

Guide to eSubmit Appeals to the Zicklin Undergraduate Committee On Academic Standing

1. Login to your Blackboard account through <http://www.Baruch.cuny.edu/blackboard>
(Students who do not have a Blackboard account can email ZicklinUGAppeals@baruch.cuny.edu to request the PDF form.)

baruch.cuny.edu/bctc/blackboard

Login Calendar Directory Library President's Office Newsroom Technology Index A-Z

BaruchCOLLEGE

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ABOUT BARUCH ADMISSIONS ACADEMICS ARTS ATHLETICS STUDENTS FACULTY & STAFF ALUMNI

Baruch Computing and Technology Center (BCTC)

Bb Blackboard 9.1

Blackboard Status/Alerts

- **Adding TA's or Observers to Blackboard**
The instructions on how to add a user to Blackboard can be found here:
[How to Add TA's, Faculty, or Students to Blackboard](#)

The first thing you will need is the **EMPL ID** of the individual you want to add to your course on Blackboard. Once you have that, it is a quick process!
Updated 10/18/2018
- **Use Firefox for Blackboard**
It is strongly recommended that students, faculty, and staff use the [Mozilla Firefox Web Browser](#) when working with Blackboard in any capacity.

There is a known issue with Safari affecting students and faculty. Users get an error message when submitting assignments or uploading course material to Blackboard. This

Quicklinks

Login to Blackboard

- Faculty Resource Guides
- Student Resource Guides
- BCTC Home

User Guides & FAQs

- Instructional Video Series (Faculty)
- CUNY How to User Guides for Faculty and Students
- Blackboard Collaborate User Guides
- Blackboard Mobile App

2. Under “My Organizations” click on the “gear” icon

CUNY Blackboard

Home Help Accessibility Training Blackboard Resources Baruch College Baruch Library Queens College My Portfolios

Home Notifications Dashboard

Add Module Personalize Page

CUNY SUMMER SESSION

Enough is Enough Combating Sexual Misconduct

If you have experienced sexual misconduct, including sexual harassment or assault, or if you wish to report a sexual misconduct incident, [click here](#) for CUNY's policies, support programs, and resources.

CUNYfirst MyInfo

Use CUNYfirst MyInfo (available as Android and iOS apps) to quickly find key information for the new semester, such as class schedules, textbooks, and program plan and hold information.

[Log in >>](#)

Online Bookstore

No information to display

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

All of your organizations are hidden.

My Announcements

No Institution Announcements have been posted in the last 7 days.
No Course or Organization Announcements have been posted in the last 7 days.
[more announcements...](#)

- Under Organization Name, fill in **“Zicklin Undergraduate Appeal”**
- Under URL, copy & paste the link below:
[https://bbhosted.cuny.edu/webapps/blackboard/execute/enrollCourse?course_id= 1720781_1](https://bbhosted.cuny.edu/webapps/blackboard/execute/enrollCourse?course_id=1720781_1)
- Click **“Submit”**

Personalize: My Organizations

EDIT ORGANIZATION LIST

Select the attributes to be displayed for each Organization. Selecting Select All will display all attributes for the Organization. If none of the columns are selected, the Organization will not appear in the module.

Organizations in which you are participating:

Select	Organization	Organization Name	Organization ID	Leaders	Announcements	Tasks
All/Unselect All						

EDIT LIST OF ORGANIZATIONS ON OTHER SYSTEMS

Organization 1 Name	Zicklin Undergraduate Appe	URL	https://bbhosted.cuny.edu/
Organization 2 Name		URL	
Organization 3 Name		URL	
Organization 4 Name		URL	
Organization 5 Name		URL	

Click *Submit* to proceed.

Cancel Submit

- Scroll down to **“Organizations”** and click on **“Zicklin Undergraduate Appeal”**
- Confirm enrollment into the **“Zicklin UG Committee on Academic Standing”** by clicking **“Submit”**

CUNY Blackboard

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Zicklin UG Committee on Academic Standing Self Enrollment

Self Enrollment

ENROLL IN ORGANIZATION: ZICKLIN UG COMMITTEE ON ACADEMIC STANDING (BAR01_ZICKLIN_UG_ACADEMIC_STANDING)

Instructor: Judy Tse, Kannan Mohan, Amanda Persaud

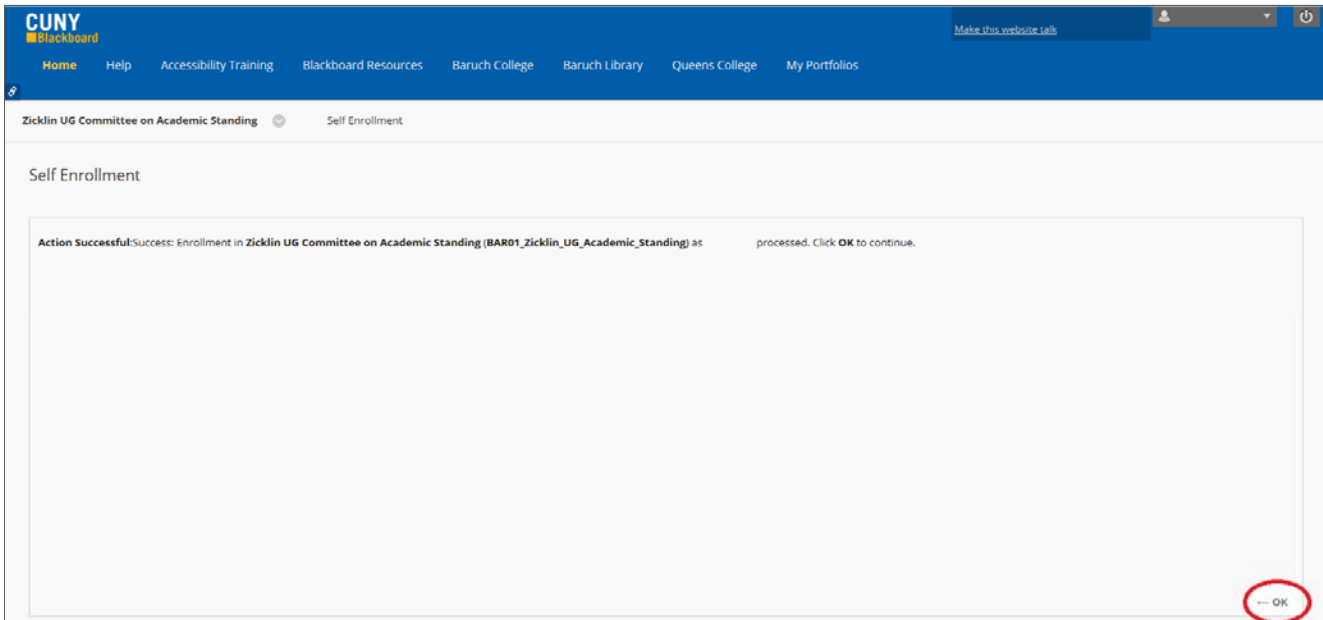
Description:

Categories: Education/Higher Education

Click *Submit* to proceed.

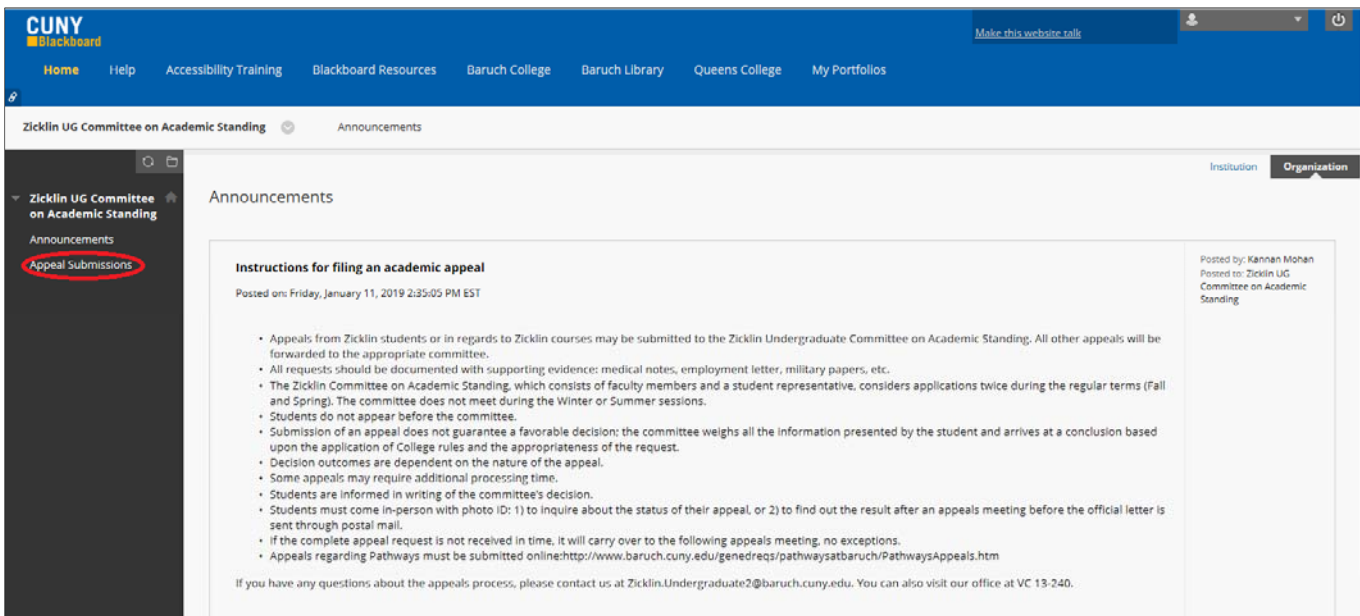
Cancel Submit

8. Confirmation for enrollment into the “Zicklin UG Committee on Academic Standing” should appear - click “OK”

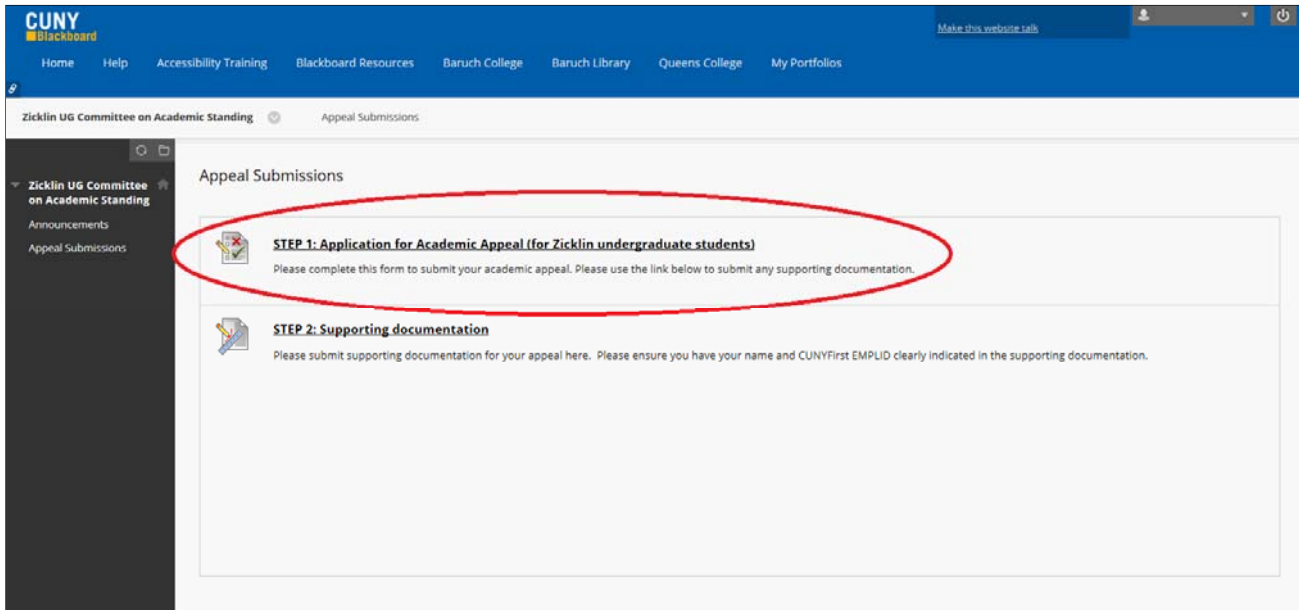


If you are unable to add the organization directly, please email ZicklinUGAppeals@baruch.cuny.edu to request assistance.

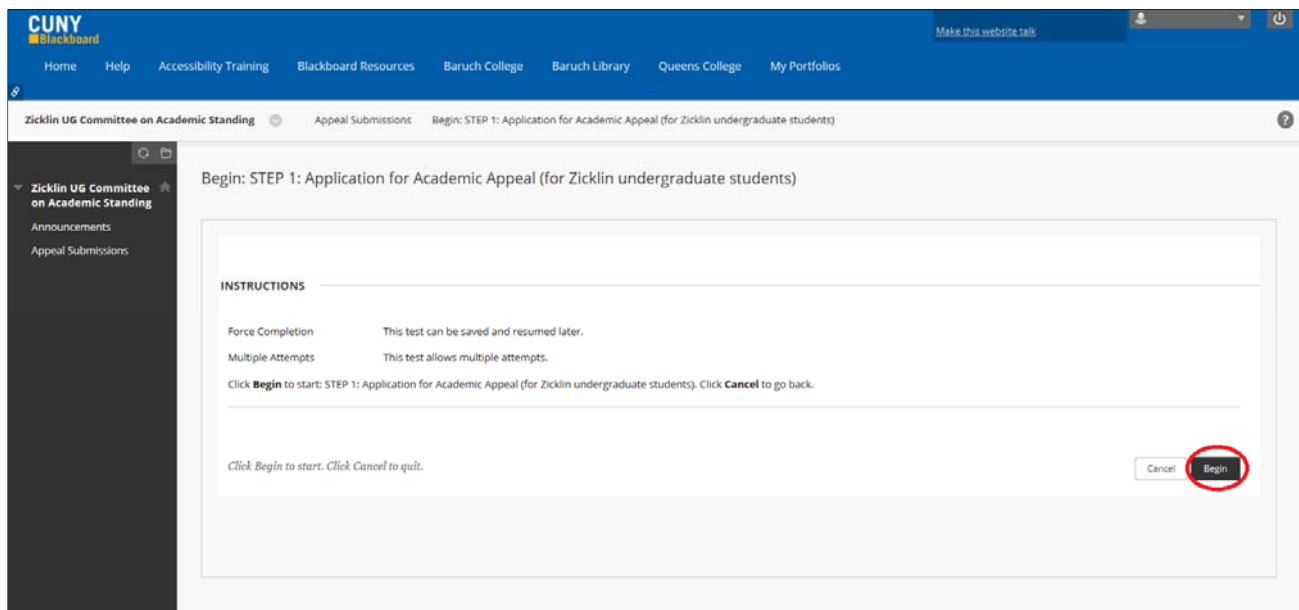
9. Read through the instructions and click on “Appeal Submissions”



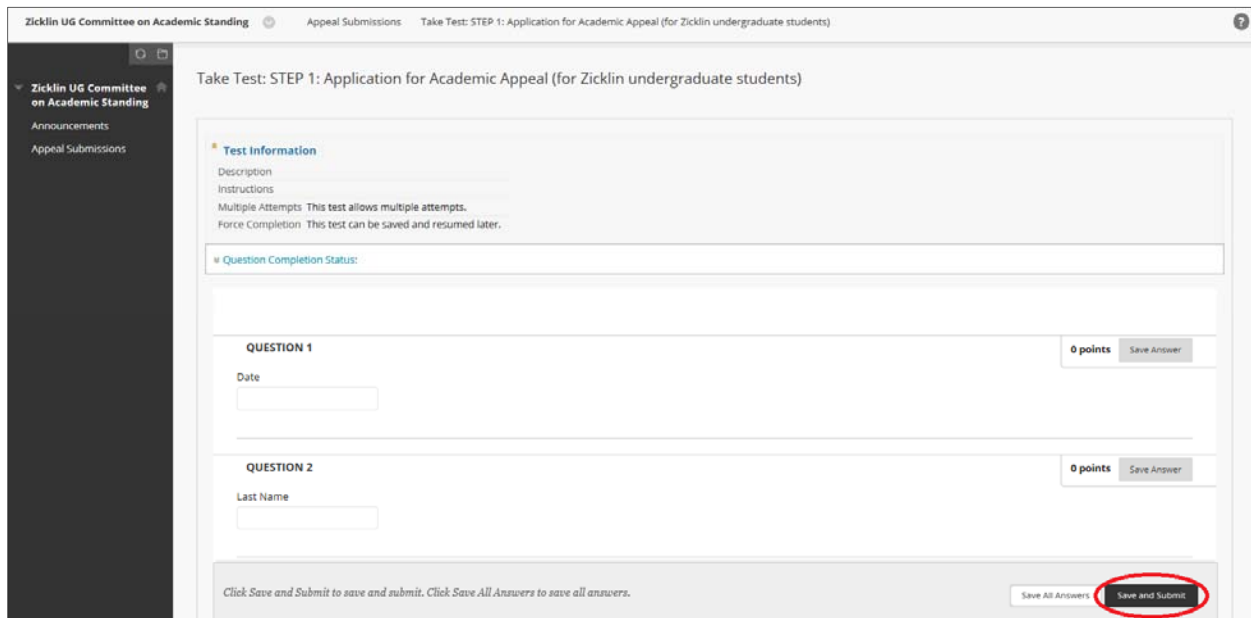
10. Click on the link “STEP 1: Application for Academic Appeal (for Zicklin Undergraduate Students)”



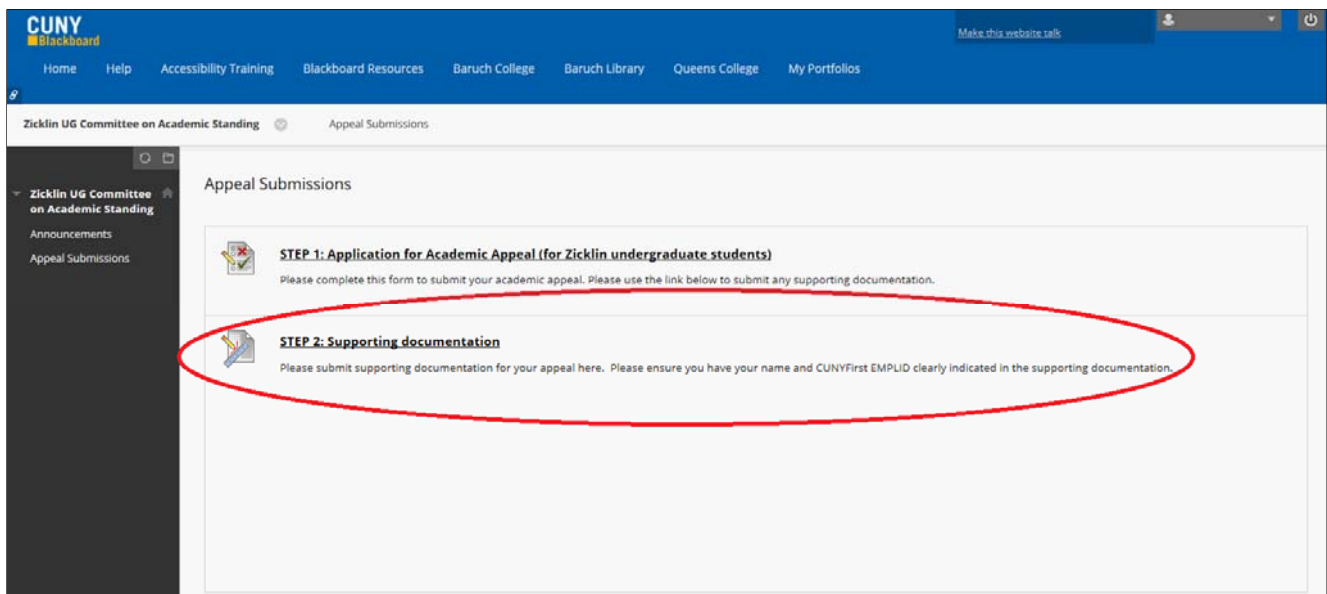
11. Click “Begin” to start the Appeal Submission Process



12. Fill out all Questions as indicated and then click “Save and Submit”



13. Click on “STEP 2: Supporting documentation” to begin the process to submit any supporting documentation for your Appeal



14. Under “Attach Files -> Browse My Computer” attach any documentation that will support your Appeal

15. Click “Submit”

Zicklin UG Committee on Academic Standing Appeal Submissions Upload Assignment: STEP 2: Supporting documentation

Zicklin UG Committee on Academic Standing
Announcements
Appeal Submissions

Upload Assignment: STEP 2: Supporting documentation

ASSIGNMENT INFORMATION

Points Possible
0

Please submit supporting documentation for your appeal here. Please ensure you have your name and CUNYFirst EMPLID clearly indicated in the supporting documentation.

ASSIGNMENT SUBMISSION

Text Submission Write Submission

Attach Files Browse My Computer Browse Content Collection Browse Cloud Storage Browse Dropbox

When finished, make sure to click Submit.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.

Cancel Save Draft **Submit**

If you have additional questions about the appeal process, you can email

ZicklinUGAppeals@baruch.cuny.edu.