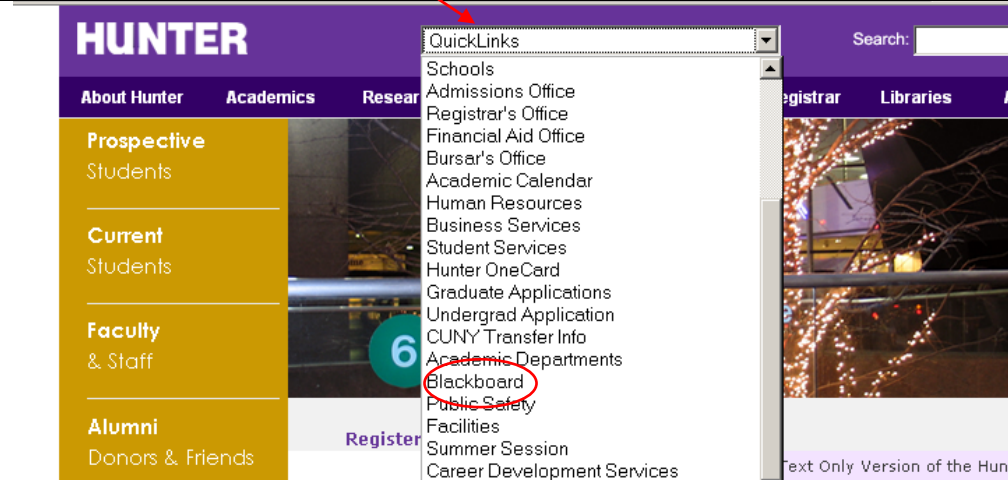




## Instructions to Access Bb AIMS: Assessment Information Management System

<p><b>LOGGING-IN TO Bb AIMS</b></p> <p>1. Go to: <a href="http://www.hunter.cuny.edu">http://www.hunter.cuny.edu</a></p> <p>2. Click on QuickLinks</p> <p>3. Scroll down and select Blackboard</p>	
<p>4.</p> <p><u>Return users</u> can log-in directly by clicking on the Shortcut Login link</p> <p>For additional questions about your Blackboard account, contact the Blackboard Administrator at <a href="mailto:bb6@hunter.cuny.edu">bb6@hunter.cuny.edu</a></p> <p>If you forget your CUNY Portal username, contact the User Services Help Desk at (212)-772-4357 or <a href="mailto:helpdesk@hunter.cuny.edu">helpdesk@hunter.cuny.edu</a>.</p>	<p>Daily Update: Tuesday, March 1st @ 4:12 P.M.</p> <p><a href="#">To view Hunter College's Official Blackboard Policies click here</a> (amended Feb 15, 2010)</p> <p>Click here to Login to</p>  <p>Blackboard</p> <p><b>Blackboard is currently available.</b></p> <p><b>Important information:</b></p> <p>We recently had two brief outages when Blackboard was not accessible on both February 26th and March 1st. Both outages were less than 5 minutes. On March 1st around 2pm it was reported by the Central Office, that Blackboard was having problems with uploading and removing content items within folders on Blackboard.</p> <p>CIS has become aware of the fact that file uploads to some Blackboard course sites are failing. <b>Blackboard Managed Hosting has identified the cause of this problem, and will be implementing a fix tomorrow morning, March 2, 2011, between 12:00 A.M. and 5:00 A.M. The system will be unavailable during this emergency maintenance window.</b></p> <p>We regret any inconvenience caused by this issue.</p> <p><b>Blackboard is accessible, via the Bb picture above and through our Shortcut Login here.</b></p>  <p><a href="#">Click here to see the latest Blackboard browser compatibility table</a></p> <p><a href="#">Issues when using Internet Explorer 8 (click here to learn more)</a></p> <p>Scheduled Maintenance</p>
<p>First time users need to scroll to the middle of the page and follow the steps to Register at the CUNY portal.</p>	<p><b>To access Blackboard, you must have a CUNY PORTAL ID.</b></p> <p><b>Do not share your Portal account information with anyone. It does not only provide access to Bb but to other services like eSIMS as well. Protect your privacy!</b></p> <p><a href="#">Register at the CUNY portal</a></p> <p><a href="#">How to register (step-by-step instructions)</a></p>

5. Enter your portal username and password.

6. Click OK.

For information about other services like e-mail or Internet access in general, check the [ICIT outage page](#) and the announcements on the [ICIT home page](#)

If you use a public computer, make sure to close your browser session cookies.

Last update: Friday, March 26, 2009

**Login links**

- [Shortcut Login](#) (for Bb8 only)
  - HELP: Just enter your Portal user name and password ([view an example](#), this link does not lead to the real login page, just to an image)
- [Login](#) to all Portal services (eSIMS, ePermit, Bb8, much more)

**Faculty:**  
Is Tech Thursday on your calendar?

7. In the "My Organizations" box, click on the link for AIMS: Assessment Information Management System.

**Welcome.**

**Tools**

- Announcements
- Calendar
- Tasks
- View Grades
- Address Book
- Personal Information
- Update Email
- Expo
- My Scholar

**Search Tools**

**Browser Settings**

Use the button below to check if your web browser is properly configured to use Blackboard

**My Courses**

Courses in which you are enrolled:

- Fall 2009 ANAT & PHYSIOL I BIO 425 523 (BMCC)
- Spring 2010 ANAT & PHYSIOL II BIO 426 521 (BMCC)
- Summer I 2009 MATH FOR HEALTH SCI MAT 104 (BMCC)

**My Organizations**

Organizations in which you are participating:

- Department Of Psychology Undergraduates

Organizations you are leading:

- AIMS: Assessment Information Management System
- School of Education Exhibit Room (unavailable)

**My Announcements**

No system announcements have been posted in the last...

### NAVIGATING AIMS

Announcements are posted on the main page.

There are also yellow buttons on left side for you to access:

Documents (including key assessment info, syllabi, work samples, and survey data)

Communication (email)

External Links (relevant websites)

**Announcements**

**Documents**

**Communication**

**External Links**

**Tools**

- Communication
- Organization Tools
- Organization Map
- Control Panel
- Refresh
- Detail View

**COMMUNITY > AIMS: ASSESSMENT INFORMATION MANAGEMENT... > ANNOUNCEMENTS**

VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

March 25, 2008 - April 01, 2008

**Mon, Sep 17, 2007 -- Student Work Samples**  
Student work samples for key assessments are starting to be uploaded. Click on the Documents/Assessment/Work Samples folder to view a few samples for the childhood education thematic u key assessment.

**Tue, Jan 23, 2007 -- TIMELINE**  
NCATE visit is in Spring 2009: April 25-29th. CLICK on "Documents" link to access the detailed timeline.

**Mon, Aug 21, 2006 -- Key Assessments**  
Click on the "Documents" link to access the assessment folder and check if your class has a key assessment.

**Thu, Sep 29, 2005 -- New Program Review Process**  
NCATE and the Specialized Professional Associations (SPAs) have revised the program review process. In brief, the new process streamlines the reporting requirements by:

**ACCESSING DOCUMENTS**

Click on the link for Documents.

The screenshot shows the HUNTER website interface. At the top, there are navigation tabs: Welcome, Courses, Community, Library Resources, and Podcasting @ Hunter. Below these are several yellow buttons: Announcements, Documents, Communication, External Links, and Tools. The 'Documents' button is highlighted. A red arrow points from this button to the 'DOCUMENTS' tab in the main content area. The main content area shows a breadcrumb trail: COMMUNITY > AIMS: ASSESSMENT INFORMATION MANAGEMENT... > ANNOUNCEMENTS. Below this are view filters: VIEW TODAY, VIEW LAST 7 DAYS, VIEW LAST 30 DAYS, and VIEW ALL. A date range is displayed: March 25, 2008 - April 01, 2008. A post titled 'Mon, Sep 17, 2007 -- Student Work Samples' is visible, with a sub-header 'Student work samples for key assessments are starting to be uploaded. Click on the Documents/Assessment/Work Samples folder to view a few samples for the childhood education thematic u key assessment.'

In the Documents Folder:

There are links for:

- Data Day Summaries
- Key Assessment Descriptions and Rubrics
- EdIMS Instructions
- SPA Documents for Review
- Survey Data
- Student Work Samples folder
- Syllabi

The screenshot shows the 'Documents' folder on the HUNTER website. The left sidebar has the same navigation buttons as the previous screenshot. The main content area has a 'Documents' header. Below it are several links with icons: 'Key Assessment Descriptions and Rubrics' (Contains information about program-wide key assessments, including sample rubrics for key assessments.), 'Data Day Summaries' (Data Day Summaries include faculty analyses about key assessment data and student work samples and ideas for improvements.), 'Work Samples for Key Assessments' (Student work samples for key assessments.), 'Syllabi' (Contains archive of course syllabi, by semester, for each department. Includes version of conceptual framework to copy and paste into syllabi.), 'Instructions for EdIMS', 'SPA Documents for Review', and 'Survey Data'.

**ACCESSING COMMUNICATION**

Click on the yellow button for Communication.

The screenshot shows the HUNTER website interface. The 'Communication' button in the left sidebar is circled in red. A red arrow points from this button to the 'COMMUNICATIONS' tab in the main content area. The main content area shows a breadcrumb trail: COMMUNITY > AIMS: ASSESSMENT INFORMATION MANAGEMENT... > COMMUNICATIONS. Below this are view filters: VIEW TODAY, VIEW LAST 7 DAYS, VIEW LAST 30 DAYS, and VIEW ALL. A date range is displayed: March 25, 2008 - April 01, 2008. A post titled 'Mon, Sep 17, 2007 -- Student Work Samples' is visible, with a sub-header 'Student work samples for key assessments are starting to be uploaded. Click on the Documents/Assessment/Work Samples folder to view a few samples for the childhood education thematic u key assessment.'

Communication gives you access to

- Discussion Board
- Roster
- Email

The screenshot shows the 'Communication' folder on the HUNTER website. The left sidebar has the same navigation buttons. The main content area has a 'Communication' header. Below it are three links with icons: 'Discussion Board', 'Roster', and 'Send Email'.

## ACCESSING EXTERNAL LINKS

Click on the yellow button for External Links.

The screenshot shows the Hunter College website interface. At the top, there are navigation tabs: Welcome, Courses, Community, Library Resources, and Podcasting @ Hunter. Below these are several yellow buttons: Announcements, Documents, Communication, External Links (circled in red), and Tools. A red arrow points from the 'External Links' button to the right side of the page. The right side shows a breadcrumb trail: COMMUNITY > AIMS: ASSESSMENT INFORMATION MANAGEMENT... > ANNOUNCEMENTS. Below this are view filters (VIEW TODAY, VIEW LAST 7 DAYS, VIEW LAST 30 DAYS, VIEW ALL) and a date range: March 25, 2008 - April 01, 2008. There are three announcement items listed.

External Links give you access to webpages for:

- The School of Education
- EdIMS
- Hunter College home page
- Hunter College School of Education
- Web Attendance
- Web Grade
- Web Roster
- Webmail
- AACTE
- NCATE
- SPA Standards

The screenshot shows the 'External Links' page on the Hunter College website. The navigation tabs and buttons are the same as in the previous screenshot. The main content area is titled 'External Links' and contains a list of links, each with a globe icon and a title: Hunter College School of Education, Hunter College School of Education EdIMS (Education Information Management System), Hunter College School of Education PASS (Performance Assessment Support System), Hunter College, Hunter College WebAttendance System, Hunter College WebGrade System, Hunter College Webmail, and AACTE (American Association of Colleges for Teacher Education).

## LOGGING-OUT

Click the Logout icon on the top of the screen.

The screenshot shows the Hunter College website interface from a browser window. The browser's address bar shows the URL: http://hc.bbprod.cuny.edu/webapps/porta/frameset.jsp?tab\_id=\_3\_1. The browser toolbar includes Google, Viewpoint, Web Search, Amazon, Search Results, Bookmarks, Pop-ups, My Fotomat, and Weather. The Hunter College website content is visible below, with the 'Home', 'Help', and 'Logout' icons circled in red. The 'Logout' icon is a red square with a white 'X' inside. The rest of the page content is identical to the previous screenshots.