

Getting Started with Blackboard for Students

If you haven't claimed CUNYfirst account

Go to the [York College website](#). Click "Current Students", then "Online Services". Next, click "CUNYFirst". On the "CUNYFirst Login" page click "New User". Follow the on-screen instructions to claim your account. Record your username and password in a safe place.

If you do not know your CUNYfirst username or Empl ID to reset password

If you need to reset your password but don't know your CUNYfirst username or Empl ID, go to [CUNYfirst account activation page](#) and follow the screen instructions to reclaim your account. You will be prompted to create a new password, and when you finish, the webpage will show you your username and empl ID.

If you have forgotten your CUNYfirst password

If you've forgotten your password, on the [CUNYfirst Login Page](#), click "Forgot Your Password" and enter your username or Emp. ID when prompted. Then click OK and follow the screen instructions to complete resetting your password.

Log into Blackboard

Go to the [York College website](#). Click "Current Students", then "Online Services", then click "Blackboard". In the CUNY Blackboard Login page, use your CUNYfirst [username@login.cuny.edu](#) as the username and your CUNYfirst password to login to Blackboard.

Your Email address in Blackboard

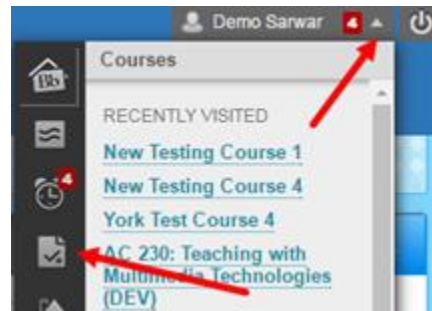
Your Professor often communicates with students using Blackboard Email tool. You need to make sure that you have a valid York email address in Blackboard to receive email messages from your professor. To check or update your email in Blackboard, on the top right of a Blackboard page, click the triangle next to your name.



On the dropdown box, the **Global Navigation Menu**, click on **Tools**, and then on "**Update Email**". Follow the screen instructions to update your email address. Don't forget to click **Submit** to save the change.

Checking Grades

If your professor posts grades on Blackboard, you can see them easily. On the top right of a Blackboard page, click the triangle next to your name to open the **Global Navigation Menu**. Then click the check mark icon on the blank band (see a screenshot below). Or in your course on the course navigation menu click “My Grades”.



Adding an avatar

Your avatar will appear in your posts on the Discussion Board, Blogs and Wikis. It provides an opportunity for your classmates to see a photo of you or your digital representation. To update your generic avatar, on the **Global Navigation Menu**, click **Settings** at the bottom of the popup window. Next, click on “**Personal Information**”, then on “**Personalize my settings**”. Click “**Browse my computer**” button to find your photo or avatar. Last, click **Submit**.

Managing the frequency of getting Blackboard course updates in your mailbox

On the **Global Navigation Menu**, click on **Settings**, next, on “**Edit Notification Settings**,” then on “**Edit General Settings**.” When all is set up to your liking, click on **Submit**.

Navigating in your course site

You can access your course by clicking on the course link in “**My Courses**” panel on **Blackboard’s Home** page. After entering your course, click each of the links on the left navigation menu to find course materials. Each course may have different menu arrangement. Your professor may explain how you can use the course site.