

Using Blackboard – CUNY Portal

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Topics:

1. How to access Blackboard
2. How to navigate Blackboard
3. Help

1. How to access Blackboard

a. Activate your CCNY e-mail address

If you have not have access to your CCNY e-mail account, you can look up your account information with the User Account Lookup Form (<https://citymail.ccny.cuny.edu/accountlookup/>). You could also contact the Office of Information Technology (OIT) Service Desk NAC 1/301 at (212) 650-7878 or email at servicedesk@ccny.cuny.edu.

Make sure that you write down your email address, password and the provided Website address (URL) to access your emails.

b. Register with the CUNY Portal at

https://cunyportal.cuny.edu/cpr/authenticate/portal_login.jsp

c. Log in to the CUNY Portal and click on the Blackboard link.

2. How to navigate Blackboard

Announcements	Primary point of contact with your professor. This is the place where you will find time-sensitive material.
Course Information	Syllabus, course schedules, or calendars
Staff Information	Information about your instructor, teaching assistant, and/or guest speakers
Course Documents	Lecture Notes, handouts, supplemental readings, and worksheets
Assignments	Homework assignments, supplemental readings, tests, quizzes, and essay questions
Communication	Send email, student roster, student pages, discussion board, collaboration (virtual classroom or online chat), and group pages
External Links	Area with reference to useful websites
Student Tools	Student drop box, change your information, check your grade, edit your homepage, student calendar, and student manual

3. Help

CUNY Portal: https://cunyportal.cuny.edu/cpr/authenticate/portal_login.jsp

The Multimedia Center has different open lab hours over the academic year. In the **bulletin board in front of the rooms NA 4/216 and 4/221** you will find the current opening hours. Please feel free to come to the Multimedia Center, to **ask any technical question, and to explore technology**. We will try to answer all questions and support you in accomplishing your projects and assignments. For any technical concerns and questions you can contact me:

Doris Grasserbauer - dgrasserbauer@ccny.cuny.edu - NA 4/217A - (212) 650-5795

More information can be found at the **Multimedia Center Website:**

<http://www.ccny.cuny.edu/mmcenter/>

Computer Help Desk

If you have login problems please contact the Computer Help desk located in NAC 1/301. The office hours are Monday to Thursday from 7am to 12pm, Friday 8:15am to 5:30pm. The phone number is (212) 650-7878, email servicedesk@ccny.cuny.edu.