

# Using Blackboard – CUNY Portal

Created by Doris Grasserbauer – dgrasserbauer@ccny.cuny.edu

## Topics:

1. How to access Blackboard
  2. How to navigate Blackboard
  3. Help
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## 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](mailto: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](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

<b>Announcements</b>	Primary point of contact with your professor. This is the place where you will find time-sensitive material.
<b>Course Information</b>	Syllabus, course schedules, or calendars
<b>Staff Information</b>	Information about your instructor, teaching assistant, and/or guest speakers
<b>Course Documents</b>	Lecture Notes, handouts, supplemental readings, and worksheets
<b>Assignments</b>	Homework assignments, supplemental readings, tests, quizzes, and essay questions
<b>Communication</b>	Send email, student roster, student pages, discussion board, collaboration (virtual classroom or online chat), and group pages
<b>External Links</b>	Area with reference to useful websites
<b>Student Tools</b>	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](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](mailto: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](mailto:servicedesk@ccny.cuny.edu).