Blackboard Student Guide

Table of Contents

1. Accessing Blackboard – Page 2
2. Finding your Courses and General Navigation – Page 3
3. Finding the Syllabus – Page 6
4. Submitting Assignments and Checking Grades – Page 7
5. Participating in Discussions – Page 8
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).

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On the Blackboard login page, you will log in using your CUNY credentials: `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`). Your password will be the designated password for your CUNYfirst 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.

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!

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.
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.
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.
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!