



Getting Started with Blackboard at Baruch College

How to Get Help with Blackboard:

- Email the **Help Desk** at Helpdesk@baruch.cuny.edu and open a ticket with the Blackboard administrators.
- Contact **Blackboard After Hours Support**

After-hours Blackboard support available **weeknights and weekends**.

- Weeknights – Between 8:00 PM and 8:00 AM the next morning
- Weekends – All day and night on Saturdays and Sunday

Call 1-646-664-2024 **between the times listed above** to be connected with a Blackboard Support Agent!

1) Logging in to Blackboard

To learn how to Log in to Blackboard, please review the steps found at the weblink below:

[How to Log in to Blackboard](#)

Please follow the link below for the Baruch College Blackboard Login Page (please follow steps, do not go to any other site, e.g., a bookmarked site):

[Log in to Blackboard](#)

If there are any Blackboard service changes, alerts, or outages you will see them updated on this page. To log in to Blackboard, click on the big blue button to the right that says "**Login to Blackboard**" and login with your CUNYfirst login credentials.

If you do not know your CUNY First log in credentials, please email the Helpdesk at Helpdesk@baruch.cuny.edu, and request assistance with your CUNY First login credentials in the subject of your message.

2) Making an Announcement

You can follow the instructions at the link below to create an announcement in your course:

[How to Create an Announcement on Blackboard](#)

Announcements are sent as emails to students, but they have the added benefit of remaining on your course's page for the whole semester, unless you decide otherwise. Very useful for information the students absolutely cannot miss. Be sure to let them know you intend on using Announcements this way, so they pay attention!

Emails are great, but some students have poor email checking habits, and the announcement tool keeps your important messages all in one place: the announcements area of your course's Blackboard page.

3) Posting a Document / PDFs / Etc. for Students to Review

You are able to post course material like word documents, excel spreadsheets, .pdf's, powerpoint presentations, and web links to videos in the content areas of your course on Blackboard. The default content area for such material is titled "Course Documents".

Please follow the instructions at the link below to learn how to post material to a content area on Blackboard:

[Adding Course Material to Blackboard](#)

4) Posting Videos / Lecture Recordings to Blackboard

Video files are too large to be uploaded directly into Blackboard like you would a document or other file. We ask that instructors share **web links** to these videos in their course (in an area like "Course Documents", so that students can view the video that way. We have a few options for you:

1) You can upload your video files to your Dropbox account, and then share the web links to these videos into your course. In this way, the videos are stored in your Dropbox account, and you just copy / paste the web address to those videos into your course on Blackboard. To learn how, please follow the web address below:

[Sharing Course Material from Dropbox](#)

2) Instructors and Students have access to Microsoft OneDrive which is essentially the same thing as Dropbox with a different looking user interface. You would log into your Baruch Microsoft 365 account (That is the same username and password as you use to log in to Blackboard at Baruch) at this web address:

[Log in to Microsoft One Drive](#)

Username: firstname.lastname+last 2 digits of your employee ID@login.cuny.edu (e.g., jane.doe23@login.cuny.edu)

Password: Enter your current CUNYfirst password. If you need to change your password, visit the CUNYfirst Change Password page.

And on the left hand side, you will see a series of icons representing Microsoft Word, Excel, Powerpoint... and among those is OneDrive. Click it to access. For more info on sharing files with OneDrive, please refer to the support article from Microsoft below:

[Sharing Course Material from One Drive](#)

5) Sending an Email

You can send students enrolled in your course emails directly from Blackboard's Send E-Mail Tool. There are options to send a message to the whole class, and options to send to individual students or users. The best part is that you don't need to remember any student email addresses! Just select their name from the list within the Send E-Mail Tool, and you will send an email to the students

Please follow the instructions below to learn how to send an e-mail through Blackboard:

[Sending E-Mail on Blackboard](#)

6) Viewing the Roster

You can view your student roster directly within each course on Blackboard. Students who register for your class are automatically added to your Blackboard roster within 24 hours of registering. To view the roster within your course, please follow the instructions at the link below:

[Viewing the Student Roster on Blackboard](#)

7) Making an Assignment Link for Students to Submit Course Work

Assignment links on Blackboard have two uses:

- a. They act as a repository for student homework submissions. (i.e., word documents for an essay, etc.). Each assignment link allows for one submission per student, unless otherwise specified.
- b. They create a column in your Grade Center, where you can review student submissions, and grade accordingly.

Please follow the instructions at the link below to create an assignment link on Blackboard:

[How to Create an Assignment Link on Blackboard](#)

8) Making an Exam Link

You can create exams on Blackboard for students to take online. There are a few important factors to note right away:

- a. *Blackboard automatically grades Multiple Choice and True & False questions. If you don't want to manually grade your exams, then use only multiple choice and true & false questions. Most other question types require manual grading.*
- b. *Configuring a "Due Date" within the Test Options prevents auto-grading of exams that are submitted even 1 second after the due date.*

The exam creation process occurs in two steps:

1. **Creating the Questions**
2. **Creating the Exam Link**
3. **Configuring Exam Options / Deploying Exam Link**

In order to learn how to create exams, view the recommended exam settings for Baruch College faculty, allow students to retake an exam, and more, please follow the web link below:

[CUNY Baruch College's Blackboard Test Guide](#)

The guide is designed for new instructors, and is intended to be followed from beginning to end. After you learn how to create an exam, please refer to the Table of Contents of this guide and click on the topic of choice to instantly jump to that section of the guide.

9) How to Use Blackboard Collaborate Ultra

Blackboard Collaborate Ultra is Blackboard's take on Web Conferencing, like Zoom or WebEx. You can hold synchronous sessions with your students, and even record your lectures with the tool.

For more information on Collaborate Ultra, including a virtual tour of the tool, please refer to our help page on the subject:

[Getting Started with Blackboard Collaborate Ultra](#)

That page contains a brief description of the tool, as well as a series of instructional links at the bottom of the page. Please review those links if you intend on using Collaborate Ultra.

10) Make the Course Available to Students

Last, but certainly not least, Instructors are responsible for making their courses available for students to access once the semester begins. All Blackboard course pages are created months before the next semester, to allow instructors time to load material. During this time, the courses are “Unavailable” to students, so instructors have the peace of mind that no student has access to the course before the semester starts.

When the semester starts, there is a short process each Instructor needs to follow so that students can enter the course and review course material.

Please follow the link below to learn how to make your course available at the start of the semester:

[How to Make Your Course Available for Students to Access](#)