

How to Access Your Course on Blackboard

What is a Blackboard course?

Blackboard is a learning management system that provides faculty and students with an online space to share course materials, have discussions, and complete assignments. Every Hofstra University course has a Blackboard site.

How to access your Blackboard course

- Log into the portal (my.hofstra.edu) using your username and password.
- On the home page, access Blackboard by either:
 - Clicking the Blackboard button at the top of the home page or
 - Clicking the large Blackboard button under your course listings in the Student Access Center menu.
- Clicking either of these two Blackboard buttons will take you to your Blackboard home screen. Then:
 - Choose Courses from the left-hand side menu OR
 - Choose My Courses to the right of the picture of Willy and Kate
- Clicking the Blackboard button next to the name of the course will take you immediately to that course's *Announcement* page.
- From the *Announcement* page, you can begin to navigate through your professor's postings.
- From the left menu, click the link for *Syllabus*.
 - This will open the window with a link to download the course syllabus.
 - Click the link and the syllabus will download to the bottom of your browser.
 - Click the downloaded document to open the syllabus, then either download to your computer OR view it on your screen.
- For other course materials, click *Course Documents* in the left menu.
 - This will open the window with a link to download the document.
 - Click the link and the document will download to the bottom of your browser.

- Click the downloaded document to open the document, then either download to your computer OR view it on your screen.
- To participate in a text-based discussion, click the *Discussion Board* link in the left menu.
 - Click on the name of the forum you would like to join.
 - Click *Create Thread* to create your own thread.
 - Click on a thread already created by a fellow student to add a comment.
 - Click *Submit* when you have completed your comment.
- From the left menu, you can access other course items such as:
 - My Grades
 - Zoom Room: your professor might be using this to share presentations
 - Collaborate: your professor might be using this to share presentations
 - Email: use this menu to email your professor or other classmates