

## Access Your Class in Blackboard

1. Go to <https://www.sunysuffolk.edu/>.
2. Click MySCCC and log in with your college username and password.
3. Click Suffolk Online, then in the drop down click Suffolk Online again.
4. Click the Blackboard login icon. This will take you to SCCC's Blackboard landing page.

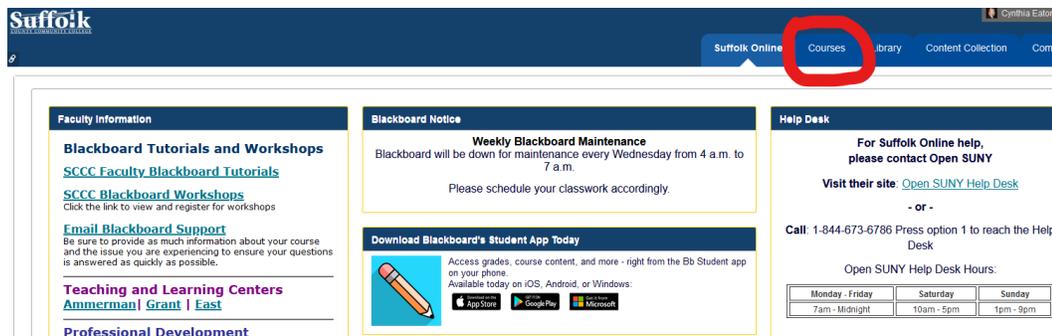
Click the icon below to go to your courses  
For the best experience, please use Firefox or Chrome.



<https://suffolkonline.open.suny.edu>

⇒ You may also go to the direct web address—<https://suffolkonline.open.suny.edu/>—and bookmark it for quick access.

5. From the Blackboard landing page, click the Courses tab at the top right.



The screenshot shows the Suffolk Blackboard landing page. The top navigation bar includes 'Suffolk Online', 'Courses', 'Library', 'Content Collection', and 'Comm'. The 'Courses' tab is circled in red. Below the navigation bar, there are several informational panels: 'Faculty Information' with links for Blackboard Tutorials and Workshops, SCCC Blackboard Workshops, Email Blackboard Support, Teaching and Learning Centers, and Professional Development; 'Blackboard Notice' regarding Weekly Blackboard Maintenance; and 'Help Desk' information including contact details and a table of help desk hours.

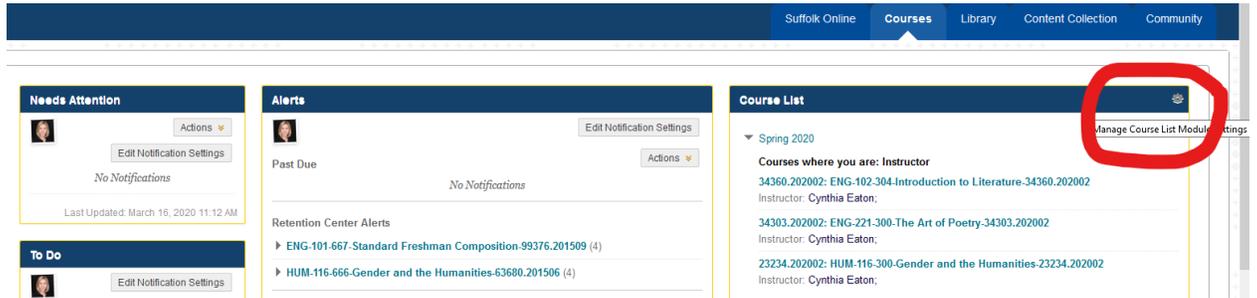
Open SUNY Help Desk Hours:		
Monday - Friday	Saturday	Sunday
7am - Midnight	10am - 5pm	1pm - 3pm

6. From the Course List at the right side of the screen, click the link for the course you wish to access.

### HELPFUL HINTS

- It's wise to organize your course list and have your current semester courses appear at the top. Here's how:

- a. In the blue Course List bar, hover your cursor at the far right of that blue bar. You'll see a small gear icon appear.



The screenshot shows the Blackboard interface with a navigation bar at the top containing 'Suffolk Online', 'Courses', 'Library', 'Content Collection', and 'Community'. Below this are three main sections: 'Needs Attention', 'Alerts', and 'Course List'. The 'Course List' section is highlighted with a red circle around a gear icon in the top right corner. The 'Course List' section displays a list of courses for the current term, including course numbers, titles, and instructors.

- b. Click the gear icon to see the personalize course list screen.
- c. Click Group by Term, then click the small set of up and down arrows immediately below that to see the Reorder box.

Find and highlight the current semester in the list, then click the small up arrow until you move it to the top of all semesters listed.

- d. Click Submit, then Okay when it says "Items have been reordered."
- e. Click Submit.

### Personalize: Course List

#### TERMS

You may optionally group your courses within their respective terms. Or page. A collapsed term will show up but in a collapsed state. You can exp

Group by Term



Select All/Unselect All

Term Name



Spring 2020



Fall 2019



Spring 2019