An Introduction to Blackboard for Faculty

Part I: From a Student’s Point of View

This step-by-step guide will show you how your students will access your course, navigate the course’s different content areas, post to a discussion forum, and check their grades.

Step 1
Go to portal.cuny.edu.
Clicking on “Alternative Blackboard Login” will take you directly to Blackboard.

Step 2
The navigation pane is on the left side of the window. The course home page is “Announcements,” the first item listed. The first four folders are created by the instructor. Students will work on assignments, discussion boards, wikis, blogs, and tests which are in the lower folders.

Step 3
Faculty generally list their contact information, biography, and photo in the “Staff Information” section (here renamed “Instructor Information”).
Step 4

The syllabus is located in the “Course Information” folder. You can give students the opportunity to mark the syllabus as “Reviewed.”

Step 5

Students will complete the assignments contained in the “Assignments” folder. If you want students to see only the assignments relevant at any given point in the semester, you can set Adaptive Release rules.

Step 6

To view their grades in the course, students navigate to the “My Grades” page in the Course Tools section.
Step 7
The discussion board is often the heart of a course taught on Blackboard. To post to a discussion forum, first navigate to the appropriate forum. A student can start a new thread (if enabled) or reply to an existing thread.

Step 8
To reply to an existing thread, click either the “Reply” or “Quote” buttons when viewing a post.

Step 9
When making a post, students can use rich text editing functions like boldface and italics. They can also attach files. To complete the post, click “Submit.”
Step 10

The student's post will now be visible as a reply to the first post in the thread.

Step 11

Another way to navigate the course is to use the bread crumbs at the top of the page.

Step 12

You have completed the tour! One element which your students will not see is the "Control Panel." For the instructor, however, this will be the most important part of Blackboard!