

GETTING STARTED WITH BLACKBOARD

BEFORE BLACKBOARD, THERE'S CUNYFIRST

Access to Blackboard is contingent on access to CUNYFirst and the Faculty Center. If your courses are listed in Faculty Center, then your courses will be listed in Blackboard. Log into [CUNYFirst](#), then click on Faculty Center. If you see your courses, you are ready. If your courses are not listed or you cannot log into CUNYFirst, please check in with your department. *If you are new to CUNYFirst, select New User and follow the prompts.*

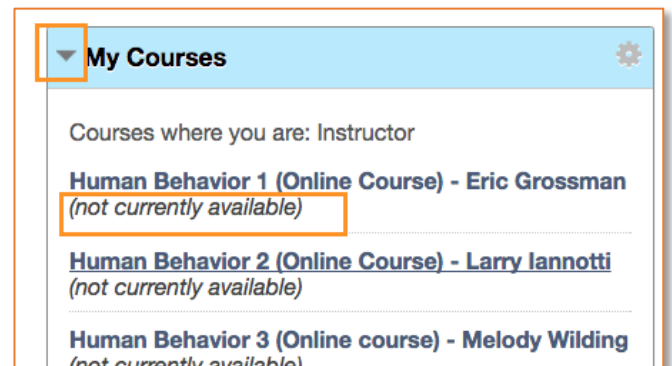
LOGGING INTO BLACKBOARD

Blackboard can be accessed through multiple sites including [CUNYFirst](#), [CUNYPortal](#), through “Quicklinks” on the [Silberman SSW website](#), and through [Instructional Computing and Informational Technology](#) (ICIT).

FINDING YOUR COURSES

One you've logged into Blackboard, you'll see your list of courses on the right-hand side in the “My Courses” widget. Make sure the triangle point faces down or your courses will not be visible.

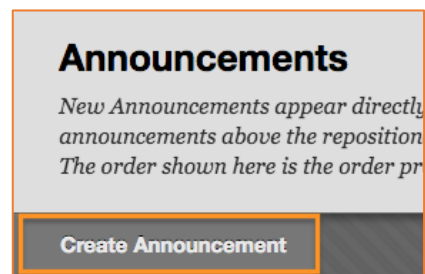
Note that your course, by default, is unavailable to students. This allows you to add content without students seeing your changes. When you have finished updating content, you will make the course available.



ADDING ANNOUNCEMENTS

The Announcements tool is very useful in communicating with all of your students at once. Use the Announcements tool if you've updated the Syllabus, added new content, changed assignment deadlines, or need to cancel class. Announcements are posted in the BB course site but you have the option of emailing it out to all students as well. Follow these steps to add your announcements:

1. Click Announcements
2. Click Create Announcement
3. Add a Subject and the Message
4. Select “Not Date Restricted” for Duration
5. Check the box for Email Announcement.



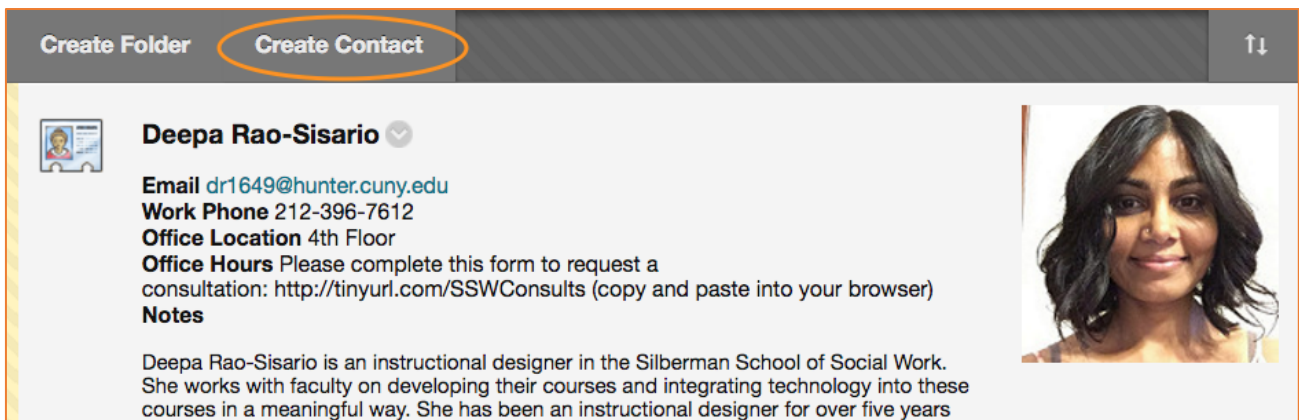
6. Click Submit

ADDING YOUR INFORMATION

The Instructor tool allows you to post your contact information independent of your syllabus.

1. Click Instructor
2. Click Create Contact
3. Enter Name Fields and Email.
Title and Work Phone are optional
4. Enter Office Location (optional)
5. Enter Office Hours
6. Enter Bio or other information in the Notes field
(optional).

If you choose to upload a photo, please make sure the photo is perfectly square (e.g. 600x600px) otherwise it will be distorted when it posts.



Create Folder **Create Contact**

Deepa Rao-Sisario ▼

Email dr1649@hunter.cuny.edu
Work Phone 212-396-7612
Office Location 4th Floor
Office Hours Please complete this form to request a consultation: <http://tinyurl.com/SSWConsults> (copy and paste into your browser)
Notes

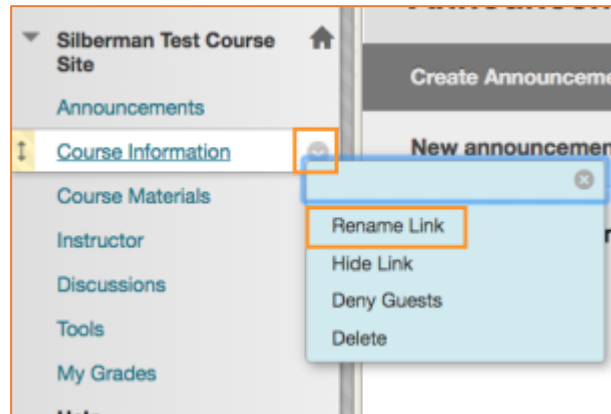
Deepa Rao-Sisario is an instructional designer in the Silberman School of Social Work. She works with faculty on developing their courses and integrating technology into these courses in a meaningful way. She has been an instructional designer for over five years

CHANGING MENU NAMES

The menu titles are generic. You can change these titles by hovering on the title and clicking on the gray arrow to the right. A new box of options will pop up.

Select “Rename Link” to change the name.
Select “Hide Link” to hide this link from students.
Select “Delete” if you don’t need this link.

Tip: Change Course Information to Syllabus.



Silberman Test Course Site

Announcements

Course Information ▼

Course Materials

Instructor

Discussions

Tools

My Grades

Create Announcement

New announcement

Rename Link

Hide Link

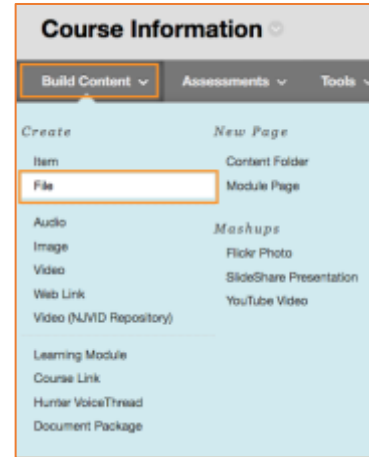
Deny Guests

Delete

ADDING YOUR SYLLABUS

Use the Course Information tool to add your syllabus. You can upload a PDF (strongly recommended) or Word file. Note: PDF files open inside Blackboard (better for mobile devices), Word files are automatically downloaded.

1. Click on Course Information
2. Click on Build Content
3. Select File
4. Complete the form (see *image below*)
5. Click Submit



** Indicates a required field.*

Cancel Submit

SELECT FILE

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

* Name Provide a logical title

Color of Name Black

* Find File Upload your syllabus from your computer. Use a logical file name. Your students may need to download several course syllabi.

FILE OPTIONS

Open in New Window Yes No Select "No."
PDF files will open inside Blackboard
Word files will download automatically.

Add alignment to content Yes No

STANDARD OPTIONS

Permit Users to View this Content Yes No Select "Yes" to ensure that your students can see the file immediately.

Track Number of Views Yes No

Select Date and Time Restrictions Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

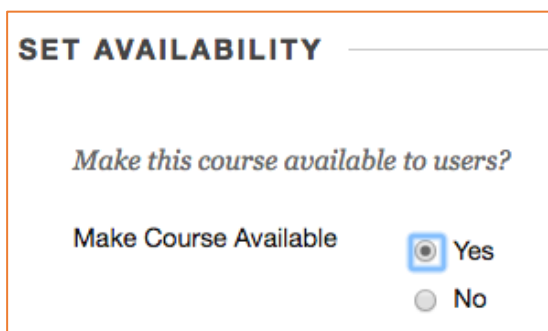
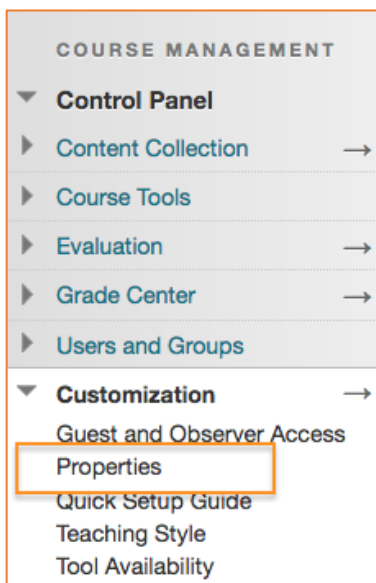
Click **Submit** to proceed. Click **Cancel** to go back.

Cancel Submit

MAKING YOUR COURSE AVAILABLE TO STUDENTS

In order for your students to view your course content in Blackboard, you must make the course available.

1. Click on Customization
2. Click on Properties
3. Scroll halfway down to “Set Availability”
4. Select Yes.
5. Click Submit



VISIT THE [BLACKBOARD FACULTY RESOURCES](#) PAGE FOR MORE INFO.

Need help? Call or email Deepa Rao-Sisario (dr1649@hunter.cuny.edu)