

CREATING THREADS IN A DISCUSSION FORUM

A thread includes the initial post and any replies to it. Your instructor has the option of allowing or not allowing you to start threads.

1. On the Discussion Board page, click the forum name.
2. On the Forum page, click **Create Thread** button.
3. Type a Subject and reply in the Message textbox.
4. Click **Submit** to create the thread.

Group Discussion Boards are available only to users who are members of the group. If a group Discussion Board is available, access it from the **Groups** link in the Tool area.

10-How do I access and submit my class Assignments or SafeAssignments?

Tips to consider before submitting an assignment

Click the link **once** to submit the document. Wait for the page to load completely.

WARNING! Do not use the browser's Back button. This may cause loss of data.

Accessing and Submitting Assignments

1. Click the **Assignment** link on the course menu or the content area where the assignment is.
2. Click the name of the assignment.
3. Click **Write Submission** and type your response.
4. Or click **Browse My Computer** and select a file to attach.
5. Press the **Submit** button.

A success message appears, confirming the submission.

WARNING! When you finish your assignment, you must click **Submit**. If you press **Save as Draft**, your instructor will not receive your completed assignment.

Accessing and Submitting SafeAssignments

1. Click the **Assignment** link on the course menu
2. Click the >> **View/Complete** link.
3. Read the instructions carefully.
4. In the Comments box, type your response.
5. Or click **Browse** and select a file to attach.

6. Press the **Submit** button.
7. A success message confirms the assignment submission.

Students can submit papers in Word (.doc, docx), Plain Text (.txt), Rich Text Format (.rtf), PDF, and HTML formats. Files exchanged using the SafeAssignment feature can be submitted only once. By contrast, Assignments can be submitted more than once if the professor allows multiple attempts.

11-I am having problems uploading documents to Blackboard. Can you give me some help?

Use the appropriate browser (review question No. 5 above) **Use ONLY alphanumeric characters (A-Z, 0-9, no spaces or punctuation) when naming a file to be uploaded.** You will get an error message course if the name of the document is too long or if the name does not have the underscore "_" between words.

Example of proper format:

Homework_Assignment_1.doc

Be patient, wait for the "This assignment is complete" receipt. **DO NOT** click elsewhere while uploading a file.

12-What do I need to do if by mistake I submitted the wrong Assignment or SafeAssignment document?

If your professors are not allowing multiple attempts for the assignment, you should contact them and ask for the opportunity of resubmit your paper. They will be able to clear your previous attempt and permit you to submit again.

13-Where do I find grades for my Blackboard classes?

Accessing My Grades From Within Your Course

1. On the Course Menu, click Tools.
2. Click **My Grades** link.

Accessing My Grades From Outside Your Course

1. On the Home tab, click **My Grades** on the Tools panel.
2. On the My Courses/Organizations page, click the name of your course.



Blackboard

Student Blackboard FAQ

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For more information, visit www.cuny.edu/blackboard

1-What do I need to do to enter Blackboard for the first time?

If you are a CUNY student, a Blackboard account has been reserved for you. Before using it, you must first specify your preferences for the account.

Blackboard is accessed through the CUNY Portal:

1. In your web browser, navigate to www.cuny.edu.
2. Hover over **LOG-IN** in the upper right and, in the dropdown menu, click the **BLACKBOARD** link
3. Click the **Register for a New Account** link.
4. Click **Current Student**.
5. Enter the required information and click the **Next** button.
6. On the following screen click **Confirm** if the data is correct. If you made a mistake, click **Cancel** and reenter your information.

2-How do I access Blackboard?

Blackboard is accessible using your CUNY Portal username and password. These credentials may be different from your campus email username and password.

1. In your web browser, navigate to www.cuny.edu.
2. Hover over **LOG-IN** in the upper right and, in the dropdown menu, click the **BLACKBOARD** link
3. Enter your CUNY Portal username and password and click the **Log-in** button.
4. Click on the **Blackboard** link.
5. Blackboard will be displayed with the **Home** tab active. Courses in which you are enrolled are displayed in the **My Courses** module to the right.

NOTE: Your college may recommend an alternative way to access Blackboard from your campus's website.

3-How do I reset my CUNY Portal password?

To access Blackboard, you must log in to the CUNY Portal. If you have forgotten your password, go to the CUNY website to reset it:

1. In your web browser, navigate to www.cuny.edu.
2. Hover over **LOG-IN** in the upper right and, in the dropdown menu, click the **BLACKBOARD** link
3. Click the **Account and Password Reset** link.
4. Enter the required information and click the **Next** button.
5. Click **Confirm** if correct data is entered. If you made a mistake, click **Cancel** and re-enter your information.

6. The **Password Reset** page will show you your username and the option to create a new password. Confirm the new password in the second field and click **Save**.
7. You should be redirected to the CUNY Portal page. Enter your username and your new password to access Blackboard.

4-I was able to log in to the CUNY Portal, but I did not find a Blackboard link on the site. What do I do?

If you do not find a Blackboard link after logging into the **CUNY Portal**, you may have entered the username and password of a duplicate account. To verify your valid username, please contact your college's student support.

5-Which browsers can I use to access Blackboard?

- For PCs: **Internet Explorer** version 9 or higher, **Chrome** or **Firefox** are recommended
- For Macs: **Safari** 5.0 or higher, or **Firefox** are recommended

6-I am registered in several courses, but some of my classes are not showing up on my Blackboard site. Why aren't they listed?

Your professor may have chosen not to (or may have forgotten to) make the Blackboard site available. You should contact your professor via email or in class and ask them if the course uses Blackboard and, if so, to check on course availability

Alternatively, you may have a status problem. If this is the case, you should check your status with the Registrar or Bursar offices in your college.

7-Why am I not receiving e-mails from my Blackboard classes?

Your CUNY related e-mail address should be your default email address on Blackboard, but the Blackboard system will keep the primary e-mail you entered the first time you enrolled in a class at your college. To verify this email address:

- In the Blackboard Home tab, find and click on the **Update Email** link in the Tools module to the left.

Some e-mail providers, such as Yahoo, Hotmail, and AOL, may identify email from Blackboard as junk mail and then either automatically delete the email or move it to a junk mail folder. If you are using the college email, please check your settings to make sure that you do not have e-mail from Blackboard defaulted to go to your junk folder.

8-How do I change my email address on Blackboard?

You can have only one email address in Blackboard. The email address that is active in the CUNY portal is brought into the Blackboard system. If you do not use this email address, you can change it **ONLY** to a **CUNY RELATED EMAIL ADDRESS** in Blackboard.

1. In the Blackboard Home tab, find and click on the **Update Email** link in the Tools module to the left.
2. Enter the new email twice.
3. Click **Submit**.

NOTE: This **will not** change the email address used in the CUNY Portal or any other CUNY system. It will **ONLY** change the email used by the Blackboard system.

9-How do I access a Discussion Board forum on Blackboard?

The Discussion Board is a tool for sharing ideas about class materials. A Discussion Board can contain one or more forums. The main Discussion Board page displays a list of available discussion **forums**. These forums may be located anywhere in the course.

ACCESSING THE DISCUSSION BOARD

- On the **Course Menu**, click the **Discussions** link.

REPLYING TO DISCUSSION POSTS

1. On the Discussion Board page, click the name of the forum.
2. On the Forum page, click the name of the **Thread**.
3. On the Thread Detail page, press **Reply**.
4. Enter the Subject and type your reply in the Message text box.
5. Click **Submit**.