What is Blackboard?

This FAQ contains instructions on how to:

- Login/Log out of Blackboard
- View organizations
- Participate in Blackboard courses

Blackboard is a web-based courseware management system in which instructors create virtual classrooms by posting course materials on the Web. The course may be taught entirely online or as a hybrid experience, combining traditional class meetings with online materials. Courses may include learning materials such as documents, presentations, audio and video files, web conferences, on-line course assessments, collaborative group work tools such as announcements, e-mail capabilities and discussion groups.

You may access Blackboard by logging into the CUNY Portal (http://www.cuny.edu) as described in detail below:

1. In any web browser, go to http://www.cuny.edu.

   ![Fig. 1. CUNY website](image)

2. Click the LOG-IN link (top-right) and then select the Blackboard link (Fig. 2). If you haven’t logged into the CUNY Portal, you will be prompted to enter your portal login information (Fig. 3). After you have logged in, your Blackboard account will open. If you have recently logged into the portal, you will not be prompted, instead your Blackboard account will open immediately.

   ![Fig. 2. Link to CUNY Portal Login Page](image)  ![Fig. 3. CUNY Portal Log-In form](image)

3. Within the CUNY Blackboard site, you can do the following:

   **View your courses**
   - If you are an instructor, you will see a list of courses you are scheduled to teach.
   - If you are a student, you will see a list of courses for which you are registered.
   - If you desire to register for a course, you may do so using one of the following methods:
     a) Click on the Grad Center tab (Fig. 5a), then click on the Banner link (Fig. 5b).
     b) Contact the Registrar via email registrar@gc.cuny.edu or by phone at (212) 817-7500.
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View organizations

If you are a member of one or more CUNY organizations, links are provided that will allow you to view information pertaining to those organizations. For more information, please contact:

- IT Services (formerly The Help Desk) should be your first point of contact for technical assistance.
- You may contact us by sending an email to itservices@gc.cuny.edu or by visiting our online self-service portal available 24/7. The self-service portal will allow you to request assistance from IT via a simple web form.
- Emergency calls are received between the hours of 9:00 am – 5:00 pm at 212-817-7300.

Participate in Blackboard Courses

When you enroll in a course, your instructor may conduct some activities online as part of the course experience. This may include the distribution of assignments, group collaboration, or provision of other pertinent information which may require your participation.

1. Click on the **Home** link (Fig. 6a) and view the "**My Courses**" module (top right), (Fig. 6b). (These courses have been made available in Blackboard by your instructors.)

2. Click on the title of the desired course in which you want to participate.
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3. Click on the content links of the course (left pane) for the information you desire to view.

Log out of your Blackboard Session

It is best practice to log out of Blackboard when you are done.

1. To do so, click the Logout button (top-right, power button icon).

Fig. 7. Logout button

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