



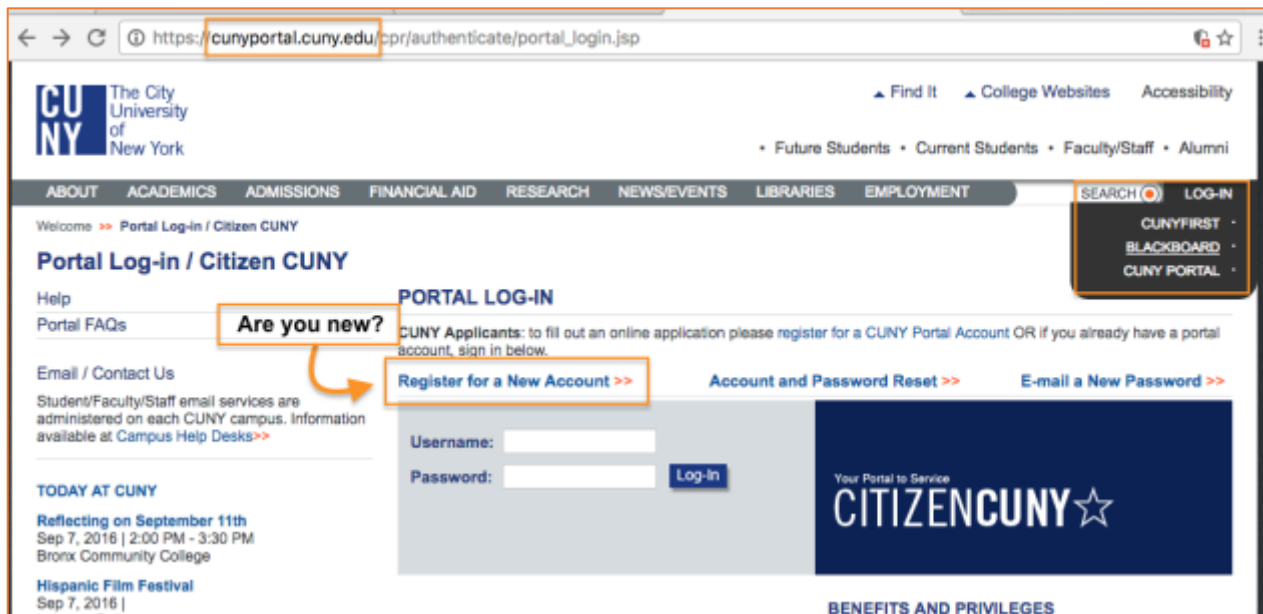
THE STUDENT'S GUIDE TO BLACKBOARD

WHAT IS BLACKBOARD?

Blackboard is the course management system used by your faculty to post course materials (e.g. syllabus, reading assignments) and to communicate with you outside of class-time. If you are taking an online course, however, you will log into Blackboard almost daily to access materials, participate in discussions or group work, or upload your assignments.

HOW DO I ACCESS BLACKBOARD?

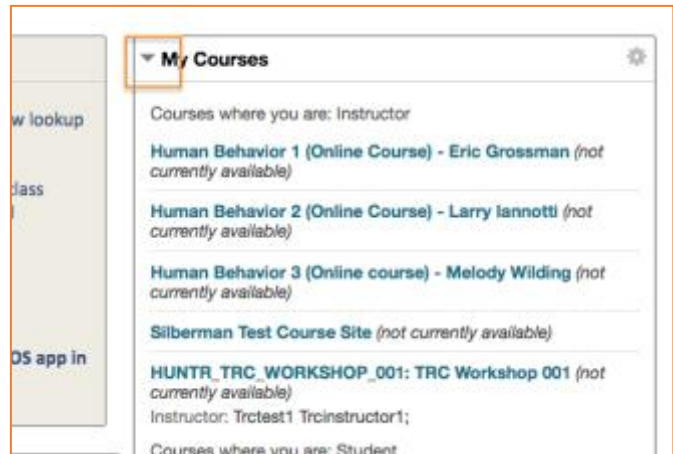
Blackboard can be accessed through the [CUNY Portal](#). If you are new to the CUNY system, you must register for a new account first. Blackboard can also be accessed via the [ICIT website](#). Bookmark the ICIT webpage – it will give you updated information about downtime, outages, etc. It also has the Helpdesk information.



HOW DO I ACCESS MY COURSE(S)?

Once you log into Blackboard, you'll notice the My Courses widget on the right-hand side. If you do not see your course(s) listed, there are two possibilities:

1. The triangle to the left of My Courses is not facing down. If this is the case, click on it.
2. Your professor did not make the course available. If this is the case, please email your professor.



If your course is visible, click on the title to access it.

WHAT AM I LOOKING AT?

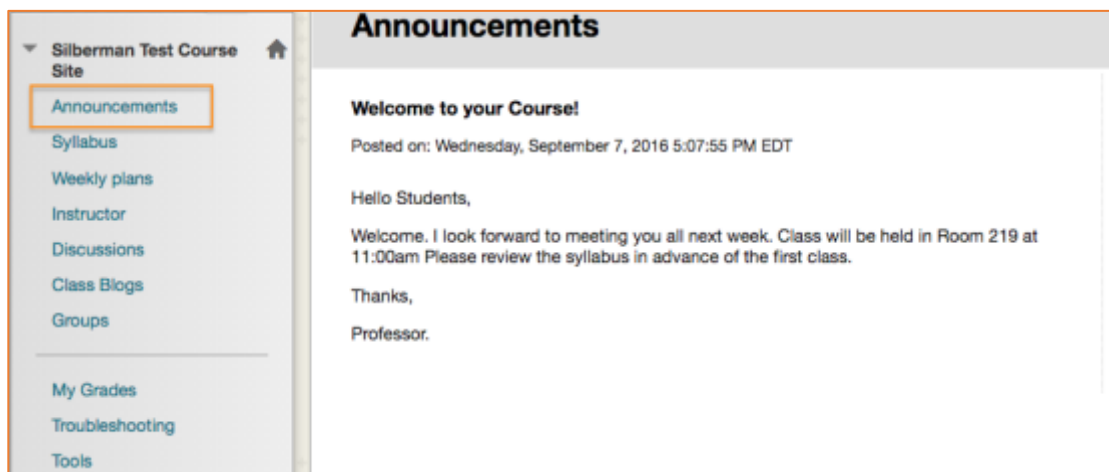
The course menu is on the left and the content will appear on the right. Please note that the menu items may be different from course to course. This is based on instructor preference. For example, *Course Information* (default) may be **relabelled** *Syllabus* in one course but not another.

Your professor decides what is available to you. So you may see all of the menu items described in this document, you may see more than what's described here, or you may only see one or two of these items. It really depends on how your class is structured.

Announcements



The default page in Blackboard is the Announcements page. Every announcement your professor sends out will be posted here and, in some cases, emailed to your myHunter email account. Please read these announcements carefully. Your professor will use this feature to update deadlines, clarify assignments, or direct you to new materials.





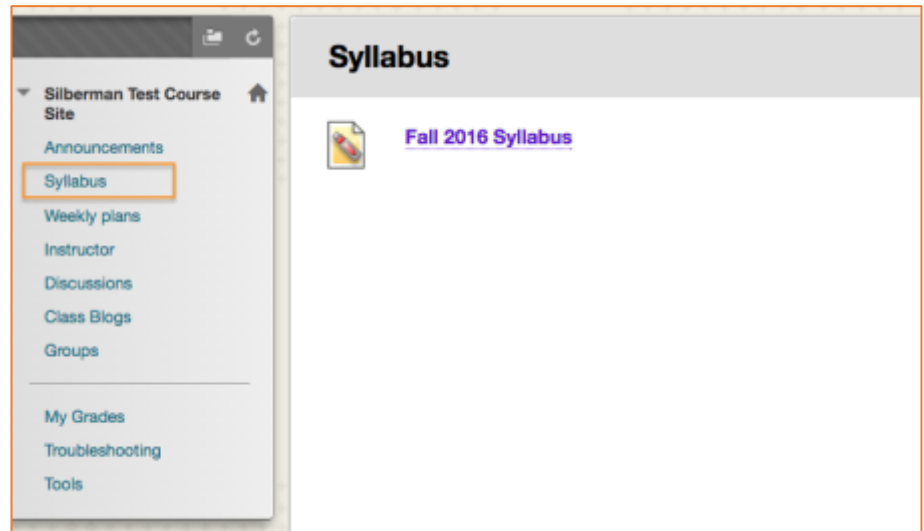
Instructor

Within this tab, you will find information about your professor (like their bio) as well as office hours and contact information. Note, some professors may not use this tab because the same information is often contained in the course syllabus.



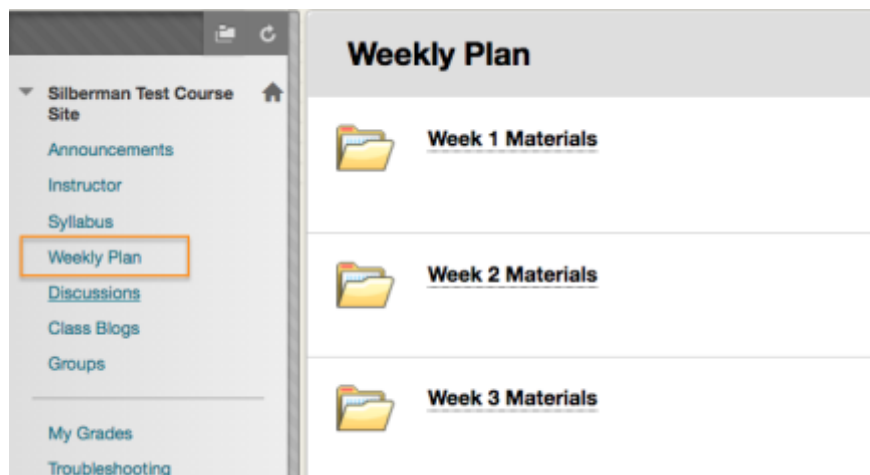
Course Information

Most likely, your course syllabus will be posted under this menu item. Again, some of your professors may change the name to “Syllabus” or another relevant name. When you click on the syllabus file, it will download onto your computer. Please note, some professors may also add the syllabus as an HTML file – one that you can view on any device without downloading.



Course Materials

This section will contain materials necessary to do well in the course: readings, website links, embedded videos, handouts, [e-reserve library materials](#), quizzes, PowerPoint slides, and VoiceThread lectures. If you are in an online course, it's possible that Course Materials has been changed to Weekly Units, Weekly Plan, Week-by-Week.

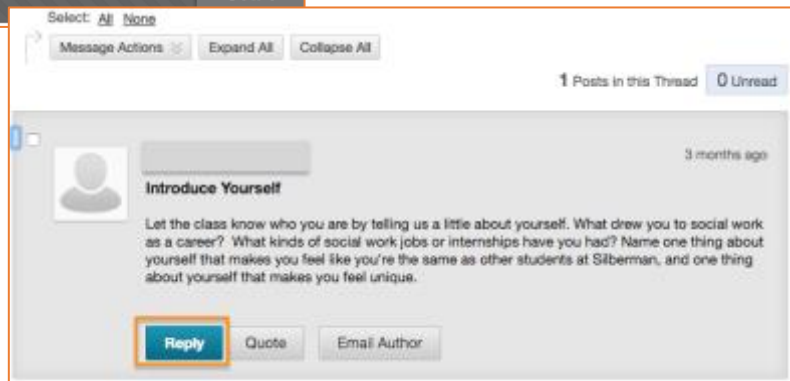
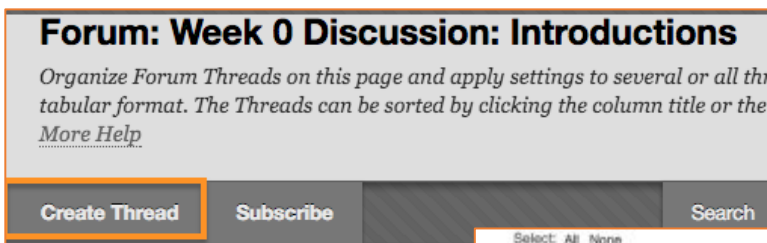
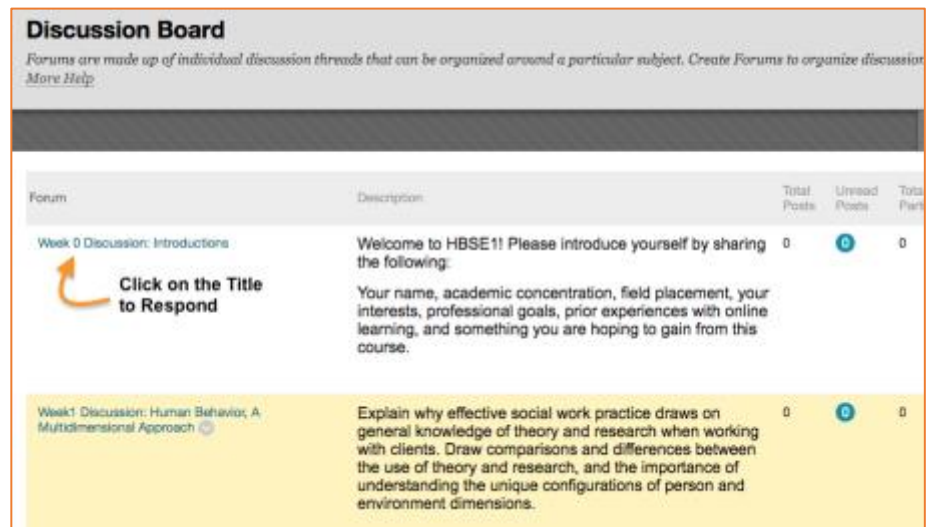
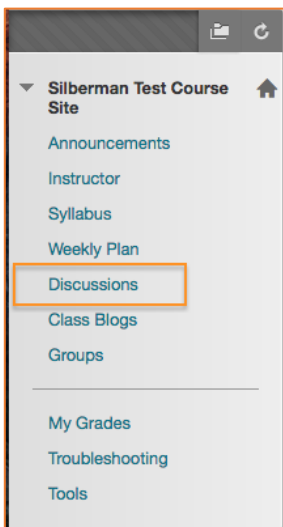




Discussion Boards

Discussion boards are primarily used in online classes to replace discussions that would normally occur in the classroom. However, some professors in the classroom may expect you to participate in online discussions. Your professor will post a question or questions and ask you to respond.

To respond, you will either click on “Create Thread” or “Reply.” (*This depends on how your professor set up the board.*) Before you respond, make sure you’ve read any instructions. How long should the response be? Do I have to respond to a classmate? What is the deadline?



WHAT ELSE DO I NEED TO KNOW ABOUT BLACKBOARD?

All Silberman students are added to two organizations within Blackboard to help them learn more about the resources available to them at Silberman and 68th Street.



The screenshot shows the 'My Organizations' section in Blackboard. It features a light blue header with a downward arrow and the text 'My Organizations'. Below this, there are two sections: 'Organizations where you are: Participant' and 'Organizations where you are: Organization Leader'. Under the 'Participant' section, there is a link for 'SSSW Information Corner' and an 'Announcements:' section with a link for 'InterProfessional Student Orientation and Training Day at CPI'. Under the 'Organization Leader' section, there is a link for 'SSSW Student Orientation'.

Under My Organizations, click on SSSW Student Orientation to get a general introduction to the services available to you at Silberman. You'll watch short video introductions for each and then take a very short quiz. Don't worry – it's not graded! You will also find the SSSW Information Corner listed under My Organizations. This site provides the latest information from each of these services – important deadlines, upcoming workshops and trainings, and various downloadable resources.

HOW DO I GET HELP?

Please visit the [Student Blackboard Resources](#) page for more on using Blackboard. If you have technical issues with Blackboard, please contact the student helpdesk.