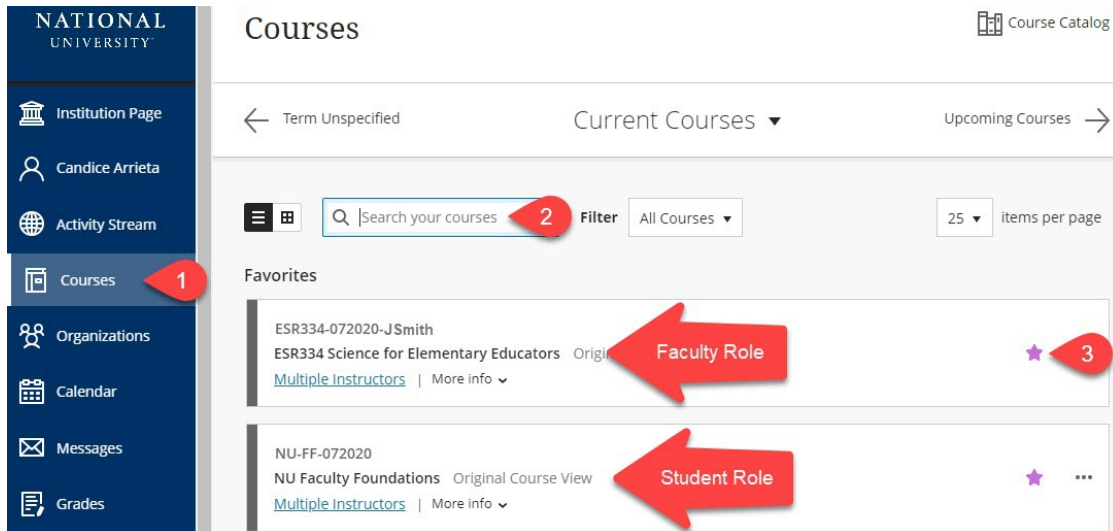
- Your ID number should be listed on your new hire paperwork.
- Contact your Staffing Coordinator for help with your ID number.
- Click the Forgot Password link to reset your password.

**Step 3:** Now that you have logged in through Single Sign-On, click on Blackboard Learn from the selection of chiclets (tiles) you see. This link will take you directly to your NU Blackboard home page.



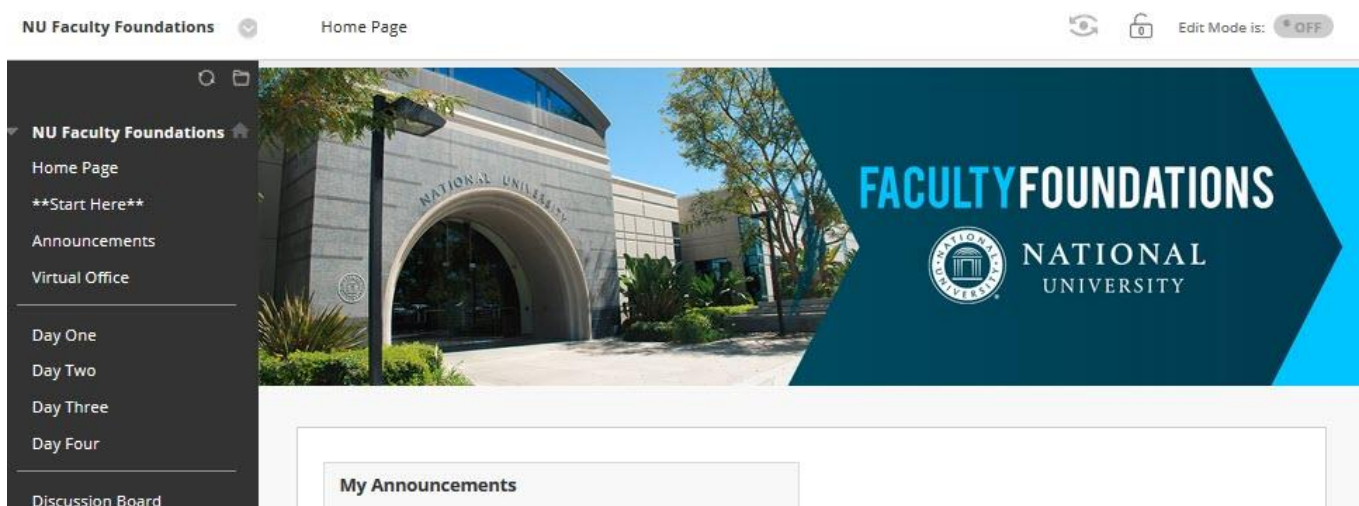
## Accessing Faculty Foundations

**Step 1:** Once you have opened the Blackboard home page, click on the Courses tab in the left-hand menu to see a list of courses that you have access to. Locate your Faculty Foundations course (*i.e. NU-FF-MMDDYY*) and your ESR334 practice course (*i.e. ESR334-MMDDYY-JSmith*). If you are unable to locate the courses, filter your search by typing the course ID or course title in the search bar. Then click on the star icon to add these courses to your favorites.



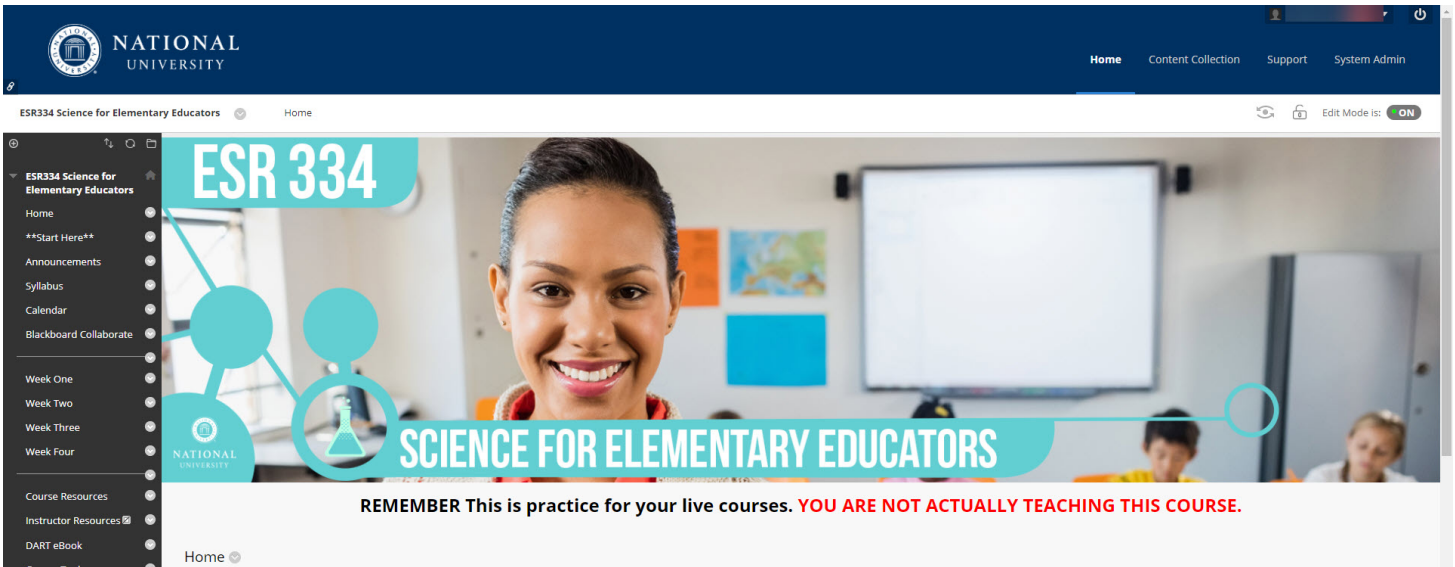
**Step 2:** Click on the link for the Faculty Foundations course where you are enrolled with the Student Role. In this course, you will be able to:

- Assess your digital readiness and access supplemental resources
- View course announcements posted by the facilitator
- Access and review all four units of instructional course content
- Review and download activity instructions
- Verify completion of each Faculty Foundations activity
- View your progress and grades earned on course activities
- Complete pre- and post-assessments



**Step 3:** In a new tab, click the link to your simulation ESR334 practice course where you are enrolled with the Faculty Role. In this course, you will be able to:

- Practice setting up a course in the Blackboard LMS: syllabus, course outline, calendar
- Practice posting announcements
- Practice interacting with “fake” students in discussion boards
- Practice setting up the Blackboard Retention Center
- Set up your online office hours in Blackboard Collaborate Ultra
- Grade preloaded “fake” student work and provide feedback



For more information on how to navigate between the two courses, check out the resources on our website at <https://www.cilteaching.org/blackboard-ultra-base-navigation>.

*Additional Questions?* See [Faculty Foundations FAQs](#)