How to Use the John Jay College Blackboard

For more information, contact:
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To Access the John Jay College Blackboard...

- **Step 1:** Go to [https://www.jjay.cuny.edu/](https://www.jjay.cuny.edu/)
- **Step 2:** Click on “Web Apps” at the top of the page
- **Step 3:** Under “CUNY Services” click on “Blackboard”
- **Step 4:** Click “Login to Blackboard 9 (Directly)”
- **Step 5:** Use your CUNYFirst login info to log onto Blackboard
To Change the Email Associated with Your Blackboard Account...

- **Step 1:** On the Blackboard home screen, under “Tools”, click “Update Email”.

  *By doing this, your Blackboard announcements will be emailed to this updated email address instead of your John Jay College email address.*
To Manually Join a Course or Organization...

- **Step 1:** Go to the bottom left of the Blackboard home page and search for the course or organization using the search bar.
To Navigate a **Course page**...

- **Step 1:** At Blackboard’s main home page, at the top right, you will find your name. Click on the arrow beside your name, and you see a list of your courses.

  * If your courses aren’t listed for the upcoming semester, don’t worry! Sometimes it takes several days until your courses are created or you are added to a course. If by the first day of classes you still have not been added to the course, consult with your professor about it. *

- **Step 2:** Click on the chosen course

- **Step 3:** From the course’s dashboard page, you will see any announcements from the past 7 days, any tasks posted by your professor, any new posts that you have not yet seen, and any posted assignments that are past due or will be due in the future.

- **Step 4:** On the left side of the dashboard page, inside of the blue box, you see tabs for: “Course Announcements” that have been posted by your professor; “Course Information”, the logistics of the course; “Faculty Information”, the contact information for your instructor/instructors (such as office location, office phone number, and instructor(s) email); “Course Materials”, including syllabi, as well as downloadable PDFs or Word documents, videos, links, or reading materials posted by the professor; “Discussions”, where you access discussion boards for the course; “Assignments”, where your professor may post assignments for you to turn in virtually, rather than hand them in during in-person class time; and “My Grades”, where you find your grades for this course.

  * Some professors add additional or delete sections on this blue side tab, as Blackboard is customizable and can be changed depending on the instructor’s preferences. *
To Submit an Assignment...

- **Step 1:** Find the listed assignment (usually under an “Assignments” tab)
- **Step 2:** Click on the assignment’s title
- **Step 3:** Create a title for your submission
- **Step 4:** Either submit a written submission, or attach a file from your computer download as your submission for this assignment
To Create a Discussion Board Thread...

- **Step 1:** Click on the “Discussion Board” tab
- **Step 2:** Under “Forum”, click on the title of the discussion board that you want to access
- **Step 3:** Click “Create Thread”
- **Step 4:** Enter your thread subject title and type the body of your discussion board comment
- **Step 5:** Click “Submit”, and your discussion board entry will be posted
To Reply to a Discussion Board Thread...

- **Step 1**: Click on the “Discussion Board” tab
- **Step 2**: Under “Forum”, click on the title of the discussion board that you want to access
- **Step 3**: Click on the title of the specific thread you want to reply to
- **Step 4**: Click “Reply” and type your response
- **Step 5**: Click “Submit” once you finish
To **Check Your Grades** on Blackboard...

- **Step 1:** Click on the arrow down beside your name on the top right of your Blackboard page
- **Step 2:** Click on the fourth icon down titled “My Grades”
To **Log-out** of Blackboard...

- **Step 1:** Click the ‘**power**’ icon at the top right corner of your Blackboard page
Thank you for your time!
Good luck at John Jay!