



How to Access Blackboard Basics for CUNY Faculty

You may or may not have been automatically enrolled in the Basics for CUNY Faculty course on Blackboard. In ***Step 1***, this guide will show you where to find that course if you are already enrolled. If you do not see course on your My Courses list, please continue with the rest of the guide.

1. Log in to Blackboard so you are on the page where you see your **My Courses** list on the left.

If you are enrolled in the **Blackboard Basics for CUNY Faculty** training course already, you will see the course on your **My Courses** list (marked in **green** below). If the course is on your My Courses list already, please click the title of the course to access the course. You do not need to review the remaining steps of this guide.

If you do not see **Blackboard Basics for CUNY Faculty** listed on your My Courses list, please click **Faculty & Staff Training** (marked in **red**) so that you can enroll in the training course.

At the end of this guide, you will see Blackboard Basics for CUNY Faculty on your My Courses list.

The screenshot shows the Blackboard home page for a user named James Weirich. The top navigation bar includes links for Home, Tech Resources/Help, Content Collection, Faculty & Staff Training (highlighted with a red box), COACHE Survey, System Admin, Baruch College, and Baruch Library. Below the navigation bar, there are sections for Home, Notifications Dashboard, and Add Module. A central banner area contains a notice about Blackboard support availability and two links: "How to Protect Yourself Against Secret Shopper, Personal Assistant, and other Online Scams!" and "Learn about getting the COVID-19 vaccine and CUNY's Coronavirus Response". The main content area is divided into three columns: My Courses, Online Bookstore, and My Organizations. The My Courses column lists several courses, with "Blackboard Basics for CUNY Faculty" highlighted in a green box. The Online Bookstore section is empty. The My Organizations section lists various organizations, including BAR01_ASSESSMENT_ACCREDITATION_INSTITUTIONAL_EFFECTIVENESS, Baruch College CUNY-Student Online Readiness Course, Baruch College Office of Testing and Evaluation, Baruch College Writing Center, Baruch SEEK Transfers Organization, BAR01_SSPARC_FA2018, BAR01_BB_Admin_Org_1202, BBORGs, and BAR01_Bus_Comm_Studies. The Tools section at the bottom left includes links for Announcements, Update Email, Personal Information, My Grades, and Calendar. A footer URL is visible at the bottom: https://bbhosted.cuny.edu/webapps/blackboard/execute/launcher?type=Course&id=1060114_1&url=

2. You can enroll in the training course from here. Scroll down to the bottom of this page to see that option.

Staff & Faculty Training

Welcome to the Staff & Faculty Training page on Blackboard, brought to you by the Central Office CIS (Computing & Information Services) Training Team in collaboration with many teams throughout CUNY.

The CIS Training Team is pleased to be able to offer a variety of training opportunities and resources to all CUNY Faculty and Staff.

For any questions about technology-related training, please reach out to CISTraining@uny.edu

Learn with CIS Training!

AY20-21 Webinar Series

Click [here](#) to view the training schedule and register for upcoming webinars. Please note that you may need to log into Office 365 using your CUNY Login (Username: Firstname.Lastname##@login.cuny.edu)

The webinar series includes webinars on following topics:

- Office 365 (Teams, OneDrive, Planner, Office Online)
- Dropbox
- Zoom

Instructional Design Request

If you have an existing in-person or webinar course (or a great idea for one!) you would like to convert to a self-paced module and are interested in partnering with the CIS Training team to make your dream come to life, please fill out the [Instructional Design Training Request Form](#). We will reach out to you as soon as possible.

Accessibility Resources



Accessibility Training:

Self-paced, online course on accessibility in Blackboard, created by CUNY faculty for CUNY faculty. Learn how to make online courses and materials accessible to all students. Contents include Accessibility in Blackboard, Microsoft Office and PDF documents, Multimedia, and Materials from Publishers.

To enroll, select [this course link](#) and then click **+Enroll**.

Accessibility Information:

CUNY is committed to the accessibility of our computing resources and electronic content. For more information, see:

- [CUNY's accessibility website](#)
- [Blackboard accessibility information](#)

3. Click on Blackboard Basics to enter the training course.

you as soon as possible.

CUNYfirst Training Repository

The CUNYfirst Training Repository (formerly available through the Enterprise Learning Management System) contains self-paced step-by-step modules, reference guides, job aids, and flowcharts on the CUNYfirst processes within the following topics:

Campus Solutions - Admissions, Campus Community, Faculty and Advisor Self-Service, Financial Aid, Student Financials, Student Records.

Human Capital Management - Management Self-Service, Position Management, Talent Acquisition Management, Workforce Administration.

Financials - Asset Management, Credit Cards, Travel & Expense, Procurement (city and state).

Payroll Interface - City and State

Please note that much of the documentation in the repository was originally created in 2013-2015 and may not be fully accessible. We are currently working on updating all documentation.

To view the repository, please click [here](#) and click **+Enroll** at the bottom left.

- CUNY's accessibility website
- Blackboard accessibility information

For questions or comments about accessibility, e-mail: accessibility@cuny.edu.

Assessment Resources



Assessment 101 Self-Paced Training

Brought to you by the CUNY Assessment Council, Assessment 101 has been created to introduce the principles of assessment in higher education and encourage active participation in the college assessment process.

Specifically, the course aims to:

- Demystify the assessment process
- Provide simple, easy to understand tools for building and implementing an assessment plan
- Support continuous improvement with a focus on student success and institutional effectiveness

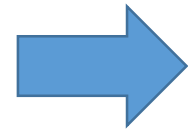
To enroll, click [here](#) and then click **+Quick Enroll** in the bottom left.

Blackboard Resources

Blackboard Basics

A self-paced, fully online course developed by the School of Professional Studies and open to all CUNY instructors. (Individual campuses may be offering their own Blackboard training as well). Participants will be introduced to the various features and tools of the Blackboard platform for their hybrid and online teaching. To enroll, click the link above, and on the next page, click "Enroll" on the bottom left (don't click "Login"). Click Submit to proceed, and then "Click here to enroll." See [this short how-to video](#) for each step. (Once self-enrolled, you can locate this course under My Courses -> No term assigned.)

4. Now Click “Enroll” or “Quick Enroll” (it may say either / or).



The screenshot displays the Blackboard user interface. At the top, a blue navigation bar contains the 'CU NY Blackboard' logo and several menu items: 'Home', 'Tech Resources/Help', 'Content Collection', 'Faculty & Staff Training' (highlighted in yellow), and 'COACHE Survey'. Below this is a white header area with the text 'Blackboard Basics for CUNY Faculty' and a dropdown arrow. The main content area is split into a dark grey sidebar on the left and a white main panel on the right. The sidebar contains a list of course-related items: 'Blackboard Basics for CUNY Faculty' (with a home icon), 'Course Modules', 'Course Certificate', and 'Course Management'. Under 'Course Management', the '+ Quick Enroll' button is highlighted with a red rectangular border. A blue arrow points from the left towards this button. The main panel on the right displays the message 'There are no available items in this course' at the top, and a larger box below it containing the same message and a timestamp: 'Tuesday, May 4, 2021 8:19:57 AM EDT'.

5. Click Submit on the bottom right to finalize your enrollment in the training course.

The screenshot shows the Blackboard interface for a self-enrollment page. At the top, there is a blue navigation bar with the Blackboard logo and a link to 'Make this website talk'. Below this is a secondary navigation bar with links for Home, Help, Content Collection, Accessibility Training, Technology Training, COACHE Survey, Blackboard Resources, Grad Exam Materials, Grad Center, and Baruch College. The main content area is titled 'Self Enrollment' and contains the following information:

ENROLL IN COURSE: BLACKBOARD BASICS FOR CUNY FACULTY (CO_BB_BASICS_FACULTY)

Instructor: Mary Pena, Michael Castelli, Maria Stracke, Wenying Huang-Stolte, Michelle Gastulo, James Weirich, Delwar Sayeed, Ruru Rusmin, Antonia Levy, Anastasiya-Fatyi

Description:

Categories: Education:Higher Education

At the bottom left, there is a note: *Click **Submit** to proceed.*

At the bottom right, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red box, and a red arrow points to it from the top right of the page.

6. Success! You are now enrolled in the training course. From the page you are on, look to the top left of the web page, and you will see a Home button, marked in red below. Click that to go back to your My Courses list.

You will now see ***Blackboard Basics for CUNY Faculty*** on your ***My Courses*** list, like in the image in Step 1 of this guide.

