Blackboard Basics

All CCNY courses are linked to Blackboard.   You can find your Blackboard site through the CUNY Portal (www.cuny.edu). Follow the steps below to log onto your course Blackboard site and get started.

1.) Go to the CUNY Portal (www.cuny.edu).

2.) Click on "Log-in," then "Blackboard." Log in using your CUNYfirst username and password.

3.) Once you are logged into Blackboard, a list of the course(s) you are teaching should appear on the right of your Home page.

4.) If you have taught in the CUNY system before, you may be listed under a different email address. Click on "Update Email" (left side of your Home page, under "Tools") to make sure your correct CCNY email address is listed.

5.) Click on your current course. Then click on "Control Panel" (left side of the screen, under "Tools")

6.) To post your syllabus or other course documents, click on Content," then "Build Content."

7.) To add an announcement, click on Home Page, then click on "more announcements" in the "My Announcements" section. Then click on "Create Announcement." Announcements are the first thing students see when they log onto your course. You also have the option of having an announcement emailed immediately to all the students in the course.

8.) To send an email to students without posting an announcement, click on "Send Email" under "Course Tools." Then click "All users" or "Single/Select Users."

9.) The last step is to make your course available to your students. Under "Customization," click on "Properties." Under 3. "Set Availability," click "Yes" next to "Make Course Available, then "Submit."