

Accessing Blackboard Through the CUNY Portal: A Guide for Hunter College Faculty

Note: Blackboard does not support America OnLine's web browser. If you are using AOL you will need to download Internet Explorer or Netscape. To download Microsoft Internet Explorer go to <http://www.microsoft.com/downloads>. To download Netscape: <http://home.netscape.com/download>.

- 1 Type in the URL <https://www.cuny.edu>.
- 2 Click Log-in.
- 3 Enter your Username and Password, then click **Log-in**. You will be sent to My Page screen.
- 4 Click on **Blackboard**. You will also have access to CUNY E-Journals and Reference Databases and the CUNY eMail.

The screenshot shows the CUNY Portal My Page interface as of October 5, 2004. The page features a navigation bar with tabs for PROSPECTIVE Students, CURRENT Students, FACULTY & STAFF (selected), ALUMNI & VISITORS, and MY PAGE. A search bar and a dropdown menu for 'College websites...' are also visible. The main content area is divided into several sections:

- SSO Applications for Faculty and Staff:** A warning message states that some applications will take the user outside the CUNY Portal. Below this, a list of links includes **Blackboard** (circled in red) and E-Journals and Reference Databases.
- Apply to CUNY:** A link to CUNY's Online Center for Admissions and Financial Aid.
- Bookmark:** A section indicating there are no saved sites.
- Task List:** A section indicating no tasks have been added, with links for Add Task and Options.
- Text Pad:** A section for writing text or HTML.
- SSO Applications for Students:** A warning message and a list of links including Blackboard, CPE Reading Material, CUNY's Online Center for Admissions and Financial Aid, E-Journals and Reference Databases, and eSIMS.

The left sidebar contains various navigation links such as Colleges & Academic Programs, News, Admissions & Financial Aid, Events, Libraries, About CUNY, Administration, Trustees, Jobs at CUNY, Portal Help, CUNY eMail, and a welcome message for Tatyana with links to My Profile and Logout.

- 5 Click on the **Faculty** link next to your institution (e.g., Hunter College).

City University Of New York

Please Check In To Blackboard Enterprise By Clicking On A Selection Below

Hunter College	Guest	Staff	Faculty
John Jay College of Criminal Justice	Guest		
Baruch College	Guest		
Borough of Manhattan Community College	Guest		
Brooklyn College	Guest		
Bronx Community College	Guest		
Central Office	Guest		
City College	Guest		
College of Staten Island	Guest		
CUNY School of Law	Guest		
Eugenio Maria de Hostos Community College	Guest		

- 6 You should see the Blackboard welcome screen. On the left hand side of the welcome screen you will see the navigational toolbar, and in the middle you will see Announcements. On the right, you will find a list of courses that you teach and a list of courses in which you are enrolled.

Contents and Layout: Allows you to customize the Welcome Screen.

Contents

Layout

Tools

- [Announcements](#)
- [Calendar](#)
- [Tasks](#)
- [View Grades](#)
- [Send E-mail](#)
- [User Directory](#)
- [Address Book](#)
- [Personal Information](#)

My Courses

Courses in which you are enrolled:

[HC 2004FA_TRAINING_COURSE: Learning Blackboard 6](#)

Announcements

- [Assessment Posted](#)
- [Change of Schedule](#)

Tools: Allows you to use tools such as announcements, calendar, tasks, and e-mail.

My Courses: Lists all the courses that you are teaching and in which you are enrolled.

Note: Be sure to log out of both Blackboard and the CUNY Portal before leaving the computer.