

# Blackboard

## HOW DO I PRINT A FILE?

To print the file:

1. Log into your Blackboard course site.
2. Go to the course area of the file you want to print.
3. Right-click the link of the file, and choose Open Link in New Window.
4. Click File => Print.

## HOW DO I PARTICIPATE IN THE DISCUSSION BOARD?

1. Log into your Blackboard course site.
2. Click Communication on the course menu.
3. Click Discussion Board.
4. Click on the forum you are going to participate in.
5. To read a message, click on the subject not the person's name.

BB	<u>Student1</u>	Mon
Re: BB	<u>Student2</u>	Mon
Re: BB	<u>Professor</u>	Mon

6. To reply to a message:
  - a. Open the message you are going to reply to.
  - b. Click Reply.
  - c. Type in your message.
  - d. Click Submit.
7. To create a new thread in the forum:
  - a. Click Add New Thread.

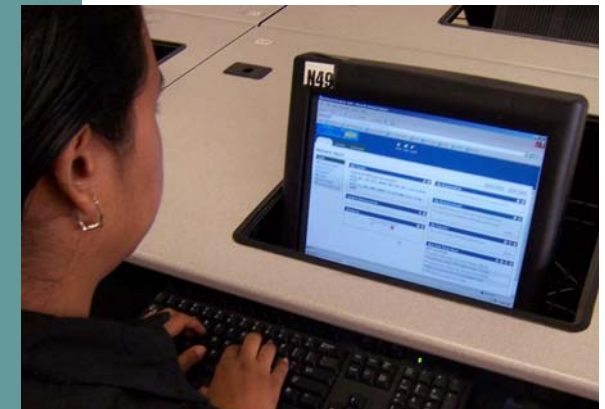


- b. Type in the subject and message.
- c. Click Submit.

## WHO DO I CONTACT FOR HELP?

For log-in and registration issues contact the Student Computing Helpdesk: (718) 260-4900 or email: [helpdesk@campus.citytech.cuny.edu](mailto:helpdesk@campus.citytech.cuny.edu)

For general Blackboard help: visit the G600 or V811 Open Student Labs, or call (718) 254-8565.



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## WHAT IS BLACKBOARD?

Blackboard is CUNY's course management system. You can find your syllabus, online handouts, and online discussion groups here.

## DO I HAVE A BLACKBOARD / CUNY PORTAL ACCOUNT?

All students have to go to <http://www.cuny.edu> to register for a CUNY Portal account in order to use Blackboard.

## HOW DO I REGISTER FOR MY CUNY PORTAL ACCOUNT?

1. Go to <http://www.cuny.edu>
2. Click on Log-In on the lower left hand corner.



3. Click Register Now!
4. Click Student.
5. Enter your last name, SS# and date of birth, as requested on the page.
6. Click Next and confirm your info.
7. You will come to a page where you can change your username and password.
8. Write down the username given, or change it to something you will remember.
9. Enter and confirm a password. The password must be at least 6 characters. Choose something you will remember such as your date of birth.
10. Click Save, and your CUNY portal account will be created.

## WHERE DO I LOGIN TO BLACKBOARD?

To login to Blackboard with your username and password:

1. Go to <https://blackboard-doorway.cuny.edu>
2. Type in your username/password
3. Click Student next to New York City College of Technology.

## WHAT IF I FORGOT MY CUNY PORTAL USERNAME?

1. Go to <https://blackboard-doorway.cuny.edu/Doorway?mode=ssn>
2. Enter your last name, SS# and date of birth
3. Click Next
4. After you are logged in, your CUNY portal username and email address is shown on the top of the screen.

## WHAT IF I FORGOT MY CUNY PORTAL PASSWORD?

You can have a new password emailed to the email address that is associated to your CUNY Portal Account.

To have a new password emailed to you

1. Go to <http://www.cuny.edu>
2. Click Log-In
3. Click Forgot Password
4. Enter your username.
5. Click E-mail Password.

## HOW DO I CHANGE MY PASSWORD?

You can change your password as long as you haven't used it before and it is at least 6 characters long.

To change your CUNY Portal account password:

1. Log in to the CUNY Portal <http://www.cuny.edu>
2. Click My Profile on the lower left-hand corner after you have logged in.



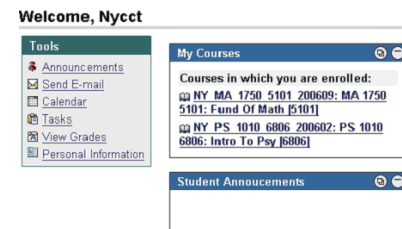
3. Click Modify on the top of the page.
4. Scroll down the page and type in your old password, the new password and confirm the new password.
5. Click Save.

## WHAT WEB BROWSERS ARE SUPPORTED BY BLACKBOARD?

The following Web browsers are supported: Internet Explorer 6+, Netscape 7.1+, Mozilla Firefox 1.0+ and Apple Safari 1.0+ for Mac.

AOL browsers are not supported. You will need to minimize the AOL browser and open one of the supported browsers.

## WHERE ARE MY COURSE SITES LOCATED?

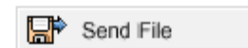


Make sure you have logged into City Tech's Blackboard system. Under My Courses you should see a list of Blackboard sites.

## HOW DO I SEND A FILE USING THE DIGITAL DROP BOX?

To send a file to your professor using the Digital Drop Box:

1. Log into your Blackboard course site.
2. Click Tools on the course menu.
3. Click Digital Drop Box.
4. Click Send File.



5. Enter a name for the file.
6. Click Browse to browse your hard drive for the file to be sent to your professor.
7. Type in a comment and click Submit.

## HOW DO I DOWNLOAD A FILE?

To download a file that you professor has uploaded:

1. Log into your Blackboard course site.
2. Go to the area where you professor uploaded the file, such as Course Documents.
3. Right-click on the link and click on Save Target as (on Internet Explorer) or Save Link As (on Netscape and Firefox).
4. Choose the location you want to save it to on the computer.

Note: Mac users should Control + Click instead of right-click.