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 can be accessed through the CUNY website, and requires a CUNY Login account for access.

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

1. Click LOGIN 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
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.

![My Courses Module](image)

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.

![Edit Mode](image)

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

![Red Lock Icon](image1)

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

![Open Lock Icon](image2)

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

![Add Menu Item](image3)

**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**

![Add Content Area](image1)

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

![Content Area List](image2)

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

![Delete Content Area](image3)

*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

![Folder Creation](image4)
2. Press the **Build Content Action Link** button and from the drop down list, click **Content Folder**

![Content Folder](image)

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

![Content Folder Information](image)

4. Set any date and time availability if necessary

![Select Date and Time](image)

5. Then click **Submit**

![Submit](image)

**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

![Image showing the Build Content Action Link and Create Item options]

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

![Image showing the Content Information fields]

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

![Image showing the Attach File options]

6. Click **Submit**

**ADDITION 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**

![Image showing the Control Panel and Course Tools options]

3. Press **Create Announcement**

![Image showing the Create Announcement option]

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

4. Select the appropriate options and settings

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.

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

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
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.

![Overall button with date column](image)

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

![Attendance selection box](image)

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.

![Attendance status dropdown menu](image)
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

![Overall button with date selection and drop down menu]

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

![Gear icon and Meeting button]

**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](https://help.blackboard.com/Learn/Instructor/Grade/Attendance#access-attendance_OTP-0)