

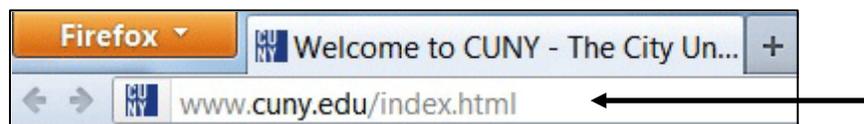
Blackboard Learn is CUNY's enterprise Learning Management System (LMS), centrally supported and managed by the Office of Computing and Information Services (CIS), and staff and instructional leaders on the campuses.

Blackboard is accessed from the www.cuny.edu menu bar and from direct access URLs on campus websites. Access to Blackboard uses your CUNY Login credentials. If you have not claimed your CUNYfirst account on <https://home.cunyfirst.cuny.edu/>, you must do so before accessing Blackboard. Your CUNY Login username is your CUNYfirst username followed by @login.cuny.edu and your CUNYfirst password. For example, if you log into CUNYfirst as george.washington76, your CUNY Login will be george.washington76@login.cuny.edu.

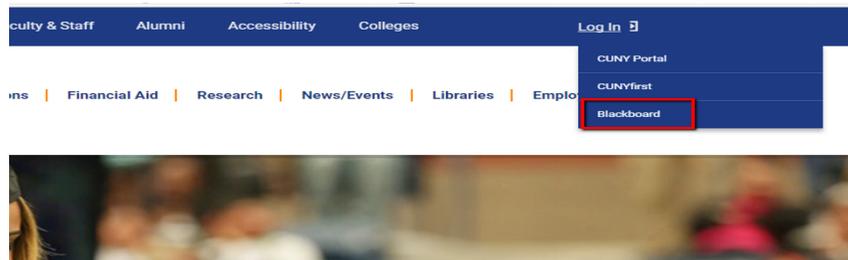
For more information, see the CUNY Login Frequently Asked Questions at <http://www2.cuny.edu/about/administration/offices/cis/cuny-login-faq/>

To access Blackboard via the CUNY web site or direct access URL:

1. In your web browser, navigate to www.cuny.edu



2. From the login drop down menu, select the Blackboard login option.



3. Enter your CUNYfirst username, along with @login.cuny.edu, and password

CUNY Login
Blackboard

Log in with your CUNY Login credentials
(CUNYfirst Username@login.cuny.edu and CUNYfirst Password)

Username
@login.cuny.edu

Password

Log in

If you do not have a CUNYfirst account (e.g., Graduate Center and School of Journalism Students, and Blackboard guest), see the FAQs.

[Forgot Password](#) | [Change Password](#) | [New User](#)

Note: Please do not bookmark this page. See FAQs.

Coming Next...
[DegreeWorks](#) [FACTS](#) [CUNYfirst](#) [CUNYsmart](#) [CUNY](#)

[Terms of Use](#) | [Security Policy](#) | [IT Accessibility](#) | [Tech Resources & Help Desks](#)

4. Blackboard page will open with the **Home** tab active. Courses you are taking are displayed in the **My Organizations** module

Online Bookstore
No information to display

My Announcements

Courses: Quick View
You are not currently participating in any courses.

Textpad

CUNYfirst Global Search to find courses across the University

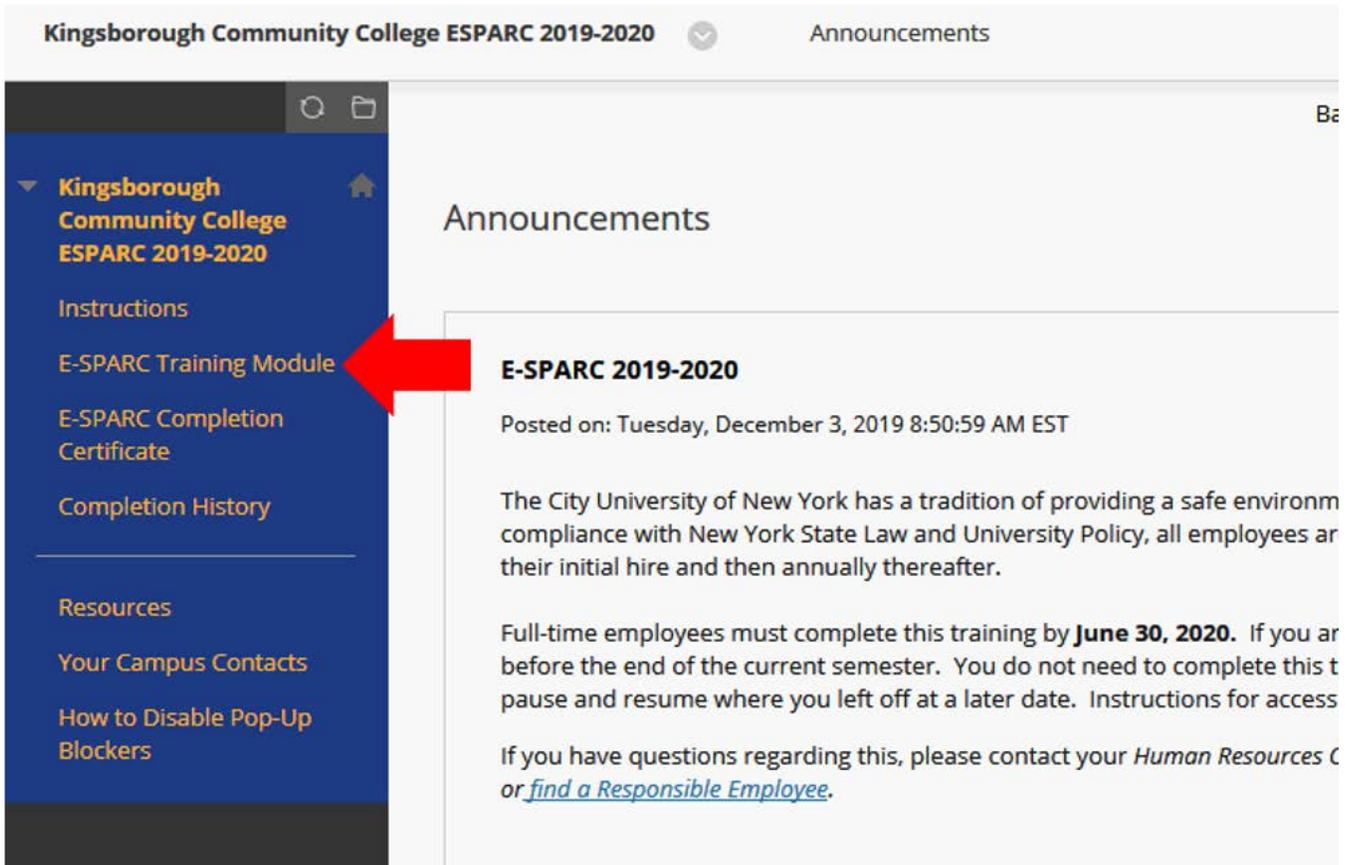
Course Availability
Course enrollments take 24-48 hours to be transmitted from CUNYfirst to Blackboard. If your course is listed as **“not currently available,”** your instructor has not made it available to students. **Most instructors will not make their course available until the first day of the semester.** If you are still seeing the course as unavailable **AFTER** the first day of class, contact your instructor. If you are missing courses, verify your course enrollment in CUNYfirst and see your campus Registrar. If you can see the missing course in CUNYfirst and it is more than 24 hours after you have registered, please see your campus Blackboard Support representative.

My Courses

My Organizations
Organizations where you are: Participant
Kingsborough Community College ESPARC 2019-2020
Announcements:
> E-SPARC 2019-2020
> Instructions to Complete Employee SPARC Online Training
Kingsborough Community College WVP 2019-2020

CUNYfirst Help Desk and Student Email Information

5. Click on **E-SPARC Training Module**



Kingsborough Community College ESPARC 2019-2020 Announcements

Kingsborough Community College ESPARC 2019-2020

- Instructions
- E-SPARC Training Module**
- E-SPARC Completion Certificate
- Completion History

Resources

- Your Campus Contacts
- How to Disable Pop-Up Blockers

Announcements

E-SPARC 2019-2020

Posted on: Tuesday, December 3, 2019 8:50:59 AM EST

The City University of New York has a tradition of providing a safe environment in compliance with New York State Law and University Policy, all employees are required to complete this training at their initial hire and then annually thereafter.

Full-time employees must complete this training by **June 30, 2020**. If you are unable to complete this training before the end of the current semester, you may pause and resume where you left off at a later date. Instructions for access and completion are available in the [E-SPARC Training Module](#).

If you have questions regarding this, please contact your *Human Resources Contact* or [find a Responsible Employee](#).

6. Click on **2019-2020 Employee Sexual Misconduct Prevention and Response Course**



College ESPARC 2019-2020 E-SPARC Training Module

E-SPARC Training Module

 **2019-2020 Employee Sexual Misconduct Prevention and Response Course**

Click here to view the training presentation.

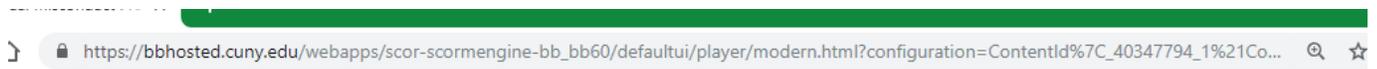
7. You may see a message similar to this if the web browser's pop-up blocker is not disabled. Please refer to the next section for help with **Disabling Pop-up Blockers**.



Popup Blocked

We attempted to launch your course in a new window, but a popup blocker is preventing it from opening. Please disable popup blockers for this site.

[Launch Course](#)



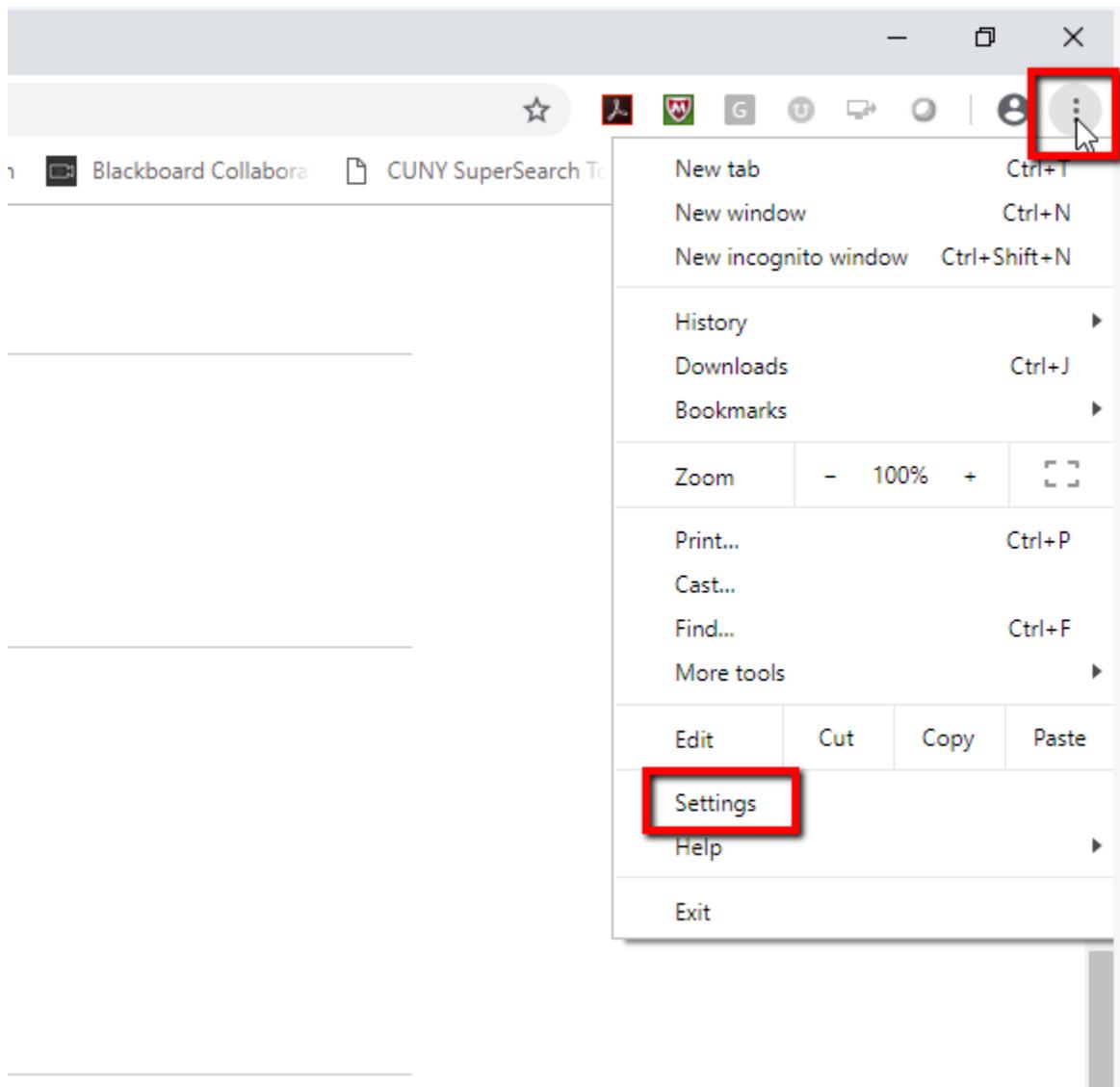
We launched your course in a new window but if you do not see it, a popup blocker may be preventing it from opening. Please disable popup blockers for this site.

Disabling Pop-up Blockers

CHROME (WINDOWS)

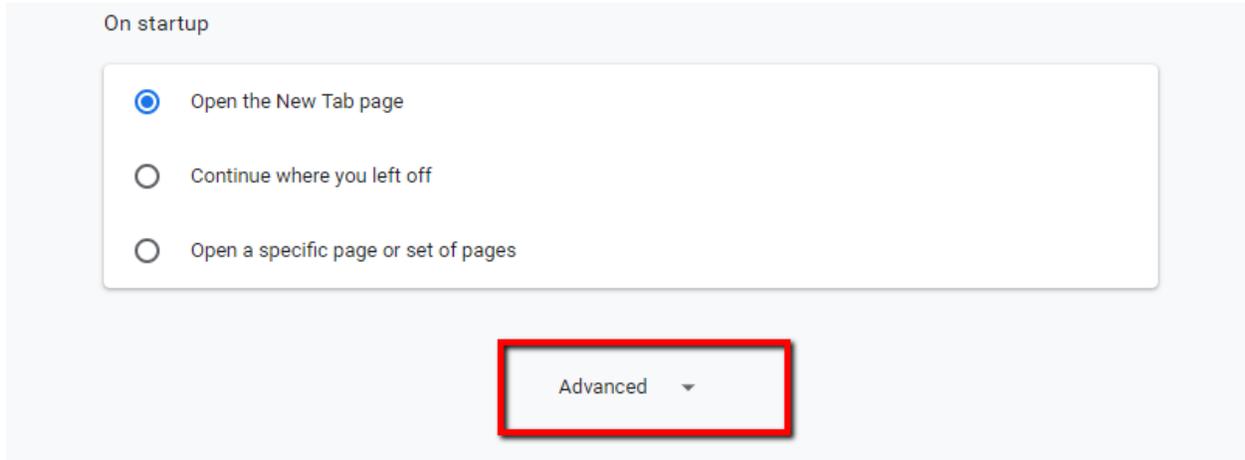
By default, Chrome will notify you when a pop-up is blocked and give you an option to see it. To turn off pop-up blocker, follow these instructions:

1. Click the **Customize and control Google Chrome** menu (the three dots in the upper right corner)

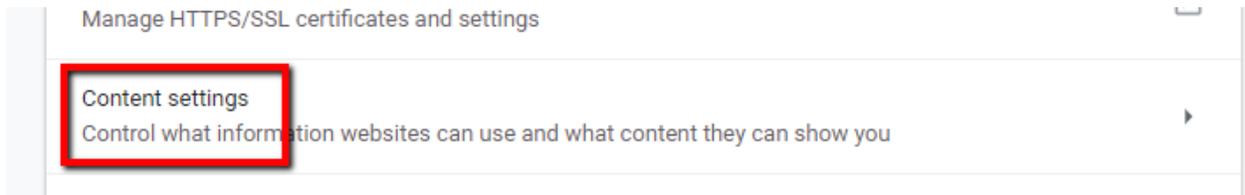


2. Select **Settings**.

3. Click **Advanced** at the bottom.



4. Under **Privacy and security**, click the **Content Settings** button.



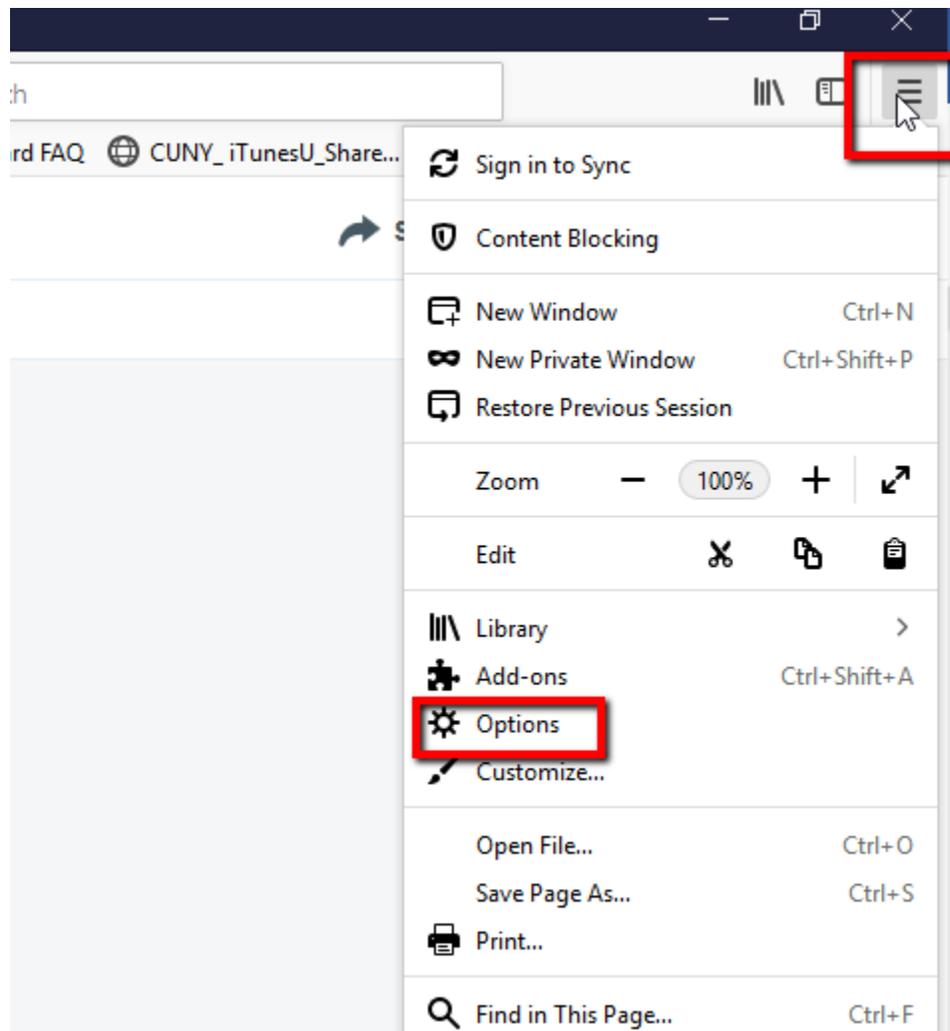
5. Select Pop-ups and redirects.
6. To disable the pop-up blocker uncheck the **Blocked (recommended)** box.



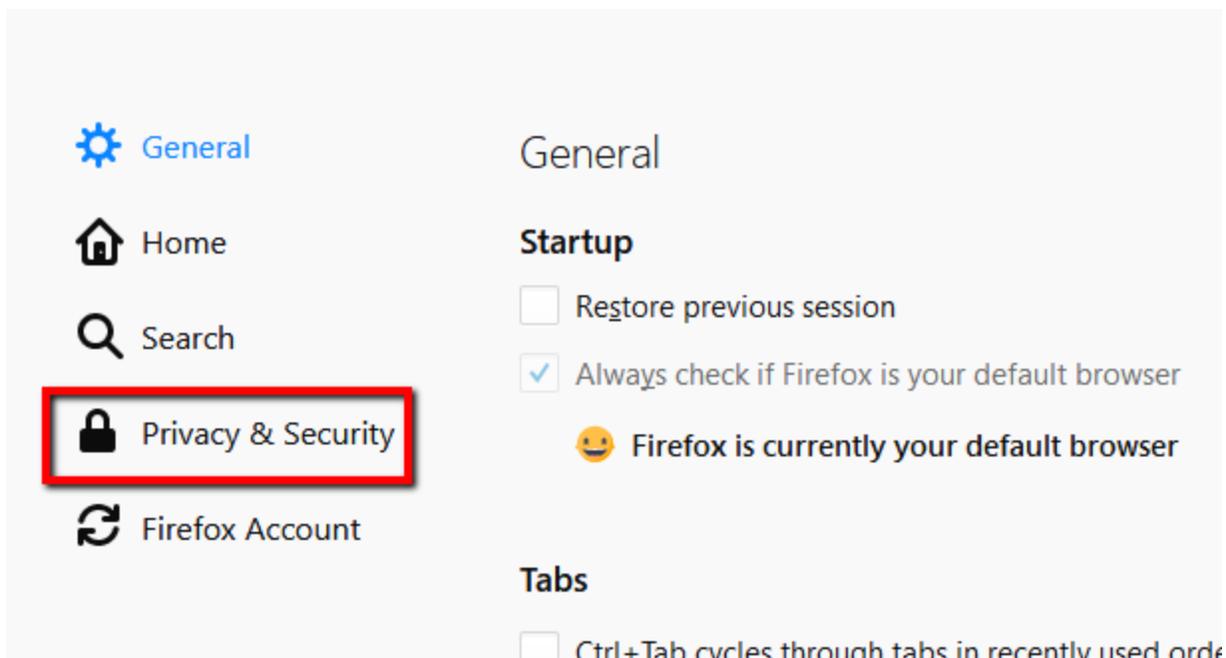
7. To enable pop-ups on specific sites, check **Blocked (recommended)** and click **Add** next to **Allow** and enter the URL(s).

FIREFOX (WINDOWS)

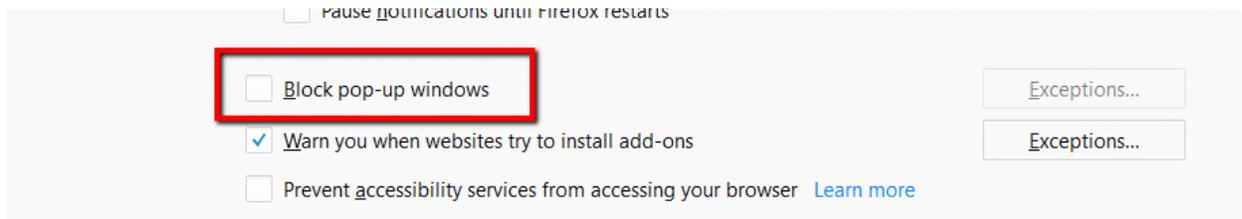
1. Select the three horizontal bars in the upper right corner.



2. Select **Options**.
3. Select the **Privacy and Security** tab.



4. To disable the pop-up blocker, uncheck the **Block pop-up windows** box below **Permissions**.



5. To allow specific pop-ups, click **Exceptions** and enter the URL(s).
6. **Close** the window.
7. Click **OK**.

INTERNET EXPLORER (WINDOWS IE 8 AND EARLIER)

1. Click **Tools**.
2. Click **Pop-up Blocker**.
3. Click **Turn Off Pop-up Blocker**.

INTERNET EXPLORER (WINDOWS IE 9 AND LATER)

1. Click the **GEAR** icon and select **Internet Options**.
2. Select the **Privacy** tab.
3. Uncheck **Turn on Pop-up Blocker** to disable the pop-up blocker.

4. Click the **Settings** button to disable pop-up blockers for specific sites.
5. Click **OK**.

CHROME (MACINTOSH)

By default, Chrome will notify you when a pop-up is blocked and give you an option to see it. To turn off the pop-up blocker, follow these instructions:

1. Click the Customize and control Google Chrome menu (the three dots in the upper right corner)
2. Select **Settings**.
3. Click **Advanced** at the bottom.
4. Under **Privacy and security**, click the **Content Settings** button.
5. Select **Pop-ups and redirects**.
6. To disable the pop-up blocker uncheck the **Blocked (recommended)** box.
7. To enable pop-ups on specific sites, check **Blocked (recommended)** and click **Add** next to **Allow** and enter the URL(s).

FIREFOX (MACINTOSH)

1. Select **Preferences** from the **Firefox** menu.
2. Select the **Privacy and Security** tab.
3. To disable the pop-up blocker, uncheck the **Block pop-up windows** box below **Permissions**.
4. To allow specific pop-ups, click **Exceptions** and enter the URL(s).
5. Close the window.
6. Click **OK**.

SAFARI (MACINTOSH)

1. From the **Safari** menu, select **Preferences**
2. Click **Websites** at the top of the window
3. Select **Pop-up Windows**.
4. To disable the pop-up blocker select **Allow** next to **When visiting other websites**.
5. To allow specific pop-ups, navigate to the web page, follow steps 1-3 and then select **Allow** next to the name of the site.

The email address associated with your Blackboard account is used for communication among Blackboard users. If the email address listed is not your primary email address, you may change it to another CUNY email address.

To change and verify your current email address in Blackboard:

1. Locate the **Update Email** link in the **Tools** area on left side of the Blackboard home page.



2. Enter and re-enter your desired **CUNY** email address. Blackboard only accepts email addresses that are assigned by CUNY (for example, jdoe@campus.cuny.edu)

NOTE: This will not change the email address used in the CUNY Portal or any other CUNY system. It will only change the address used for email sent through Blackboard.

A screenshot of the 'Update Email' form in Blackboard. The form has a title 'Update Email' and a subtitle 'To update email, please enter a valid CUNY email address.' Below this, there is a section '1. Enter Email' with two input fields: 'Enter Email' and 'Re-Enter Email'. Red arrows point to these fields. At the bottom, there is a section '2. Submit' with a 'Submit' button and a 'Cancel' button. A small asterisk indicates a required field.

3. Click **Submit** to finish and to save changes.