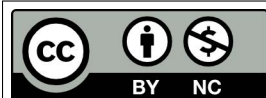


# Guide: Using Blackboard



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Familiarize Yourself with Blackboard!

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## Need Any Help?

If you don’t have access to your Blackboard account, either because you’ve never used it before or forgot your password, please contact the Brooklyn College IT Help Desk office by either of:

- Email: [helpdesk@brooklyn.cuny.edu](mailto:helpdesk@brooklyn.cuny.edu)
- Phone: (718) 951-4357 [Press 2 for Blackboard questions.]  
Phone’s operational hours are: Monday–Thursday, 8 a.m.–8 p.m.; Friday 9 a.m.–5 p.m.

# 1 How to View and/or Change Your Blackboard Email

1. Watch the 2-minute YouTube video at <https://www.youtube.com/watch?v=TtXKJWZHxY> to learn how to view or change the email that Blackboard uses.
2. **Alternatively:**
  - (a) Login into your Blackboard account,
  - (b) On the **Home** page (which is where you land after signing in,) scroll down and look around for a tab called **Tools**,
  - (c) Click on **Update Email** inside the Tools tab, which will cause entrance to the Update Email page,
  - (d) View your email address next to the gray-tinted words “**Your current email is...**”,
  - (e) If you don’t recognize the shown email address, you can change it *only* to your Brooklyn College address ending with **@bcmail.cuny.edu** (which you can find on the WebCentral Portal.)
  - (f) If you recognize it, leave it as is.

Make sure you frequently access this email, for all your Blackboard notifications and important emails, are sent to that email address!

Blackboard forbids changing the email to non-CUNY email addresses (Gmail, Yahoo, etc.)

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## 1.1 Frequently Asked Questions:

- ***What is this @bcmail.cuny.edu address?***

**Answer:** Each Brooklyn College student is given an address ending with **@bcmail.cuny.edu** after being accepted to the college. The general structure of the address is

`first.lastXX@bcmail.cuny.edu`

where **first** and **last** are your first and last names, and **XX** are the last 2 digits of your EMPLID. However, these **XX** digits are sometimes different if the student’s name is very common. To view your actual BC email address, view the following question.

- ***How can I see what my @bcmail.cuny.edu address is?***

**Answer:** To find out your email address, log into your WebCentral Portal account by doing the following:

1. Go to <https://portal.brooklyn.edu/>,

2. Log into your WebCentral account using the yellow **LOG IN** button at the top left of the web-page. If you do not have an account yet, use the “ Create an Account” link beside the button to create your student’s account.
  3. When you log in, you will see a vertical menu on the left side of the web-page. The menu options contain **HOME**, **MY INFO**, **SHORTCUTS**, etc. Click the **MY INFO** option.
  4. You will see a table under **My Personal Info** with various information pieces, such as your EMPLID, name, etc. Look at the 5th row of the table: this is your **BC EMAIL ADDRESS** ending with @bcmail.cuny.edu.
- *How can I access my @bcmail.cuny.edu address (read emails messages?)*

**Answer:** You can access this Brooklyn College email address by clicking on

<https://outlook.office.com/>

and entering this @bcmail.cuny.edu address in the “Email, phone or skype” text box. Use your CUNYFirst password in the “Enter Password” text box.

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#### Sources:

CUNY SPS. “Check & Change Your Email in CUNY Blackboard.” *YouTube*, 9 Jan. 2020, <https://www.youtube.com/watch?v=TtXKJWZHxY>.

## 2 How to Join a Blackboard Collaborate Session

Please watch the 4-minute YouTube video at:

<https://www.youtube.com/watch?v=eer17n1ht40>

to understand how to use Blackboard Collaborate.

A note for after watching the video:

- In the video, Prof. Suzuki skips over the Blackboard Collaborate tutorial. It is a good idea to complete the tutorial, as it will show you options that are provided to you by Blackboard Collaborate. The tutorial will take only a few minutes to complete. If you wish, you can also find this tutorial in the session's menu by opening the menu and clicking "Tell me about Collaborate".

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In summary, to join a session, do **one** of the following:

1. Click on the 'guest link', if you have such, to enter directly into the session. This link usually starts with <https://us.bbcollab.com/guest/>.
2. Enter through Blackboard:
  - (a) Enter your Blackboard account,
  - (b) Click on the name of the course where the session takes place,
  - (c) On the left menu, click on **Blackboard Collaborate** (or, on that menu, click on **Tools**, scroll down, and click on **Blackboard Collaborate** in the middle of the screen,)
  - (d) Wait a few seconds. Then, when the available sessions appear, click on the session or list of session that you need.
  - (e) If it's a list of sessions, click on it and then click on the topmost session, which will show the lecture's date. If the session has begun, it is not grayed out as the other sessions.
  - (f) On the right-hand menu that opens, click on **Join session**.
  - (g) Wait a few seconds until the room loads.
  - (h) Great! You have successfully joined the session.

### Notes:

- You can sometimes join a session several minutes before its start. A session becomes active when it isn't grayed-out, unlike the other future time sessions.
- Make sure your microphone works properly so that you could use it while asking questions during the lectures when you have questions. Check what your professor expects from you with regard to using cameras.

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### Sources:

Jeff Suzuki: The Random Professor. "Blackboard Collaborate Ultra (for Students)." *YouTube*, 13 Mar. 2020, <https://www.youtube.com/watch?v=eer17n1ht40>.

### 3 How to Join an Office Hours Session

Please watch the 4-minute YouTube video at:

<https://www.youtube.com/watch?v=eer17n1ht40>

to understand how to use Blackboard Collaborate.

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In summary, to join a session:

1. Enter your Blackboard account,
2. Click on the name of the course where the session takes place,
3. On the left menu, click on **Office Hours**,
4. Wait a few seconds. Then, when the available sessions appear, click on the session or list of session that you need.
5. If it's a list of sessions, click on it and then click on the topmost session, which will show the session's date. If the session has begun, it is not grayed out as the other sessions.
6. On the right-hand menu that opens, click on **Join session**.
7. Wait a few seconds until the room loads.
8. Great! You have successfully joined the session.

**Note:**

- Make sure your microphone works properly so that you could use it while asking questions.
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**Sources:**

Jeff Suzuki: The Random Professor. "Blackboard Collaborate Ultra (for Students)." *YouTube*, 13 Mar. 2020, <https://www.youtube.com/watch?v=eer17n1ht40>.

## 4 How to Watch Recordings of Blackboard Collaborate sessions

If your instructor records lectures, watch the following YouTube video on how to access recording of previous Blackboard Collaborate sessions:

<https://www.youtube.com/watch?v=4zCUUy1i2t0>

**Note that the course website in the video might differ visually from your course website.**

To recap:

1. Enter your Blackboard account,
2. Click on the name of the course that had that session whose recording you want to watch,
3. On the left menu, click on **Blackboard Collaborate** (or, on that menu, click on **Tools**, scroll down, and click on **Blackboard Collaborate** in the middle of the screen,)
4. Wait a few seconds. To the left of the word **Sessions**, you will see 3 horizontal lines, one on the top of the other: this is the sessions' menu button. Click on this menu button (Figure 1.)

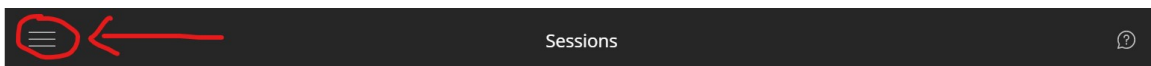


Figure 1: The Blackboard Collaborate Menu Button (by [Miriam Briskman](#), licensed under [CC BY-ND 4.0](#))

5. The left-hand side menu will open and show the **Recordings** option. Click on it (Figure 2.)

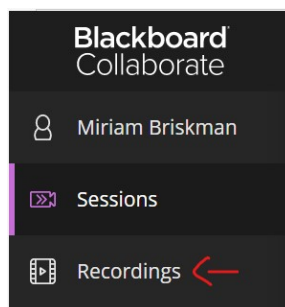
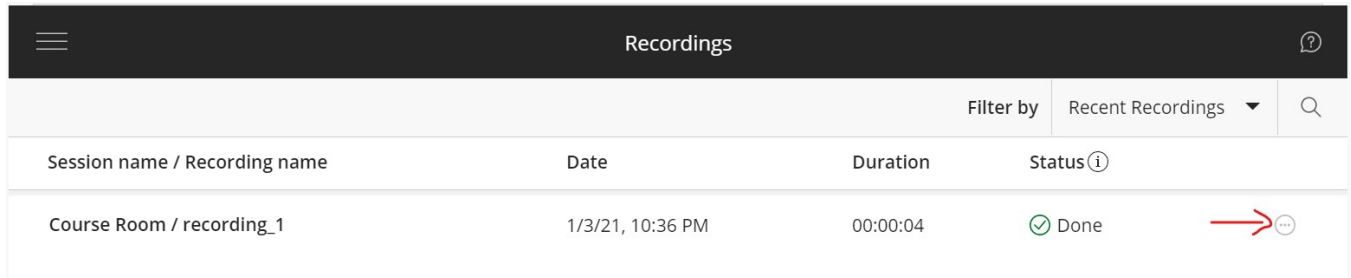


Figure 2: The Recordings Option in the Blackboard Collaborate Menu (by [Miriam Briskman](#), licensed under [CC BY-ND 4.0](#))

6. You will see all previously created recordings; identify the recording you want to watch by its date,
7. On the far right side of this recording's name, click on the circle with 3 dots: this is the Recording Options button (Figure 3.)



Recordings					
			Filter by	Recent Recordings	Q
Session name / Recording name	Date	Duration	Status		
Course Room / recording_1	1/3/21, 10:36 PM	00:00:04	Done		

Figure 3: The Recording Options button to the right of a recording (by [Miriam Briskman](#), licensed under [CC BY-ND 4.0](#))

8. Finally, click on **Watch Now** or on **Download** to download the video file to your computer (if the option is available.)

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### Sources:

NurseKillam (Laura Killam). "Where to find Live Session Recordings inside Blackboard Collaborate." *YouTube*, 4 Sep. 2019, <https://www.youtube.com/watch?v=4zCUUy1i2t0>.

## 5 How to View Our Course's Lecture Notes

Lecture notes for our course(s) are regularly uploaded to Blackboard.

To view the lecture notes:

1. Enter your Blackboard account,
2. Click on the name of the course,
3. On the left menu, click on **Weekly Tasks & Materials**,
4. Scroll down, if needed, and open the folder corresponding to the chapter, topic, or section whose lecture notes you wish to view,
5. Click on the **Materials** folder,
6. Click on the lecture notes file to view it or to download it to your computer.

**Note:** If you are taking a course with another instructor, lecture notes might be located at a different folder. Inquire your instructor about where to find the lecture notes.



## 6 How to View and/or Submit Homework

To view the HW that is currently assigned:

1. Enter your Blackboard account,
2. Click on the name of the course,
3. On the left menu, click on **Weekly Tasks & Materials**,
4. Scroll down , if needed, and open the folder corresponding to the chapter, topic, or section where the assignment is located,
5. Click on the **Tasks** folder,
6. Scroll down to find the HW assignment. Its name will begin “HW #”, such as “HW 1”, “HW 2”, etc.
7. Read and follow the instructions of the HW.
8. Some assignments will come with grading rubrics. To view the rubric for an assignment, click on the name of the HW, and click on the gray **View Rubric** button at the top of the assignment’s page.

**Note:** If you are taking a course with another instructor, homework assignments might be located at a different folder. Inquire your instructor about where to find the homework assignments.

To submit the HW:

1. Come back to that very page of the HW assignment as described above,
2. Click on the name of the assignment,
3. Scroll down until you can see the **Assignment Submission** section,
4. Upload your completed work by either clicking on **Browse My Computer** or dragging the file(s) into the dashed area with your computer’s mouse and dropping it there.
5. Finally, check if everything that you are submitting is o.k., and press on **Submit** to submit the HW.

## 7 How to View Your Grades

To view the grades:

1. Enter your Blackboard account,
2. Click on the name of the course,
3. On the left menu, click on **My Grades**,
4. Scroll down, if needed, to find the grade for a particular assignment,
5. Click on the assignment to view any comments that the instructor wrote while grading the work.
6. Click on the “View Rubric” link below the name of the assignment to see how the rubric was used to grade your submission.

Comments submitted by the instructor while grading a homework assignment are intended to help you understand the aspects in which the homework assignment ached and those needing more focus. Please take your time to read the comments, which will help you in completing future assignments and exams successfully.

– End of Guide –