



Faculty Guide to Libraries & ITS

Classroom & Teaching Support

Blackboard

The NYU Blackboard online learning system enables NYU faculty to use the Web to enhance classroom instruction without having to learn HTML. Professors can use NYU Blackboard to create full-featured, online course environments for the members of their class to provide:

- Easy access to content, including articles, images, and multimedia
- Enhanced communication, including class email lists, discussion boards, and real-time chat
- Streamlined assessment, including tests, surveys, and grading, as well as many other features



To access NYU Blackboard, log in to [NYUHome](#), click on the Academics tab, then click on the course link in the Blackboard Courses channel. If you have not yet activated an NYU Blackboard site for the course(s) you are teaching this semester:

- Make sure you have an active [NYU NetID](#) and log into [NYUHome](#).
- In the Blackboard Courses channel within NYUHome, click the **Request a course for this semester** link in the top right corner.
- Complete and submit the form, then return to the NYUHome Blackboard Courses channel and click the **Refresh Blackboard Course List** link at the bottom of the channel or simply wait for the course link to automatically appear later that day.

ITS provides extensive support for NYU Blackboard via the [Blackboard Ask ITS knowledgebase](#) as well as in person and by phone. All help resources can be reached by clicking on the **Help** icon at the top of your screen once logged into Blackboard, or by visiting www.nyu.edu/blackboard/help. If you cannot find the information you are looking for in the knowledgebase, you can [Contact Us](#) using the Ask ITS help form, or call ITS Client Services at 212-998-3333.

Classroom Media Services & Wired Classrooms

Classroom Media Services, a division of Campus Media, provides equipment, delivery, training, and support for NYU classes that meet in general purpose NYU classrooms. Audio and video systems, projection equipment, laptop computers (PC and Mac), and accessories are available. Two business days notice is required to guarantee availability. Call 212-998-2655 or visit www.nyu.edu/campusmedia.

Additional ITS-managed hands-on classrooms are available for class sessions that require a computer for each student. All computers have access to NYU-NET, the Internet, and a full suite of software. For more information, visit www.nyu.edu/its/classrooms.

Bobst Library has three Smart Computer Classrooms (one with 24 Macs and two with 22 PCs each) that are used for library instruction. They can be reserved for University courses or specialized computer instruction based on availability. Each classroom has a fully equipped instructor's lectern, multi-media projector, DVD/VCR, and ceiling-mounted stereo speakers. Call 212-998-2460 for more information.

Computer Labs

ITS provides two types of computer labs. ITS **Academic Technology Centers** offer specialized and advanced technology resources and assistance for course-related work and research. Technology Center resources include high-end Macintosh and Windows computers, multimedia equipment, a wide variety of up-to-date software, and more. ITS' new **NYUHotSpots** are "CoLabs," a special kind of hotspot designed for student collaboration, where one can use a public computer (dual-boot Mac and Windows with Microsoft Office software) or bring one's own, and work individually or with others. Both types of labs offer high-speed Internet connections and NYURoam wireless access. ITS' two Academic Technology Centers are located in the Education Building (35 West 4th St., 2nd Floor) and at 14 Washington Place, Lower Level. The two NYUHotSpots are at the Third Avenue Residence Hall (75 Third Ave., Level C3) and the Kimmel Center (60 Washington Square South, 4th Floor). For locations, hours and detailed resource lists, visit www.nyu.edu/its/labs.

Computers in Bobst Library: All floors in Bobst have Internet-connected computers; most are located in the reference centers (1st, 6th, and 9th floors). The Bobst Library Computer Center (BLCC), Lower Level 1, contains both Mac and Windows computers, as well as important software such as Microsoft Office. There are also NYUHome Stations on Lower Level 2, and NYURoam wireless is available throughout Bobst Library. For more information on computing resources throughout Bobst, see library.nyu.edu/services/computer.html.

Digital Studio

The Digital Studio (Bobst Library, 5th Floor, south wing) is a collaborative facility of the Libraries and ITS, and is NYU faculty's gateway to digital services supporting scholarship and teaching. Studio staff offer training, consultation, and assistance with NYU Blackboard; primary text collections available online and at the Digital Studio; text scanning, PDF creation, and Optical Character Recognition (OCR); image scanning (including film, slides, and transparencies) and editing; digital video and audio creation, conversion, and editing; DVD authoring; standards and best practices for digitization; metadata; grant applications; and digital project planning. See the **Faculty Technology Services** section of this guide and www.nyu.edu/studio for additional information, or send email to digital.studio@nyu.edu.

Events Media Services

Events Media Services, a division of Campus Media, provides specialized media services, equipment, and operators for special events and curriculum support activities, such as conferences, panel discussions, and simulcasts, on a charge-back basis. For more information, call 1-212-998-2655 or visit www.nyu.edu/campusmedia.

Faculty Technology Services

ITS Faculty Technology Services (FTS) offers a wide range of technology resources and assistance targeted toward the needs of NYU faculty in support of research, teaching, and learning. FTS staff work closely with faculty and graduate students to help them make optimal use of computers, media, and Internet resources in instruction and scholarship. FTS technologists provide expert help with all phases of faculty projects, including the selection of equipment, software, and media to suit your purposes, and with adapting and authoring new material in a multimedia/Web environment.

Available services include:

- Support for sponsored research, including piloting and prototyping, as well as assistance in grant planning and writing, software and hardware acquisition, and project implementation.
- Access to and training in web-based content management services and delivery tools, including Blackboard, Luna, podcasting, the NYU [Faculty Digital Archive](#), and more.
- Media production technologies for advanced imaging, video editing, sound and audio production, CD and DVD creation, podcasting, and web-based multimedia and streaming services.
- Collaboration technologies, including Internet2, real-time video communications tools, and networkbased multi-site performances.
- Advanced digital media services, including museum quality digital prints, laser cut flat materials, and 3D color rapid prototyping are available at the ITS [Advanced Media Studio](#) on the second floor of 35 West 4th Street.
- Training and consultation in digital scholarship and the development and use of web-accessible scholarly databases.
- Access to and consultation in the use of high performance computing software and networks, and supercomputing systems at NYU and at a variety of non-NYU facilities.
- Support and training in statistical, qualitative, ICPSR, and GIS analyses of data via the [Data Service Studio](#).
- The NYU Faculty Digital Archive ([archive.nyu.edu](#)), a repository into which full-time NYU faculty can deposit their work in digital form.

For more information about ITS-supported technologies for faculty, visit [www.nyu.edu/its/faculty](#), or contact the [Digital Studio](#) at [digital.studio@nyu.edu](#) or 1-212-992-9233. The Digital Studio is a collaborative facility of the Libraries and ITS.

Global Library Services

Students and faculty at NYU Global campuses have access to an extensive range of online full-text collections including books, journals, audio, video and images through NYU Libraries' website. Librarians can help faculty identify online books and journals and recommend databases relevant to your syllabus; they can also assist you in creating Blackboard links to library content. Details are available on the NYU Global Library Services website: [nyu.libguides.com/global](#).

Library Instruction

Learning to use peer-reviewed literature and other scholarly resources can be invaluable to your students' academic success. If you're assigning a research paper in class, you may want to:

- Encourage your students to attend a pre-scheduled library instruction class. The schedule of classes is at [library.nyu.edu/classes](#).

- Request a course-specific library instruction session tailored to the assignment and research needs of your class. For details, see library.nyu.edu/forms/instruct.html.
- Encourage students to use the "Library Research" button on Blackboard course pages to link to BobCat, databases, and Library tutorials.
- Refer graduate, honors, and advanced undergraduate students needing individual research assistance to a Subject Librarian; refer novices needing extra help to the Undergraduate Librarian. See [Subject Librarians](#) for contact information.

Linking to E-Journals in Blackboard

Links can be added to your **Blackboard** course for e-journal articles, images, and audio from the Libraries' licensed collections. Directions are available at library.nyu.edu/services/persistent.html.

Course Reserves will create links to library-licensed e-journal articles and e-books for course reserves. Submit requests at: library.nyu.edu/services/reserves_faculty.html.

Reserves, Course

Instructors may place books, music, videos, personal materials, and links to e-journal articles, images, and audio from the Libraries' licensed collections on BobCat Course Reserves. Submit requests at library.nyu.edu/services/reserves_faculty.html.

Subject Librarians

Bobst Library has 28 Subject Librarians who serve as liaisons between the library and academic departments. Contact your Subject Librarian to:

- Recommend book or media titles for purchase.
- Schedule library research classes for your students.
- Request a library services update for yourself or demonstrations of discipline-specific databases for department meetings.
- Schedule a consultation to learn more about library services, procedures, and collections.

For a full list of subject librarians and their contact information, see library.nyu.edu/research/lib_arc.html.

Technology & Computer Training Classes

Learning to take advantage of the technology resources available to you and your students can be invaluable to your research and to your students' success. ITS classes and talks can help. For information, visit www.nyu.edu/its/classes.