What Faculty needs to do when using Blackboard at York College?

1. **Register for a CUNY Portal account.**
   CUNY Portal is a gateway to access University-wide electronic resources. Blackboard is one of them. In order to use Blackboard for your course, you need first to register for a CUNY Portal account. Click the following link to see how to register for your Portal account.
   [http://york.cuny.edu/it/acet/blackboard/assets/portal.pdf](http://york.cuny.edu/it/acet/blackboard/assets/portal.pdf)

2. **What to do if you do not see your courses after you log in to Blackboard?**
   If you do not see your courses, please ask your department chair or program coordinator to inform the Registrar. The campus Blackboard administrator will no longer be able to manually assign you to courses. All course instructor assignments on Blackboard will be accomplished by querying records from SIMS every night.

3. **Make your course available to your students.**
   When course shells are created, they are unavailable to students by default. If you want to use Blackboard for your class, you need to make it available so that your students can access it. To make a course available, go to the course control panel. Click Settings under Course Options. Then click Course Availability. Select “Yes” and click Submit button.

4. **Check if you and your students have valid email addresses in Blackboard.**
   If you want to use Blackboard Send Email tool to communicate with your students, you need to check first if everyone in the class has a valid email. Otherwise, those students who do not have a valid email in Blackboard will not receive your message. If one does not have a valid email in Blackboard 8, Blackboard 8 will prevent him/her from sending out the message.
   To check if every one in your class has an email, click List/Modify Users on your course Control Panel. Then click Search, you will see a list of all students. If there are some blank fields under Email column, they indicate these students do not have email addresses in Blackboard. After January 15, 2009 you and your students will be able to fill in or update the email address in Blackboard 8 directly. However, the email address has to be in cuny.edu domain.
   To fill in or update an email address in Blackboard, please follow these steps:
   a. After getting into your course site, click Tools on the left navigation menu.
   b. Click Personal Information.
   c. Click Edit Personal Information.
   d. Fill in or correct the email address in the Email field.
   e. Click Submit button at the bottom.

5. **Come to a Blackboard workshop. Topics can be found at:**
   [http://york.cuny.edu/news/blackboard-workshops-for-faculty-staff](http://york.cuny.edu/news/blackboard-workshops-for-faculty-staff)

6. **For problems contact the Help Desk:**
   - Phone: 718.262.5300
   - Email: helpdesk@york.cuny.edu
   - Office: AC – 2E03

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