

INTRODUCTION TO BLACKBOARD

This document will provide a brief introduction to common Blackboard tasks. For more general Blackboard information, visit www.cuny.edu/blackboard.

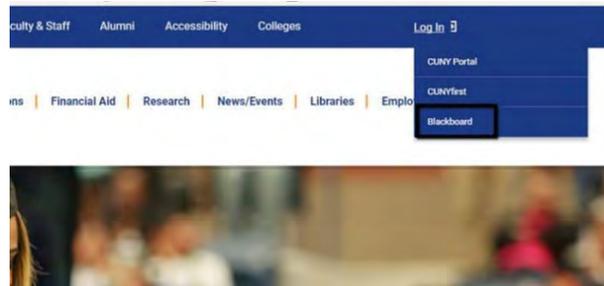
Please note that Mozilla Firefox is the recommended web browser for Blackboard for both Windows and Apple computers. Firefox may be downloaded from <https://www.mozilla.org/en-US/firefox/new/>.

ACCESSING BLACKBOARD AND FINDING YOUR COURSE

Blackboard is hosted through the CUNY Portal, and requires a CUNY Login account for access. For assistance on using your CUNY Login credentials, please see the Account Log-in section of this document.

In your web browser, navigate to www.cuny.edu

1. Click **LOG-IN** at the far right of the navigation bar, and then the link for the **Blackboard**



2. Enter your CUNYfirst username followed by **@login.cuny.edu** and password

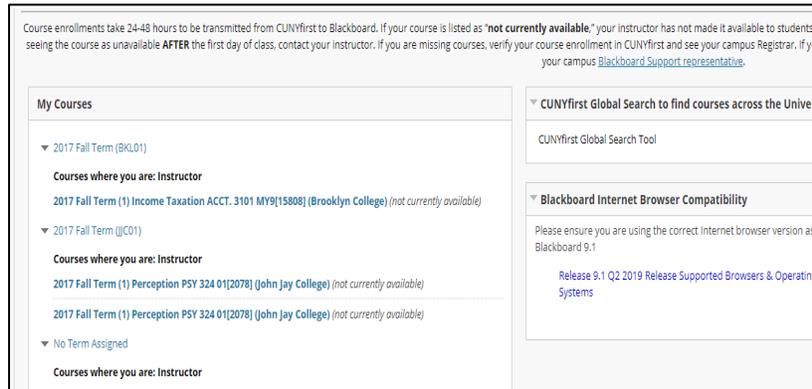
A screenshot of the CUNY Login page. The page has a white background with a blue header. The header contains the CUNY logo and the text 'Login Blackboard'. Below the header, there is a section titled 'Log in with your CUNY Login credentials' with a small note in parentheses: '(CUNYfirst Username@login.cuny.edu and CUNYfirst Password)'. There are two input fields: 'Username' with the text '@login.cuny.edu' entered, and 'Password'. Below the input fields is a blue 'Log In' button. At the bottom of the page, there is a footer with the text 'CUNY Login Blackboard' and a small note: 'Note: Please do not bookmark this page. See FAQs.' There are also some social media icons and a 'Getting Help...' link.

NOTE: Oracle Access Manager Error When Accessing Login Screen



If you are receiving this error message when trying to access CUNYfirst or Blackboard you need to clear your browsing history, cookies and cache in your browser. Once the browsing history is cleared, shut down your browser completely, reopen the browser and sign on as directed above. This issue happens more often in Google Chrome and Safari. We recommend that you use **Mozilla Firefox** as your browser when accessing Blackboard as it not only works the best with the platform but this browser can be set to clear history on exit. It is a good practice to clear your browsing history regularly to avoid this issue.

3. Blackboard page will open with the **Home** tab active. Courses you are teaching are displayed in the **My Courses** module located on the left side of Home page



Note: If you are teaching a class and it is not listed in the **My Courses** module, please verify that you are listed as instructor of record for the course in CUNYfirst. If the course does not appear in your CUNYfirst listings, please have your department contact the Registrar's Office to have the CUNYfirst listing updated before contacting Blackboard Support

EDIT MODE

Turn the Edit Mode ON to add or edit course content or to modify the layout of the course menu.



Note: In order for you to follow these short tutorials you must have **Edit Mode enabled**

MAKING YOUR COURSE AVAILABLE

All course sites are created as *unavailable* by default. Until a course is made available by the instructor, it cannot be accessed by students. Unavailable courses will be listed in the My Courses module with *(not currently available)* next to the course name.

To make a course available:

1. Click on the **Red Lock Icon** in the upper right corner of your course



2. Once the icon is clicked it will show as an open lock and that means that your course is available to students

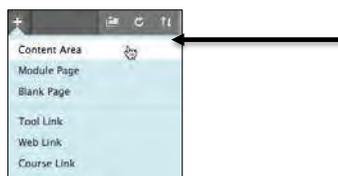


ADDING A CONTENT AREA

Content areas in the course are places within a course where you can upload course content. They are displayed in the course menu on the left of the course page. You may want to add other content areas that you think will be helpful to the teaching process. Your course menu should be clearly labeled and make it easy for students to navigate the materials.

To add a Content Area to a course:

1. From the Course menu, hover your mouse over the **Add Menu Item** button and in the list that appears, click on **Content Area** item



Note: Can't see Course Menu within the course?

If you do not see the Course Menu on the left hand side of the screen once you are within a course mouse over the left hand side of the screen. Click on the grey arrow that appears to minimize the screen. This will happen on smaller screened devices such as tablets.



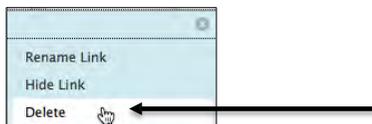
2. Type in a name for the Content Area
3. Set the **availability** by checking the box below, and click **Submit**

To change the Content Area display order or delete Content Areas

1. Turn the **Edit Mode ON**
2. To change the order of items, click on **handle button** (the *vertical double-headed arrow*) and drag it up or down to where you want this area to be



3. To delete a content area, **click** on the double-chevron on the right of the area and select **Delete** on the list. Confirm by clicking **OK**



Note: A small dotted rectangle next to the name of the content area/course menu shows that the Content Area is empty. Empty Content Areas are not displayed to students.

CREATING A FOLDER

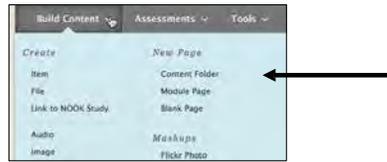
Folders are useful for organizing and structuring content within a Content Area. For example, instructors may add folders for each week of the course to a Content Area, or organize the Content Area by topic. Once a folder is created, content and additional subfolders may be added to it.

To create a folder:

1. Click on the **Content Area** in which you wish to add the folder



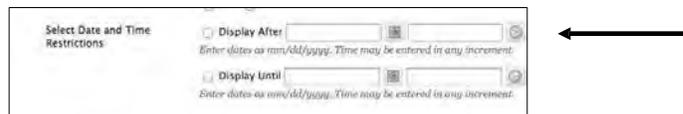
2. Press the **Build Content Action Link** button  and from the drop down list, click **Content Folder**



3. Type a **Name** for the folder and enter text in the textbox



4. Set any date and time availability if necessary



5. Then click **Submit**

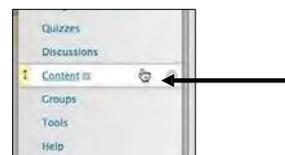


ADDING SYLLABI AND OTHER FILES

Uploading a syllabus and other files to your course is the one of the most basic content creation functions. Blackboard can accept most common file types such as Word documents, Adobe PDFs, PowerPoint presentations, Excel Spreadsheets, and images.

To upload a file:

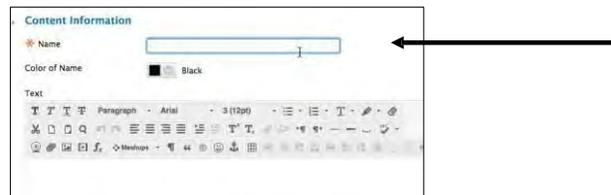
1. Turn the **Edit Mode ON**
2. Click on the **Content Area** you wish to add the file



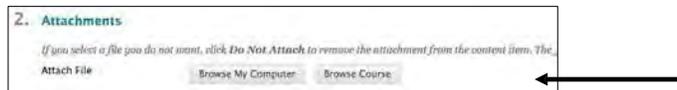
3. Hover your mouse over the **Build Content Action Link** button  and under **Create** column click the **Item** link



4. Complete the **Content Information** fields. In the text box, you can enter a description of the file or instructions for your students.



5. In the **Attachments** section, click **Browse My Computer** to locate the file you want to upload



6. Click **Submit**

ADDING ANNOUNCEMENTS

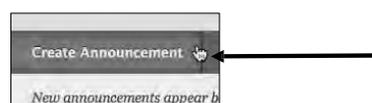
Announcements are a very useful tool in communicating with your students. Announcements appear not only in the Announcement page inside the course, but also in the Blackboard Home tab.

To add an announcement:

1. Turn the **Edit Mode ON**
2. In the Control Panel, **click** on Course Tools, then **Select Announcements**



3. Press **Create Announcement**



4. Enter the title and the text of the announcement. You can use the tool bar buttons to add

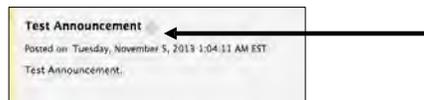
attachments, format your text, and perform other functions.



5. **Optional:** You can send the announcement as an email to all users in the course by checking the box in the **Email Announcement** section
6. **Click** Submit

To delete an announcement:

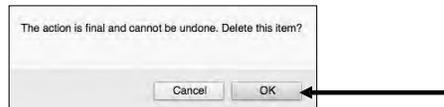
1. Hover your mouse over the **Announcement Action Link** button



2. Click the **Delete option**



3. Press **OK**



SENDING EMAIL TO STUDENTS

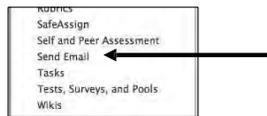
Instructors can use the Blackboard course site to communicate with students in the course by using the **Send Email** feature.

To send email:

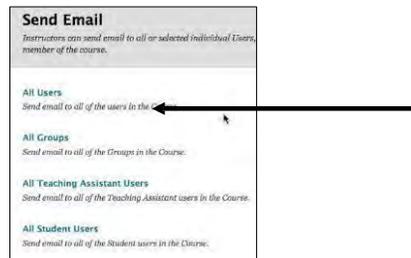
1. Click **Course Tools** under the **Control Panel**



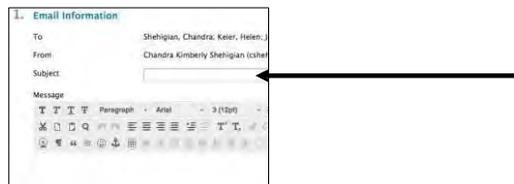
2. Select the **Send Email** link



3. Select the group you want to send the email to by clicking on the respective link. You may send mail to all of your students, the groups within your course, or specific users depending on the option selected



4. Enter the subject and message of your email. You may also attach files in this step



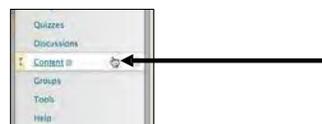
5. Click **Submit**

CREATING ASSIGNMENTS

Instructors can create assignments in Blackboard as a way for students to submit course work. A column is automatically created for each assignment in the Grade Center. For information on creating assignments that are checked using anti-plagiarism tools such as SafeAssign and Turnitin, please contact Blackboard Support.

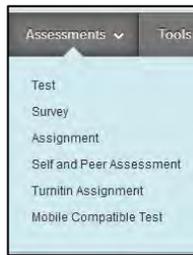
To create an Assignment:

1. Click on the **Content Area** you wish to create the assignment



2. Hover your mouse over **Assessment Action Link** button

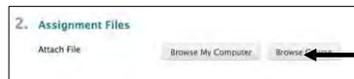
3. Click **Assignment**



4. Enter the name and instructions for the assignment



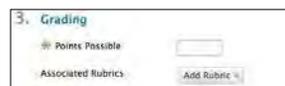
5. If you want to attach a document for the students to read click on the appropriate **Browse** button



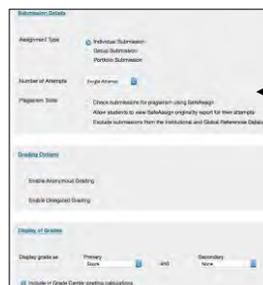
6. Set the due date for the assignment if you want the assignment to appear in the Course Calendar



7. Enter points possible for this assignment



8. Set the options you desire in Submission Details, Grading Options and Display of Grades sections



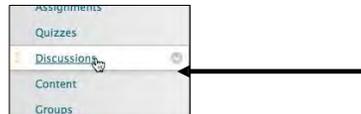
9. Click **Submit**

ADDING A DISCUSSION FORUM

Discussion Boards are asynchronous threaded conversations within the Blackboard environment. Organized into Forums, the back-and-forth exchanges among faculty and students are further organized into threads. A forum usually poses a question to the class, or is focused on some other topic to keep the conversation going.

To create a forum, follow these steps:

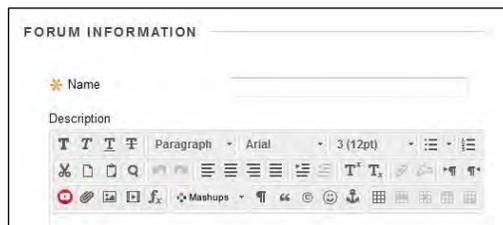
1. In the **Course menu** click **Discussions**



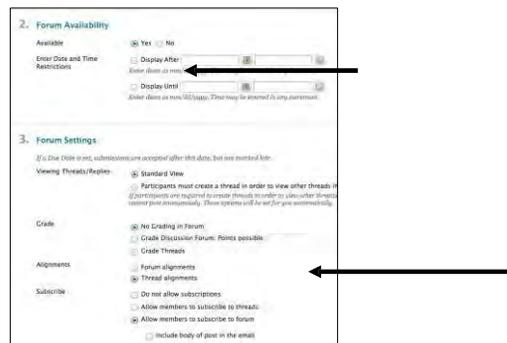
2. Click **Create Forum**



3. Enter the Forum name and instructions. You may also attach files and perform other functions as necessary using the toolbars

A screenshot of the 'FORUM INFORMATION' form. It has a 'Name' field with a star icon and a 'Description' field. Below the description field is a rich text editor toolbar with various icons for text formatting, alignment, and insertion. The toolbar includes options for bold, italic, underline, text color, background color, font size, paragraph, list, link, unlink, and other functions.

4. Select the appropriate options and settings

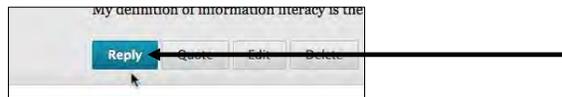
A screenshot of the 'Forum Availability' and 'Forum Settings' sections. The 'Forum Availability' section has radio buttons for 'Available' (Yes/No), a 'Display After' date/time picker, and a 'Display Until' date/time picker. The 'Forum Settings' section has radio buttons for 'Viewing Threads/Replies' (Standard View/Participants must create a thread) and 'Grade' (No Grading in Forum/Grade Discussion Forum/Points possible/Grade Threads). There are also checkboxes for 'Forum alignments', 'Thread alignments', 'Do not allow subscriptions', 'Allow members to subscribe to threads', 'Allow members to subscribe to forum', and 'Include body of post in the email'. Black arrows point to the 'Display After' and 'Display Until' pickers, and the 'Thread alignments' checkbox.

5. Click **Submit**

Students respond to discussion prompts or forum questions by creating threads. Students click the forum's link and once inside, they click on **Create Thread** to type in their answer.

To read and reply to a thread:

1. Access the forum and click on the thread's name. Click the **Reply** (or **Quote**) button to reply to the thread

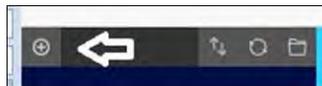


2. Type in the response in the **Message** box or attach files, as necessary. This text editor box functions identically to those in other areas of the course
3. Click **Submit**

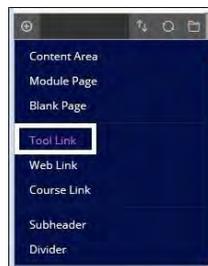
NOTE: If you are not seeing the Discussion Board course menu link, please do the following to add it:

Make sure your **Edit Mode** button is **ON** in the upper right

1. Click on the **plus symbol** on the upper left corner above the course menu



2. Select **Tool Link** from the drop down menu



3. In the **Add Tool Link** box, enter the name for your Discussion Board

A screenshot of the "Add Tool Link" form. The form has the following fields: "Name:" with the value "Discussion Board", "Type:" with a dropdown menu showing "Discussion Board", and a checked checkbox for "Available to Users". There are "Cancel" and "Submit" buttons at the bottom right.

4. Under Type, select **Discussion Board** from the drop down menu
5. Make sure to select **"Available to Users"** box and **Press Submit**

ATTENDANCE TOOL

The Attendance tool is a feature in Blackboard that allows instructors to keep track of their student's daily attendance. For each class meeting, you can mark whether a student is present, late, absent or excused. A set number of points will be tied to each attendance status. The attendance tool records for each student and appears as a single cumulative column in the Grade Center.

Make the Attendance Tool available in your course:

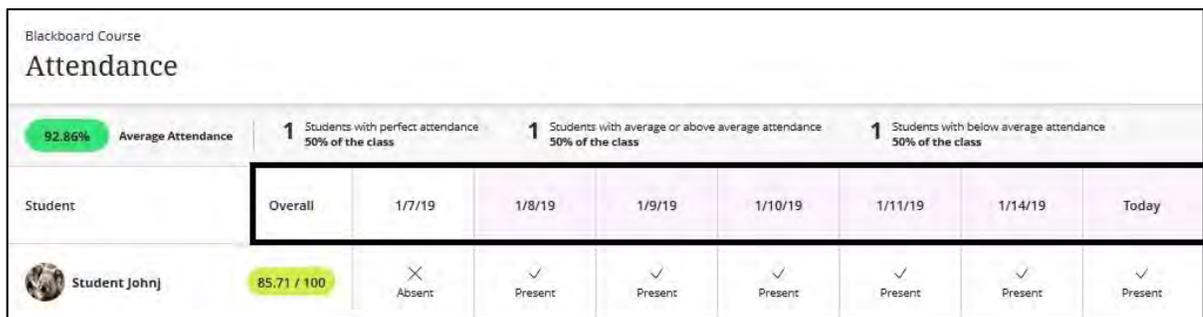
1. Make sure Edit Mode is ON
2. On the Control Panel, click on **Customization > Tool Availability**
3. On the Tool Availability page, scroll to **Attendance** and check off the box under **Available > Press Submit**



TOOL	AVAILABLE	VISIBLE TO GUESTS	VISIBLE TO OBSERVERS	AVAILABLE IN CONTENT AREA
Achievements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Achievements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adaptive Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALEKS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To Mark Attendance:

1. Make sure your Edit Mode is ON
2. On the Control Panel, click on **Course Tools > Attendance**
3. To view a student's overall attendance click on the **Overall** button on the right hand side. This will list all meetings and their attendance status



Student	Overall	1/7/19	1/8/19	1/9/19	1/10/19	1/11/19	1/14/19	Today
Student Johnj	85.71 / 100	X Absent	✓ Present					

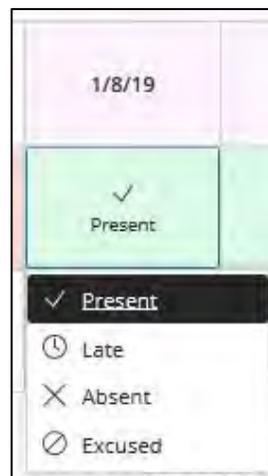
4. To add a new meeting date, click on the **Overall button** > mouse over any date column and click the **purple plus symbol** that appears



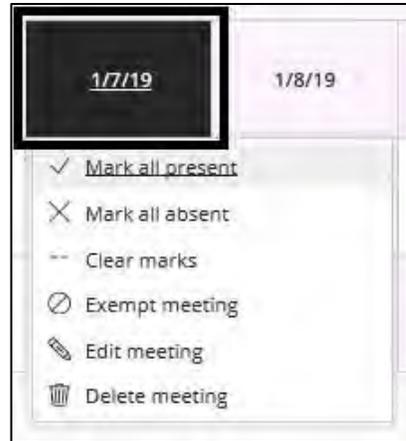
5. To mark a student's attendance for the day, click on the attendance selection box



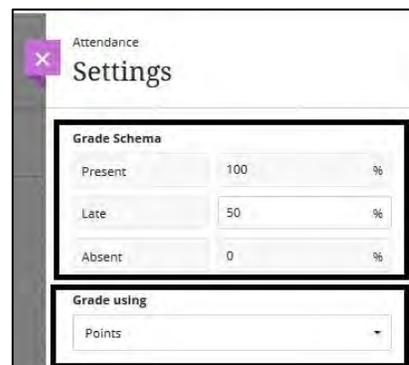
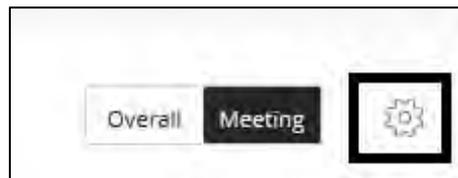
6. To change a student's attendance status, click on the **Overall button** > mouse over the cell of the student and the specific date > select the attendance status from the drop down menu



7. To edit a specific meeting, click on the **Overall button** > click on the **specific date** and select the changes from the drop down menu



8. To change the value for each attendance selection, click on the **gear icon** in the upper right



NOTE: This column cannot be renamed in the Grade Center. This column will show in **My Grades** to students unless hidden by the instructor.

For more information about the Attendance Tool please access Blackboard Help site:
https://help.blackboard.com/Learn/Instructor/Grade/Attendance#access-attendance_OTP-0