

Blackboard New Semester Checklist for LaGuardia Faculty

*Updated September 2015



Logging into Blackboard at

<https://bbhosted.cuny.edu/webapps/login/NoPortal>

You will be prompted to enter your CUNY Portal username/password to access Blackboard.



Forgot your Password or Username?

Re-validate your account by entering your confidential information. The system will remind you what your user name is and then allow you to reset your password here:

<https://cunyportal.cuny.edu/cpr/treg/validateUser.jsp>



Locked out of the Portal Page?

Use the link below to get immediate access to Blackboard (You must enter your last reset password in order to access your account)

<https://bbhosted.cuny.edu/webapps/login/NoPortal>

Please note: If the courses you have been assigned to teach are not showing up in your list of courses, please contact your departmental office coordinator to make sure that you are listed as the instructor of record in CUNYfirst or call us at x6121 indicating the (4 digit) section number of your course.



Setting Availability for your Course

All Blackboard courses are unavailable to your students while you build and organize content. Once you are ready to make your course visible, go to the specific course → select **Control Panel** → select **Customization** → select **Properties**. Under step 3 “**Set Availability**”, choose “Yes” and **click Submit**. Repeat these steps for each course that needs to be made visible to your students.

Check a video tutorial here:

http://ondemand.blackboard.com/r91/movies/bb91_course_customization_set_course_availability.htm

Please note: The student roster for your class is updated daily from CUNYfirst to reflect accurate enrollments. Instructors do not need to worry about making changes to their class list because this is an automated process that occurs between CUNYfirst and Blackboard.



Uploading and Organizing Content

Be sure to update any content that was copied from previous semesters, especially due dates! Instructors can customize their Blackboard course menu and this can be

extremely beneficial in meeting individual class needs. Listed below are a few suggestions on how to use the various content areas found in your Blackboard course:

Announcements: This area is used to display updates, reminders and announcements posted by the instructor.
Course Information: This area is used to display general information about the course such as a syllabus and a course schedule.
Course Documents: This area is used to provide the majority of the information delivered to students online, such as lecture notes, PowerPoint slides, reading materials, study guides, outlines, etc.
Assignments: This area is designed to hold course assignments, tests, quizzes, or surveys. Students may also submit assignments in this area if the instructor has enabled the assignment manager tool.
Discussion Board: This is an area that allows students/instructors to have online discussions by posting questions, comments and responses through the use of forums and threads.
External Links: This area is used to list helpful websites that the student can visit to support class work.
Contacts: Contact information (phone numbers, email addresses, office locations, etc. for the faculty can be listed in this area.
Tools: Students can use this area to check their grades. Additional tools are also available in this area.

For more information on organizing your Bb site, see:

<http://www.cuny.edu/about/administration/offices/CIS/functions/bb/userguides/faculty.html>



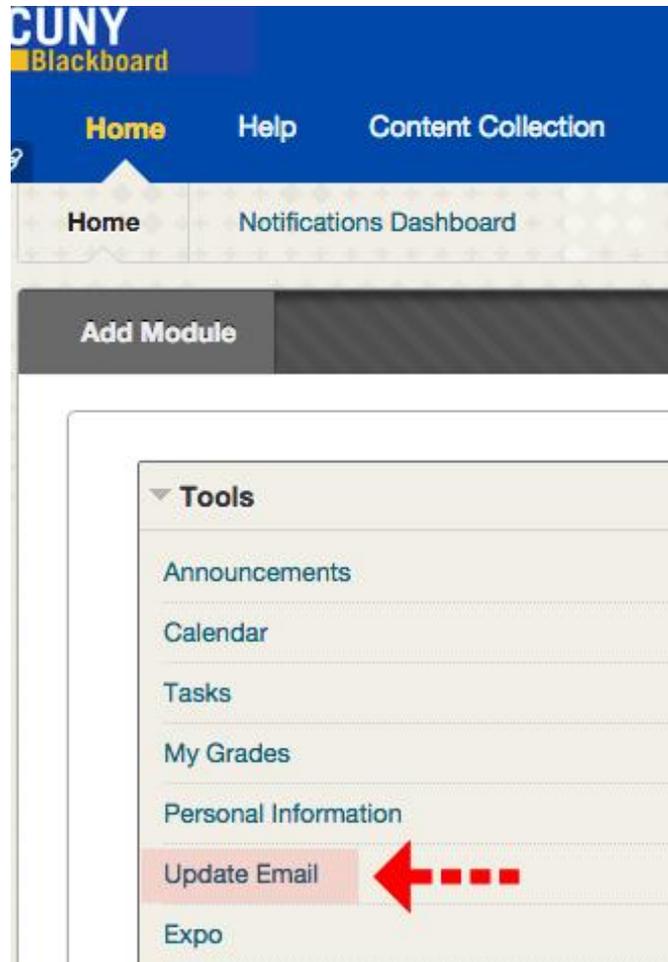
Emailing your Students using Blackboard

Instructors can send email to individual users, to groups of users, or all users in a course. Select Email → select all users or selected individual users. Instructors can also send email to individual students, or selected students, via the Grade Center. *Please note: It's always a good idea to post a welcome Announcement and email your students once you have made your Blackboard site available.*



***Students must be sure to have the correct e-mail address listed in their Blackboard accounts.** Many users have empty e-mail address fields, or a different school e-mail address listed.

The image below can help students learn how to update their e-mail address in Blackboard. If the user receives an error message, please double check that the information entered was processed correctly by the system.



Assisting your Students with Blackboard

Our website provides handouts and video clips on using Blackboard

- <http://www.laguardia.edu/ISMD/BlackBoard/How-To-s/>
- http://www.cuny.edu/about/administration/offices/CIS/functions/bb/user_guides/student.html

Questions can also be directed to Blackboardsupport@lagcc.cuny.edu

Please note: Take a few minutes at the start of the semester and demonstrate to your students how you are expecting them to use your Blackboard site.

Additional Training and Support Materials for Instructors

Throughout the year please contact our department Training Team:

<http://www.laguardia.edu/ISMD/Blackboard-Training-Assistance/>

Or meet the team in room E506 during office hours. x6198

Instructor handouts and video clips on using Blackboard can also be found at:

- <http://www.laguardia.edu/ISMD/BlackBoard/Video-Tutorials/>
- http://www.cuny.edu/about/administration/offices/CIS/functions/bb/user_guides/faculty.html
- <http://www.laguardia.edu/ISMD/BlackBoard/Quick-Guides/>
- [https://en-us.help.blackboard.com/Learn/Reference/Blackboard Learn Videos/Video Archives](https://en-us.help.blackboard.com/Learn/Reference/Blackboard_Learn_Videos/Video_Archives)



Blackboard Account Set-up and Enrollment requests can be sent to: Blackboardsuport@lagcc.cuny.edu or stop by B127 x6121



Students unable to access CUNY Portal or Blackboard may stop by B127 with a photo ID to get assistance.