

# Blackboard Student Guide

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## 1. Accessing Blackboard

To find out if your course will use Blackboard, it's best to check Blackboard and your student email for an announcement from your professor.

First, log into your [My LaGuardia](#) student portal. Then, click on the Blackboard icon under e-Tools.

If MyLaGuardia is not yet available, don't worry, you'll still be able to access Blackboard. You will be provided the link to Blackboard after you try signing in. You can also access Blackboard at [bbhosted.cuny.edu](http://bbhosted.cuny.edu).



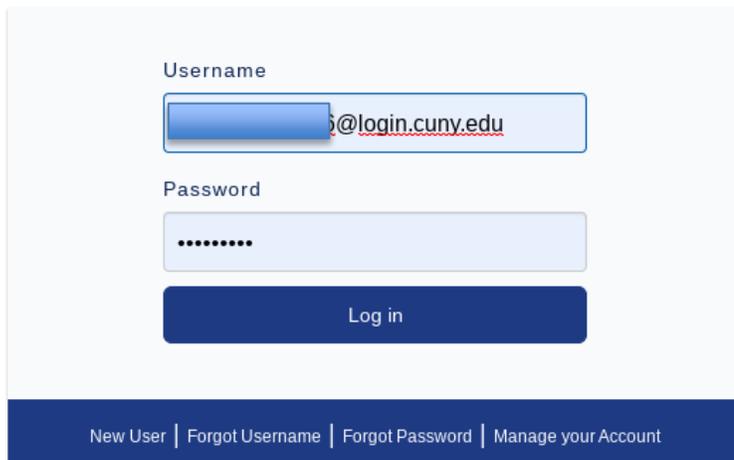
The screenshot shows the My LaGuardia student portal interface. At the top left, it says "My LaGuardia" and "Welcome [redacted] - Log out". Below this, there are sections for "Alert Messages" (with a "Status Message" button) and "Advising" (with a "Spanish-English Translation" button). On the right side, there is a sidebar with "Academic Profile" and "Credit and GPA Information" (showing 57 credits earned and a 3.9 GPA). At the bottom of the sidebar is the "e-Tools" section, which contains icons for CUNYfirst, ZOOM, Blackboard, Degree Works, Email, ePortfolio, Library, and LAGCC Career Connect. A red arrow points to the Blackboard icon in the e-Tools section.

On the Blackboard login page, you will log in using your CUNY credentials: [name.lastname@cuny.login.edu](mailto:name.lastname@cuny.login.edu). If your username has numbers, make sure to include them. In most cases these numbers are the last two digits of your EMPL ID (e.g. [Susana.Alvis06@cuny.login.edu](mailto:Susana.Alvis06@cuny.login.edu)). Your password will be the designated password for your CUNYfirst account.

# CUNY Login

Log in with your [CUNY Login credentials](#)

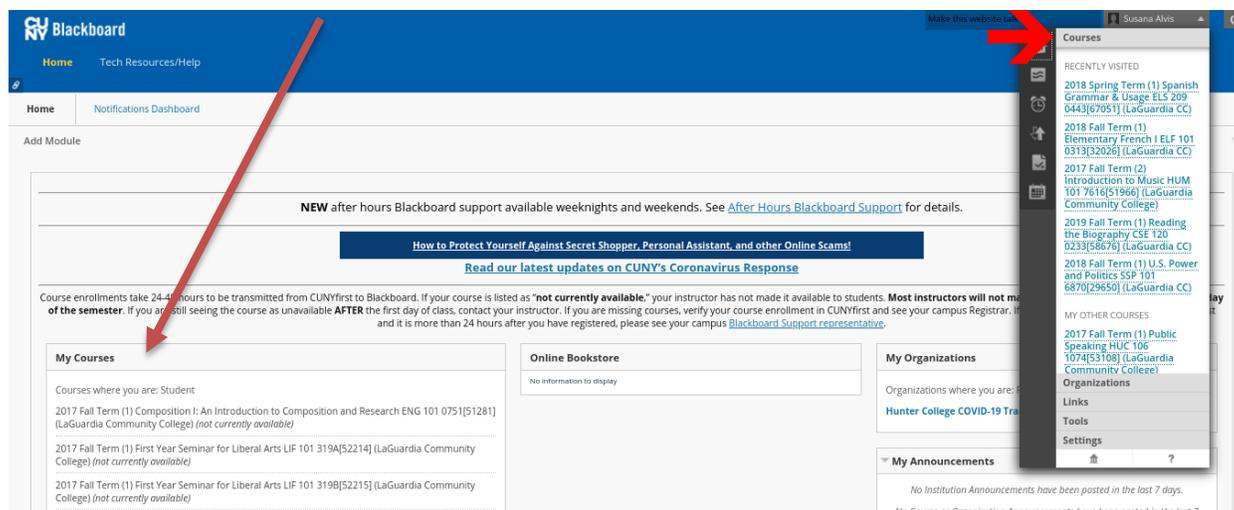
If you do not have a CUNYfirst account, see the [FAQs](#).



The login form consists of two input fields: 'Username' and 'Password'. The 'Username' field contains the text '@login.cuny.edu'. Below the password field is a 'Log in' button. At the bottom of the form, there are four links: 'New User', 'Forgot Username', 'Forgot Password', and 'Manage your Account'.

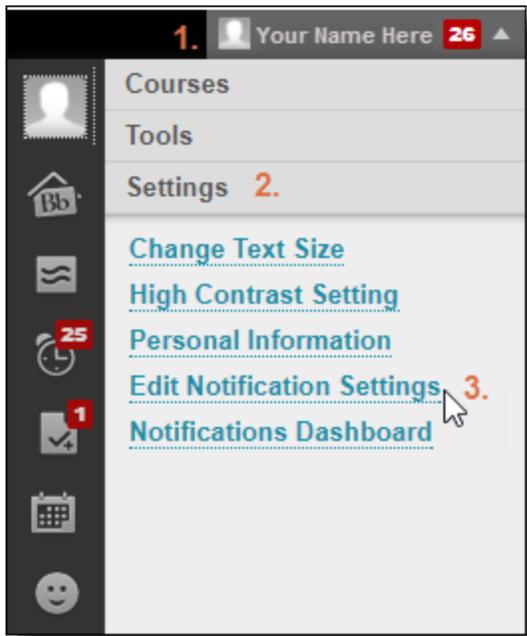
## 2. Finding your Courses and General Navigation

Once you've logged in, click on your name on the upper right corner of the screen to view your courses for the semester. Or, see the list in My Courses.

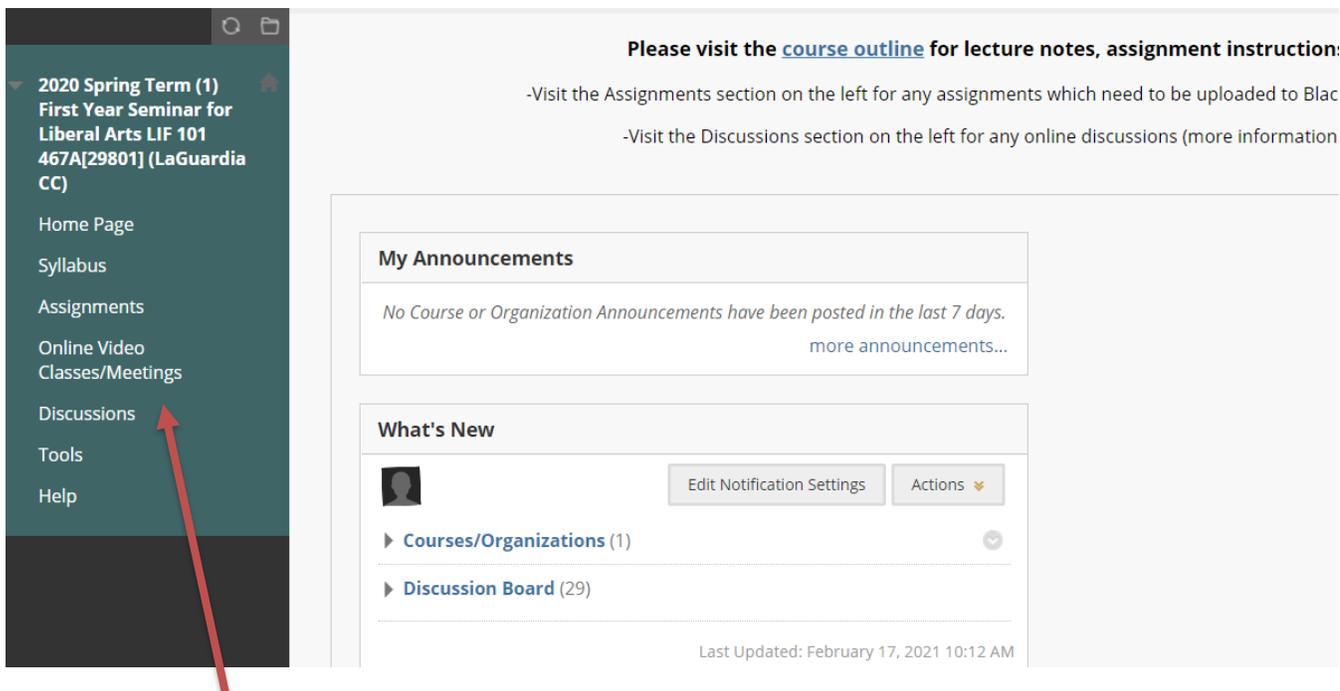


The screenshot shows the Blackboard dashboard. A red arrow points to the user's name 'Susana Alvis' in the top right corner. Another red arrow points to the 'My Courses' section in the left sidebar. A third red arrow points to the 'Courses' dropdown menu that appears when the user's name is clicked. The 'Courses' menu lists several courses, including '2018 Spring Term (1) Spanish Grammar & Usage ELS 209 0443(67051) (LaGuardia CC)', '2018 Fall Term (1) Elementary French I ELF 101 0313(32026) (LaGuardia CC)', '2017 Fall Term (2) Introduction to Music HUM 101 7616(51966) (LaGuardia Community College)', '2019 Fall Term (1) Reading the Biography CSE 120 0233(58676) (LaGuardia CC)', and '2018 Fall Term (1) U.S. Power and Politics SSP 101 6870(29650) (LaGuardia CC)'. The 'My Courses' section lists three courses, all marked as 'not currently available'.

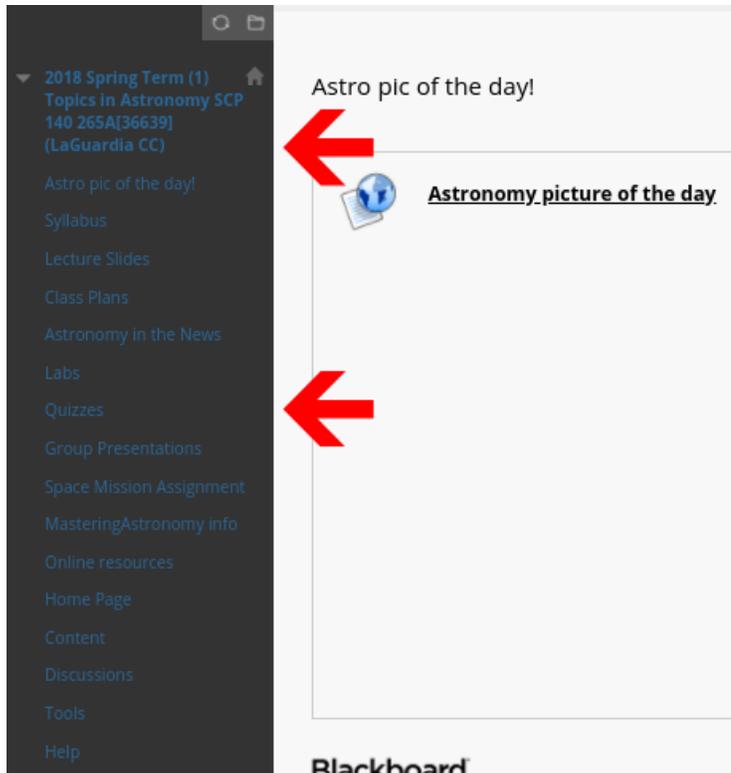
Within the navigation area in the top right corner, you will be notified when your instructors create posts, upload grades and post updates regarding the course. You can also update your personal information, including your email address, to ensure you receive all updates.



Once you click on a course, there will be different options available, depending on what your professor has planned. Review the course's main page as well as the sections listed in the navigation bar on the left. Make sure to review the different links for the course to find the syllabus, assignments, discussions, weekly outlines and more. (Don't forget – different courses will have different items!)

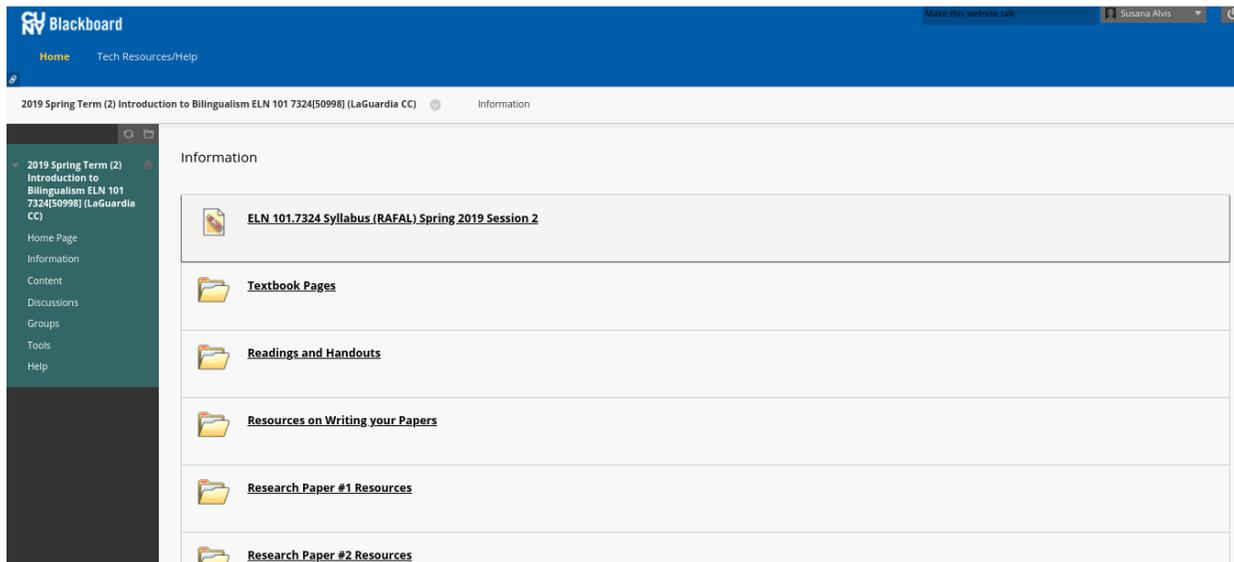


The left navigation bar with different sections listed – what you see may be different, so poke around to explore!



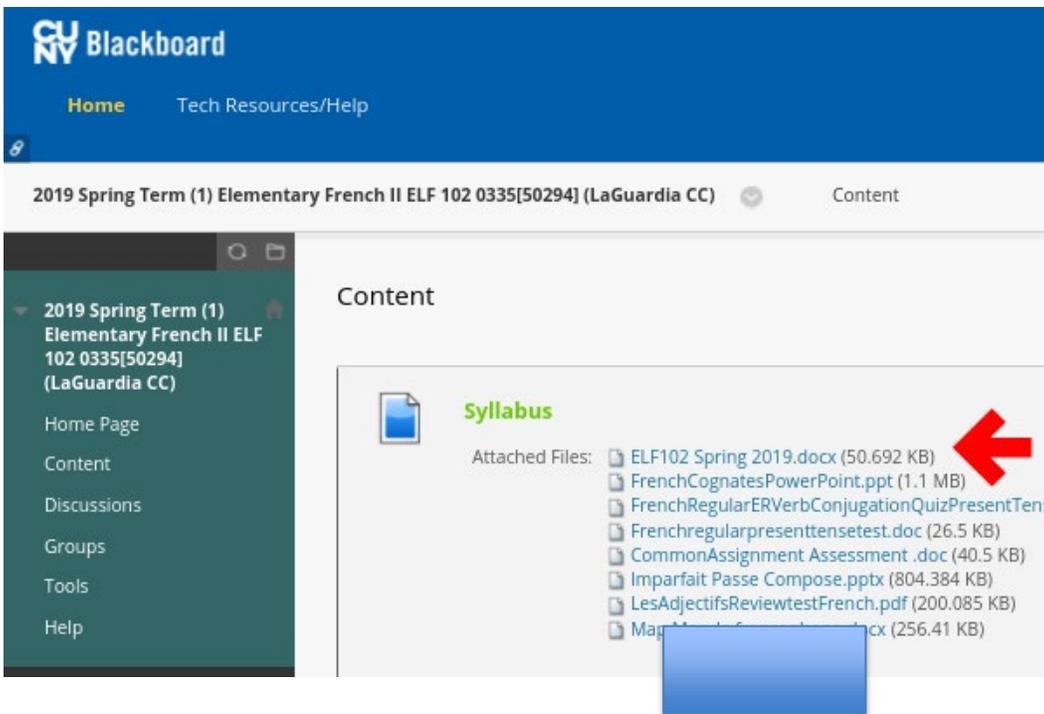
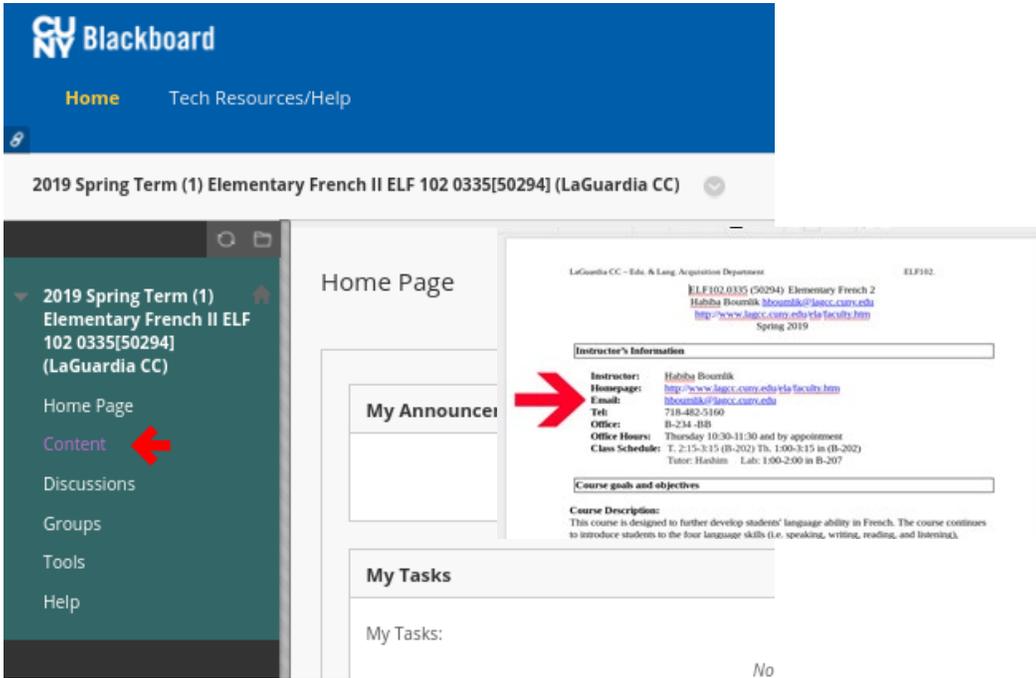
Here is an example from a different Blackboard course. As you can see, the professor for this course has divided the material in a very detailed manner. We can also observe that there is a category named “quizzes.” Professors may make exams and quizzes available to on Blackboard. For these, you will get a notification letting you know of the respective section for you to complete the quiz or exam, along with the deadlines and time limit you have to complete it.

To review the content of your courses, you can select the course and then select Content or Course Content (or other folders that are available). You may find readings, assignments, outlines and more. Some instructors post more information than others.



### 3. Finding the Syllabus

Dig around to see if the syllabus is posted. There might be a section titled Syllabus, or it may be within a general Content section. Once you find the syllabus, you'll be able to see your professor's contact info and information about what you can expect from the course, including assignments, exams and due dates.



#### 4. Submitting Assignments and Checking Grades

You may be asked to submit assignments through Blackboard. Make sure to attach documents in Word (.doc) or PDF (.pdf) format or another format required by your instructor. Make sure to click submit!

The screenshot shows the Blackboard assignment submission page. At the top, there are two boxes: 'Due Date' with the text 'Wednesday, June 10, 2020 11:59 PM' and 'Points Possible' with the text '20'. Below these is a link: 'Read the [instructions for the When Breath Becomes Air Paper](#) and submit final assignment here by Wed. June 10.' The main section is titled 'ASSIGNMENT SUBMISSION' and contains a 'Text Submission' area with a 'Write Submission' button. Below this is a dashed box containing an 'Attach Files' button and four other options: 'Browse My Computer', 'Browse Content Collection', 'Browse Cloud Storage', and 'Browse Dropbox'. A red arrow points to the 'Attach Files' button. At the bottom, there is a grey bar with the text: 'When finished, make sure to click **Submit**. Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.' Below this text are three buttons: 'Cancel', 'Save Draft', and 'Submit'. A red arrow points to the 'Submit' button.

You can check your grades for assignments you submit through Blackboard. To do this, simply click on the My Grades icon, which you can find in the top right menu.

The screenshot shows the Blackboard user interface. The top navigation bar is blue and contains the Blackboard logo, 'Home', 'Tech Resources/Help', and a user profile for 'Susana Alvis'. A red arrow points from the text above to the 'My Grades' icon in the top right menu. The menu is open, showing a list of courses under 'RECENTLY VISITED' and 'MY OTHER COURSES'. The 'My Grades' icon is highlighted with a red arrow. The main content area shows a 'My Courses' section with a list of courses and a 'My Organizations' section with a list of organizations. A red arrow points from the text above to the 'My Grades' icon in the top right menu.

2019 Fall Term (1) Reading the Biography CSE 120 0233[58676] (LaGuardia CC) December 19, 2019 9:08 PM

**2019 Fall Term (1) Reading the Biography CSE 120 0233[58676] (LaGuardia CC)**

ITEM	LAST ACTIVITY	GRADE
Online7	Nov 13, 2019 8:37 PM GRADED	A+
Online8	Nov 21, 2019 8:12 PM GRADED	A
Online9	Nov 29, 2019 11:51 AM GRADED	A+
Online10	Dec 15, 2019 3:13 PM GRADED	A
Exam1	Oct 30, 2019 7:24 PM GRADED	96.00 /100
Midterm	Nov 1, 2019 10:20 PM GRADED	100.00 /100
Exam2	Nov 20, 2019 6:30 PM GRADED	100.00 /100
Final	Dec 19, 2019 9:08 PM GRADED	100.00 /100
Particip	Dec 4, 2019 2:39 PM	A

## 5. Participating in Discussions

Some courses require that you engage in the discussion of certain topics with your fellow classmates. This can be done by clicking on Discussions and then selecting the forum and creating a thread.

2019 Spring Term (2) Introduction to Bilingualism ELN 101 7324[50998] (LaGuardia CC)

**Discussions Board**

The main discussion board page appears with a list of available discussion posts and all replies to it. When you access a forum, a list of threads appears.

FORUM

**Reflection #1: Autobiographical Reflection on Language**

Once you create a thread, you have the option to upload the required assignment as an attached file or to type it directly into the available text box. Don't forget to click on submit to create the thread successfully.

The screenshot shows the Blackboard interface for a course titled "2019 Spring Term (2) Introduction to Bilingualism ELN 101 7324[50998] (LaGuardia CC)". The main content area displays a forum titled "Forum: Reflection #1: Autobiographical f". Below the forum title, there are three tabs: "Create Thread", "Grading Information", and "Subscribe". The "Create Thread" tab is active, showing a list of threads with columns for "DATE" and "THREAD". The threads listed are "6/24/19 8:11 PM reflexion # 1 Autol Language" and "6/19/19 10:34 PM Autobiography".

Below the thread list, there is a "FORUM DESCRIPTION" section with the following text: "At this point, you should have done your interview. Post on this forum your interview process and methodology. Describe the process you took: the who, what, where, when, how of the interview. Describe the location, time, date, number of questions, types of questions, how long the interview took, any follow up sessions, and any other information that describes the process in general. You should have this done before midnight @11:59 on Sunday June 30th, 2019."

The "MESSAGE" section contains a "Subject" input field and a rich text editor. The rich text editor has a toolbar with options for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and image. The "ATTACHMENTS" section includes an "Attach File" button, "Browse My Computer", "Browse Content Collection", and "Browse Dropbox" options. At the bottom right of the form, there are "Cancel", "Save Draft", and "Submit" buttons.

This close-up screenshot shows the bottom right corner of the form. A large red arrow points down to the "Submit" button, which is highlighted in black. The "Cancel" and "Save Draft" buttons are also visible.

Your professors may also conduct quizzes and exams on Blackboard. For this, you will get a notification of the respective section for you to complete the quiz or exam, along with the deadlines and time limit you have to complete it.

Not every instructor will use Blackboard or post the same amount of information about their course. Please be attentive and check your Blackboard regularly so you are aware of the information and resources given to you to succeed in each of your courses.

If you need help, contact your professor as soon as possible!