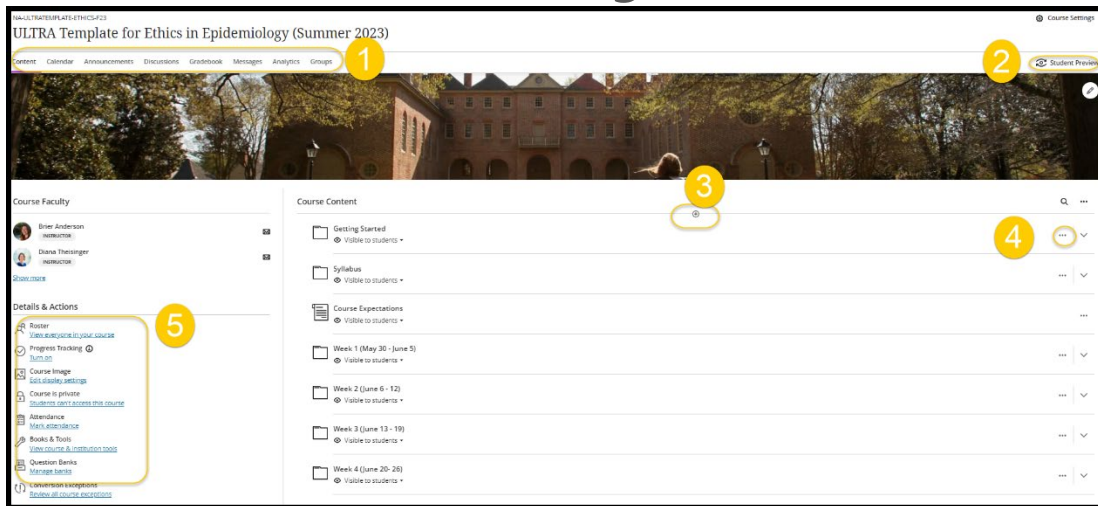


Blackboard Ultra Course Navigation

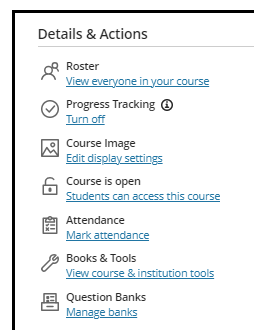


Within the Blackboard Ultra Course, you will notice several symbols that will help you navigate through the course.

- 1 The Navigation Menu allows access to Content, Calendar, Announcements, Discussions, Gradebook, Messages, Analytics and Groups. Students also see this area but do not have access to see Analytics.
- 2 Student Preview can be used by the instructor to see what the students see when entering the course. If you have not made a folder or assignment visible to students, then under this preview you will not see it in the listing. When entering this preview, you will have the option to save or discard this view. If you save the view, you will be added to the gradebook as a preview user.
- 3 The plus symbol allows you to add content to your blackboard course. You can create (adding documents, links, folders, etc.), copy content, upload, and add content from cloud storage, content market and content collection.
- 4 The three dots in blackboard allow you to edit or delete content. You will also see the expand arrow if content has been added to a folder to extend the view of the items in that folder.
- 5 The Details & Action area allows you to view the course roster (students imported from Banner), allows you to use the attendance tool, make your course available, and add course tools (ex. Panopto. Gradescope, PollEv) to use within the course.

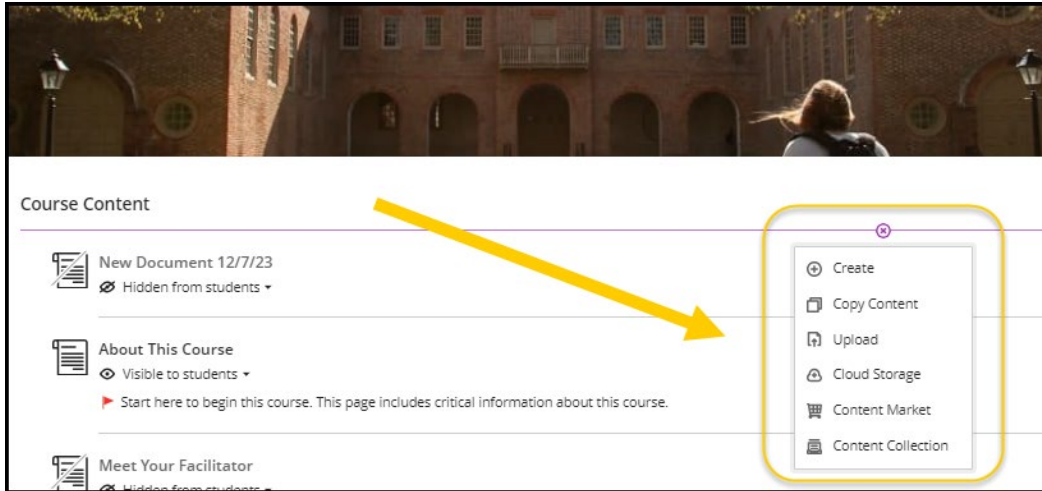
When starting your course, you will be able to choose several settings in the Details & Actions panel.

- Change your Course Image
- Turn On Progress Tracking for better Analytics in your course.
- Make your course private or available to students.
- Choose to use the Attendance tool- this will add a column to your Gradebook.
- Add tools to the course that have been approved by the college.
- Access your Question Banks for creating tests and quizzes.

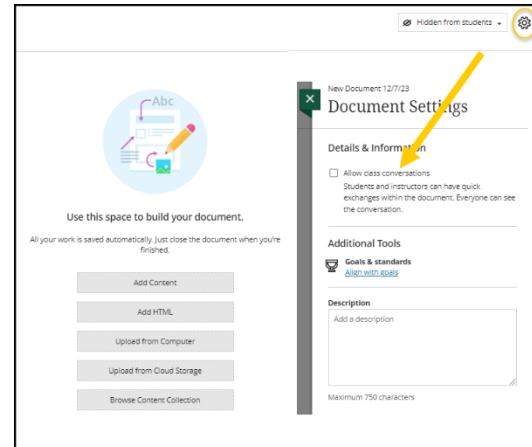
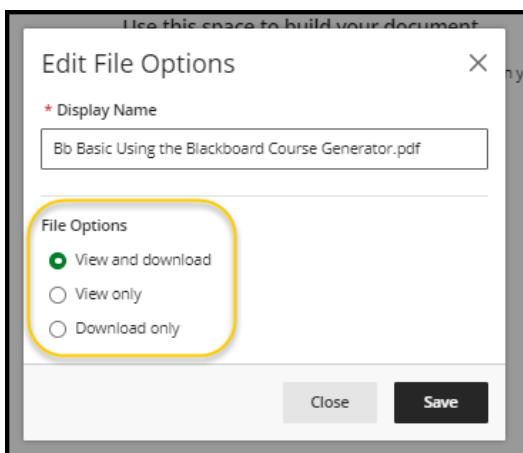


Adding Your Syllabus/Content

When entering an Ultra Course, you will see the Content area. Within this area, you will click on the plus symbol to create a document or folder to add your syllabus or other documents. Students access all content for the course on this one content page. Course content can be organized as folders, learning modules and documents. Please note that you can also drag and drop files into the content page to add to the course.



When you click on Create and choose to upload a file or you drag and drop a file, you will be asked to edit the file options. This allows you to allow students to view and download, view only or download only. When you create a document, you can choose to add class conversations in your settings menu. This allows your students to have a discussion board based on the item posted. This can act as a FAQ, where students can assist with answering questions about the document. This feature is also available for assignments.

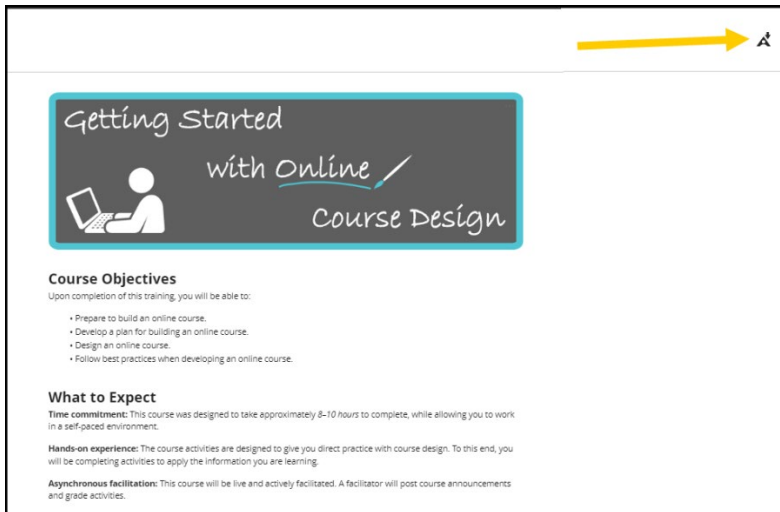


Student View

Students can click on the attached file or click on the three dots to download.

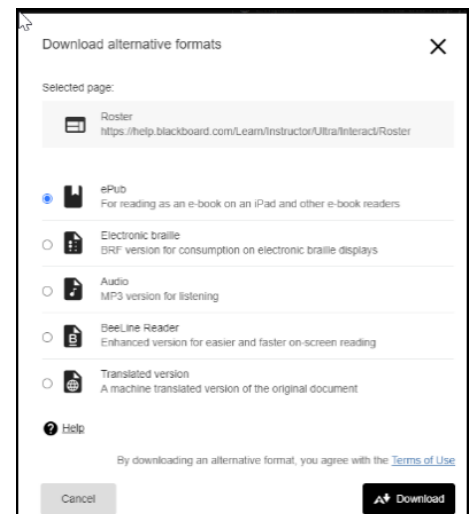


When viewing a document, students can choose to view it in an alternate format by clicking on the Ally icon in Blackboard.

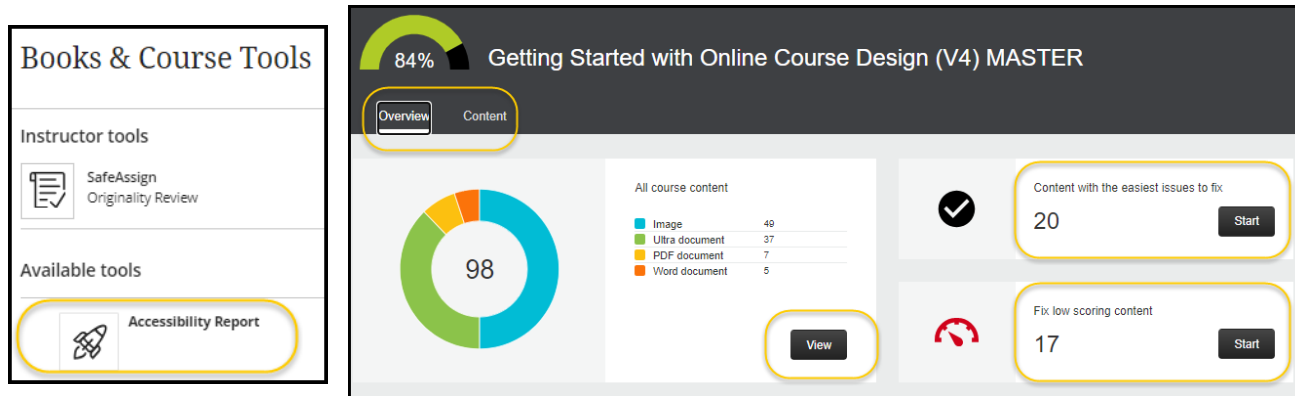


Blackboard Ally allows the student to download your syllabus in different formats. Formats Include:

- ePub- reading as an e-book on an iPad or other e-book readers.
- Electronic braille- BRF version for consumption on electronic Braille displays
- Audio- MP3 version for listening.
- BeeLine Reader-enhanced version for easier and faster on-screen reading
- Translated version- A machine translated a version of the original document.



Instructors can view the Accessibility Report that is available in your course by clicking on Books & Tools in the Details & Actions menu.



Adding More Content

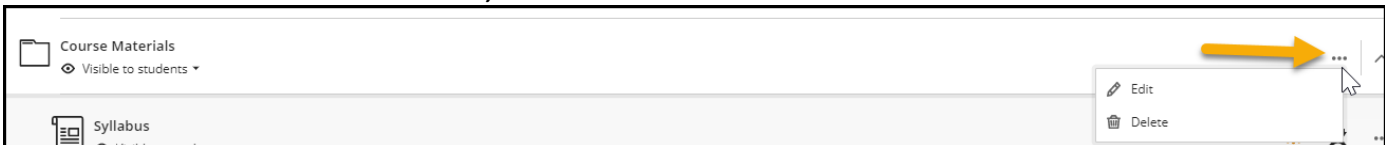
To add more files to the folder you would click on the plus symbol below the syllabus document.



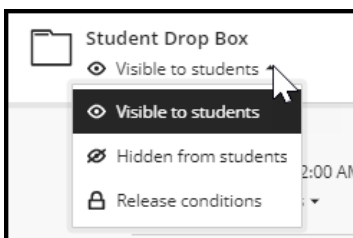
To add content to a folder make sure to expand the listing and click on the plus symbol to put in the folder.



To remove or edit a document or folder, click on the three dots.



If you want to make an item unavailable for students to see or set up release conditions, click on the arrow besides the visibility status.



Student Drop Box

Release Conditions

You can limit access to this content. Choose one or more conditions that course members need to satisfy before the content is released.

Select members
Choose which course members and groups will have access to this content

All members

Specific members or groups

Set additional conditions

Date/Time

Show on

Date: [] Time: []

Hide after

Date: [] Time: []

Performance

When will content appear?
Choose if you want the content to appear **before** course members meet the release conditions

Show
All course members can see this item in the content list, but they can't open it until all release conditions are met

Hide
Hidden items don't appear in the content list until

Cancel Save

- ✓ Set up date or performance conditions.
- ✓ Show to all members or set up groups.

Student Assignments

Students can submit assignment files within blackboard by using the Assignment feature. To create an assignment, click on the plus symbol and choose Create. Select Assignment and set-up your options. Instructors can view attached files through the Gradebook link in the navigation panel.

Create Item

Course Content Items

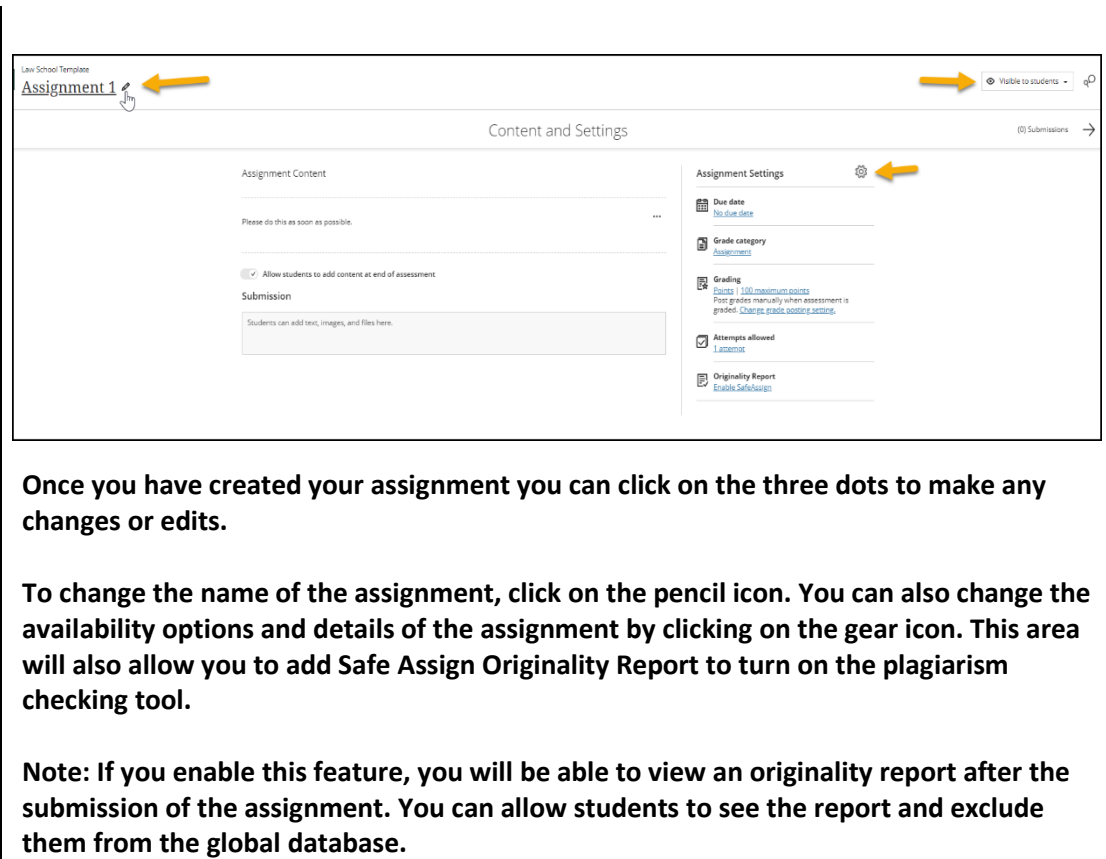
- Learning module
- Folder
- Document
- Link
- Teaching tools with LTI connection
- SCORM package

Assessment

- Test
- Assignment**

Participation and Engagement

- Discussion
- Journal



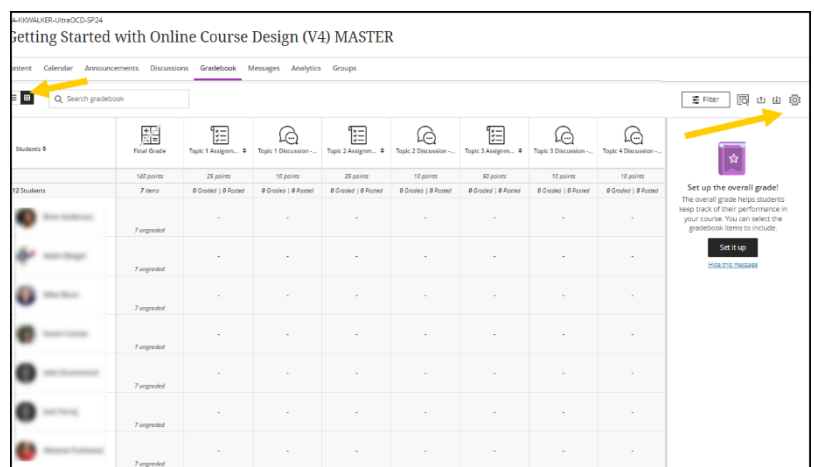
Once you have created your assignment you can click on the three dots to make any changes or edits.

To change the name of the assignment, click on the pencil icon. You can also change the availability options and details of the assignment by clicking on the gear icon. This area will also allow you to add Safe Assign Originality Report to turn on the plagiarism checking tool.

Note: If you enable this feature, you will be able to view an originality report after the submission of the assignment. You can allow students to see the report and exclude them from the global database.

To add other areas of interest to your course, you can click on the plus symbol and choose from the Create Item Menu. Anytime you select to add a graded assignment, test, discussion or journal to your course it will automatically add to your Gradebook.

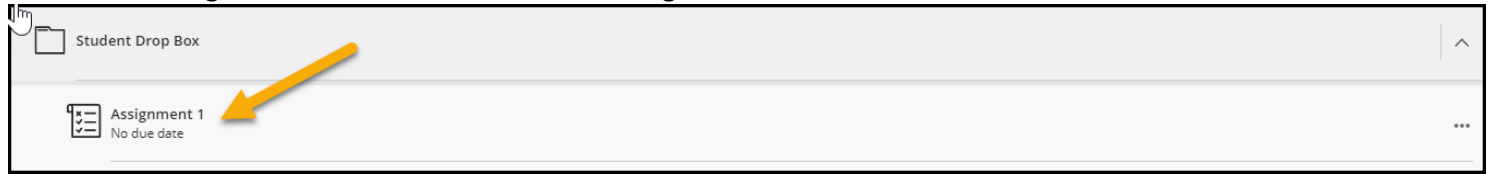
When viewing the Gradebook, you can choose between two views and choose the gear icon to set-up your gradebook options to include categories, weighting totals and grading scales. To add a manual column to the gradebook, in the spreadsheet view when you click between the columns you will see a plus symbol to add columns.



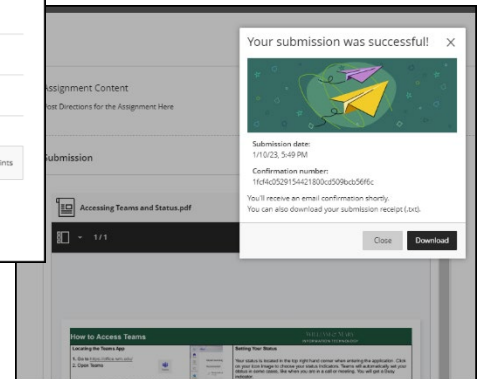
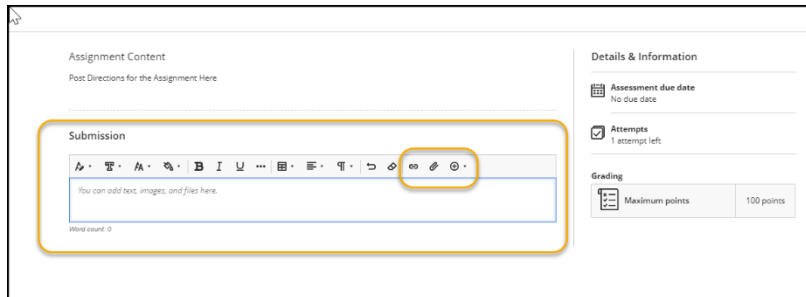
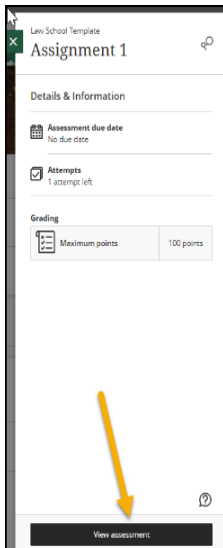
Students	Final Grade	Topic 1 Assignm...	Topic 1 Discussion...	Topic 2 Assignm...	Topic 2 Discussion...	Topic 3 Assignm...	Topic 3 Discussion...	Topic 4 Discussion...
13 Students	140 points	25 points	10 points	25 points	10 points	25 points	10 points	10 points
	7 items	0 Graded 0 Passed	0 Graded 0 Passed	0 Graded 0 Passed	0 Graded 0 Passed	0 Graded 0 Passed	0 Graded 0 Passed	0 Graded 0 Passed
[Student Name]	7 ungraded	-	-	-	-	-	-	-
[Student Name]	7 ungraded	-	-	-	-	-	-	-
[Student Name]	7 ungraded	-	-	-	-	-	-	-
[Student Name]	7 ungraded	-	-	-	-	-	-	-
[Student Name]	7 ungraded	-	-	-	-	-	-	-
[Student Name]	7 ungraded	-	-	-	-	-	-	-
[Student Name]	7 ungraded	-	-	-	-	-	-	-
[Student Name]	7 ungraded	-	-	-	-	-	-	-

Student View of Assignments

Click on the Assignment to view the details of the assignment.



1. Click View Assignment
2. Click in the Submission box and type in the box or click on the editor tools to attach a file or add media to the assignment.
3. Once complete click on Submit at the bottom of the screen.
4. Students will be able to see their assignment in the Gradebook area if the instructor is allowing visibility of the graded item. In addition, students should receive a submission receipt when submitting the assignment.



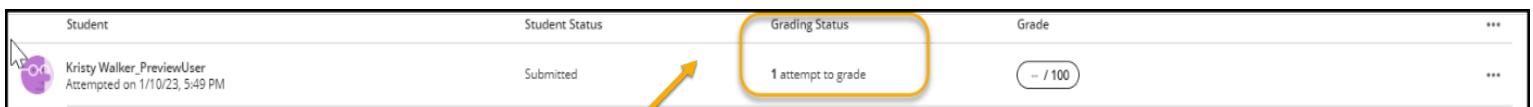
How to Grade a Submitted Assignment

When grading an assignment that has been submitted into Blackboard, you can access it through the content area or the gradebook.

Content Area View

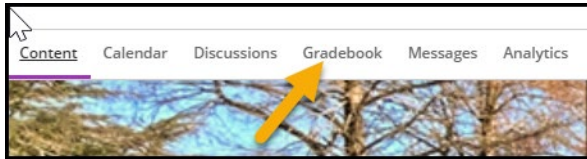


- Click on the Grade Item in the Content area (ex. Assignment)
- In the top right corner select Submissions
- Under Grading Status, click on the attempt
- Review and grade item

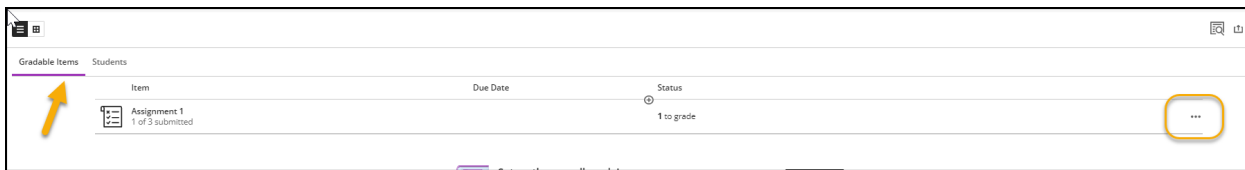


Note: If you want to download all attached files, click on the three dots in the top of the assignment heading. In addition, you can click on the three dots by the student's name to provide exceptions if needed.

Gradebook View



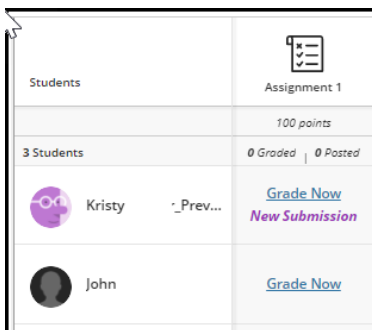
- Go to the Gradebook in the navigation menu bar heading.
- Click on Gradable Items and under the Assignment click on the item.
- If you want to grade by student and not assignment, choose the students tab.



Note: To download all attached items click on the three dots.

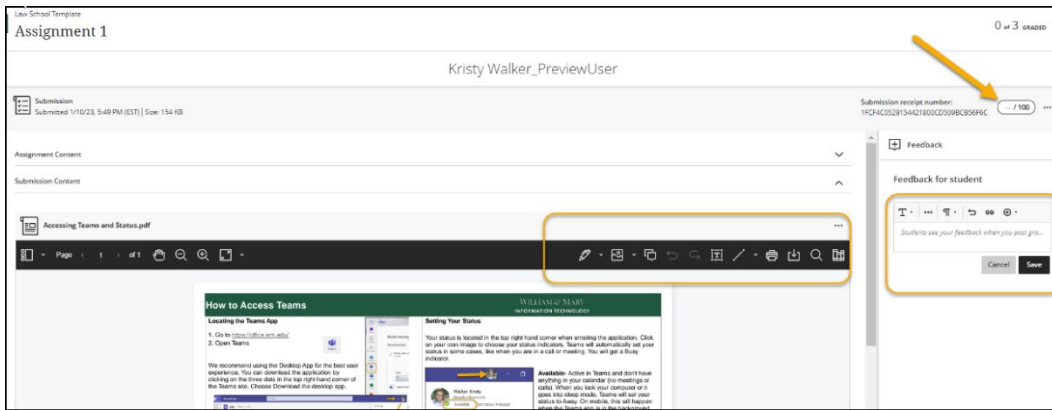


To view the listing in a different view click on the view icon to change to a grid view instead of list.



Grading an attached assignment within Blackboard

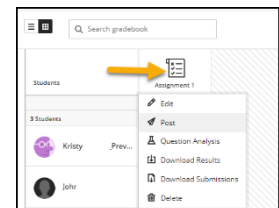
After accessing the student assignment, you will be able to use the annotation grading tool and provide feedback to the student. When using the annotation tools, you can mark up the document, the student will be able to download as a pdf, and review graded assignment from the Gradebook area.



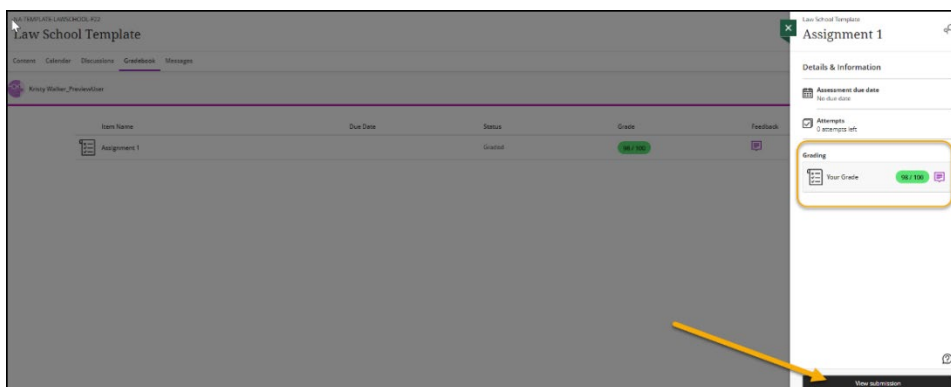
Clicking on the three dots when in the individual's assignment allows adding exceptions or posting the individual's grade.

Note: Students will not see the graded item until it has been posted. If you want to wait and grade everyone's assignment before posting, you would do this in the Gradebook, click on the Assignment, and choose Post grades.

Item	Due Date	Status	
Assignment 1 1 of 3 submitted		1 to post	Post grades
Assignment 1 1 of 3 submitted		1 to post	Post grades

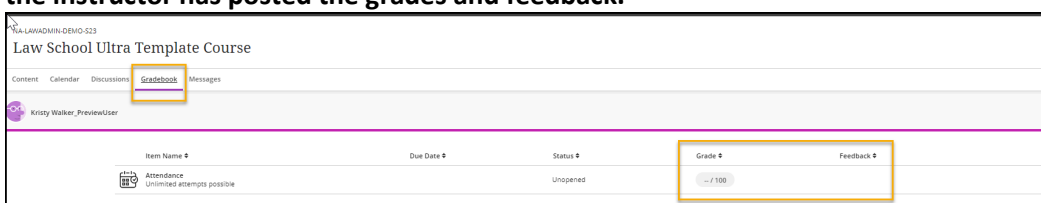


When students go to look at the submission in the Gradebook after the grade has been posted, they will be able to view the feedback and see their individual score.



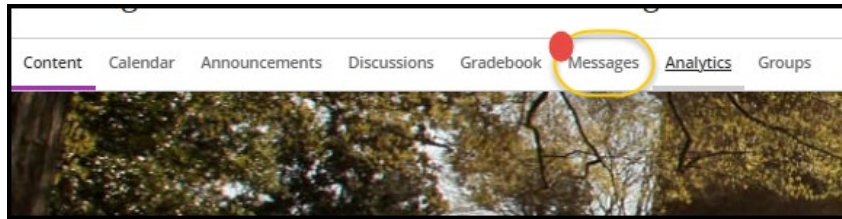
Student View

When viewing feedback and grades, students can go to the Gradebook area within the course and view the assignment if the instructor has posted the grades and feedback.



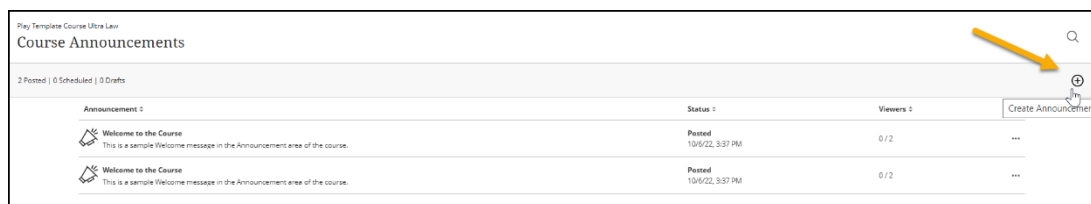
Communication and Course Maintenance

To communicate with your students, you can use several different methods. Blackboard has Announcements and Messages. To locate these areas, you can go to top menu bar

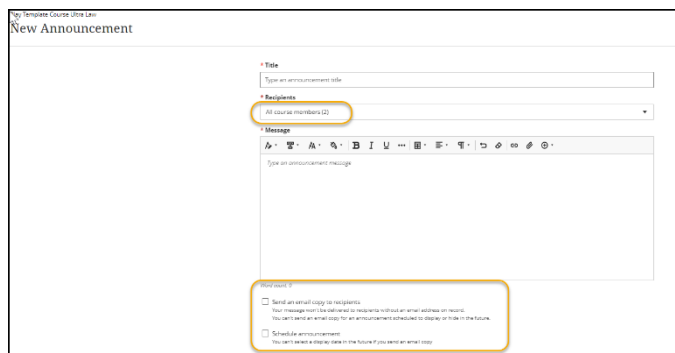


Creating an Announcement

Go to the top menu bar and click on Announcements. To add a new Announcement, click on the plus symbol in the top right-hand corner.



Please note that Announcements are sent to all course participants. If you need to send out individual messages, click on Messages and choose the students. Students can find Announcements in their top menu listing and the Activity Stream on the main blackboard login page.



Note: If you choose to send an email copy of the Announcement to students, it must be available for posting and not scheduled to be posted for a future date and time.

If you are scheduling when the Announcement is to be displayed, then you cannot send an email copy.

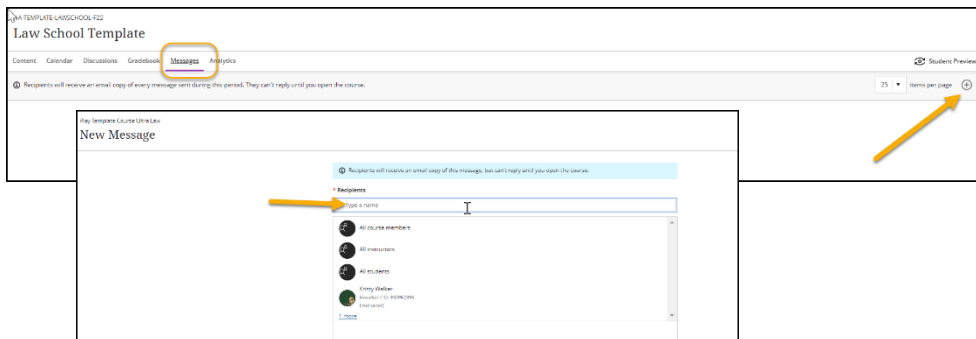
Creating a Message

When using the message feature if your course is unavailable and you are trying to send a message to students, they will not be able to access this area until the course is visible. A copy of the message is sent to the students W&M email address with a button saying View Message. This message will come from the course and have a Do Not Reply tag in the heading when being sent.

Go to Messages and click on the plus symbol.

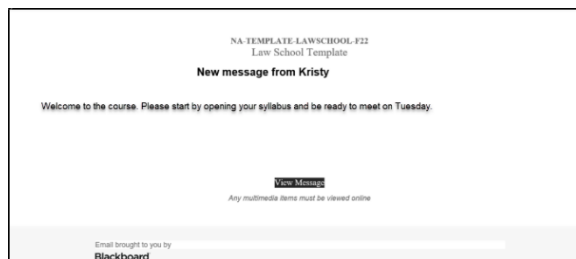
- Click within the Recipients box and choose whom to send the message.
- You can choose groups, all students, all instructors, all students or select students.
- Type in your message and choose whether you are going to allow replies to this message.

Note: Replies are posted within the Messages area of the course. When a new message is posted you will see a red circle on the Messages panel and also in the Activity Stream.



What students see in their W&M email with the title of the course and the do not reply tag.

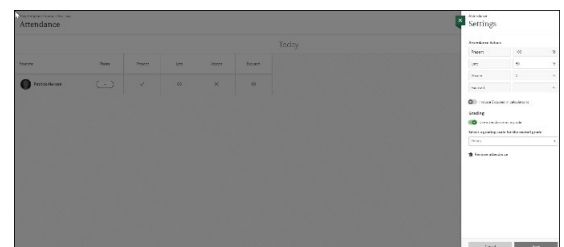
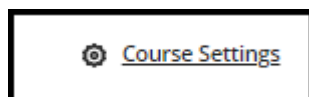
<do-not-reply@blackboard.wm.edu>



Other Tools under Details & Actions

Course Roster – Allows you to view everyone on the Roster that have been imported from your official Banner roster. If a student drops the course, it will also remove them from your blackboard roster. Once your course has been created, the enrollment will be connected to the official roster. You can view the roster in a list view or grid view.

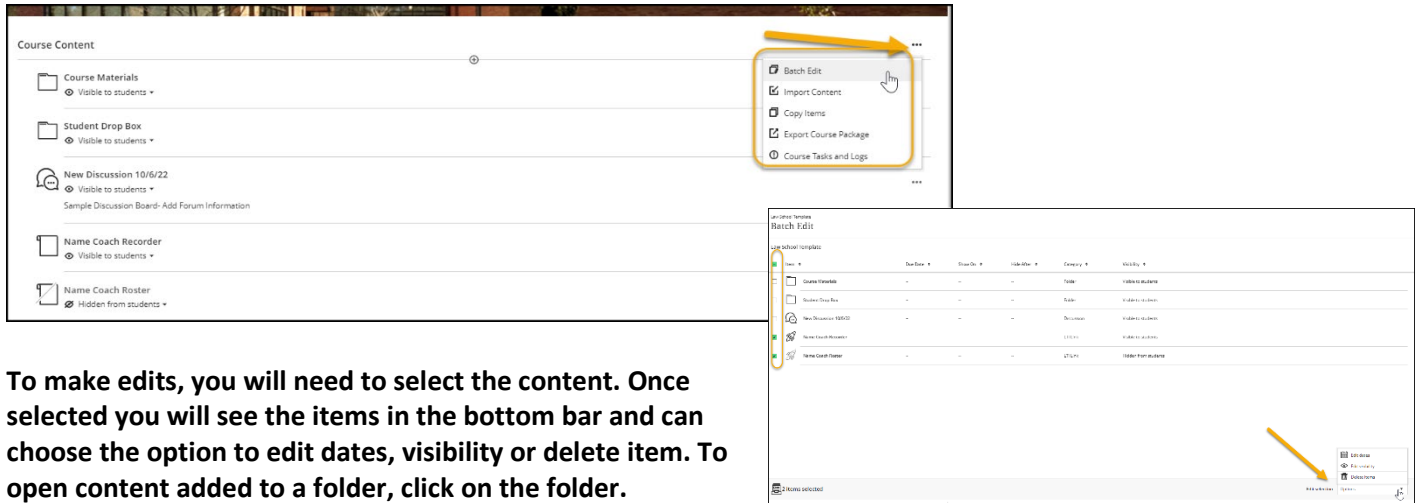
To turn off the roster so students will not be able to view, click on the course settings at the top right-hand corner on the content page.



Helpful Tools & Tips

Batch Edit

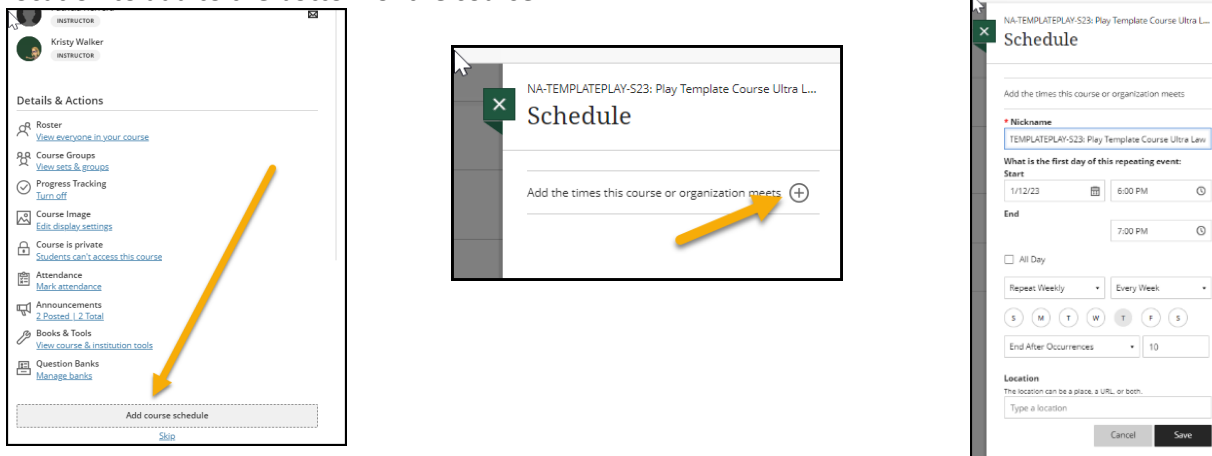
This area will allow you to update common settings such as visibility to students and due dates. You can also delete files that you have added from this area.



To make edits, you will need to select the content. Once selected you will see the items in the bottom bar and can choose the option to edit dates, visibility or delete item. To open content added to a folder, click on the folder.

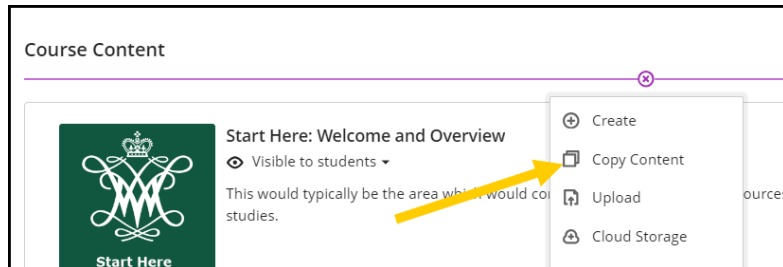
Adding a Course Schedule

To add a course schedule that will appear on the course calendar, click on the button at the bottom of the Details & Action location. To add a schedule click on the plus symbol. You will then be able to add your dates and times and location to add to the bottom of the course.

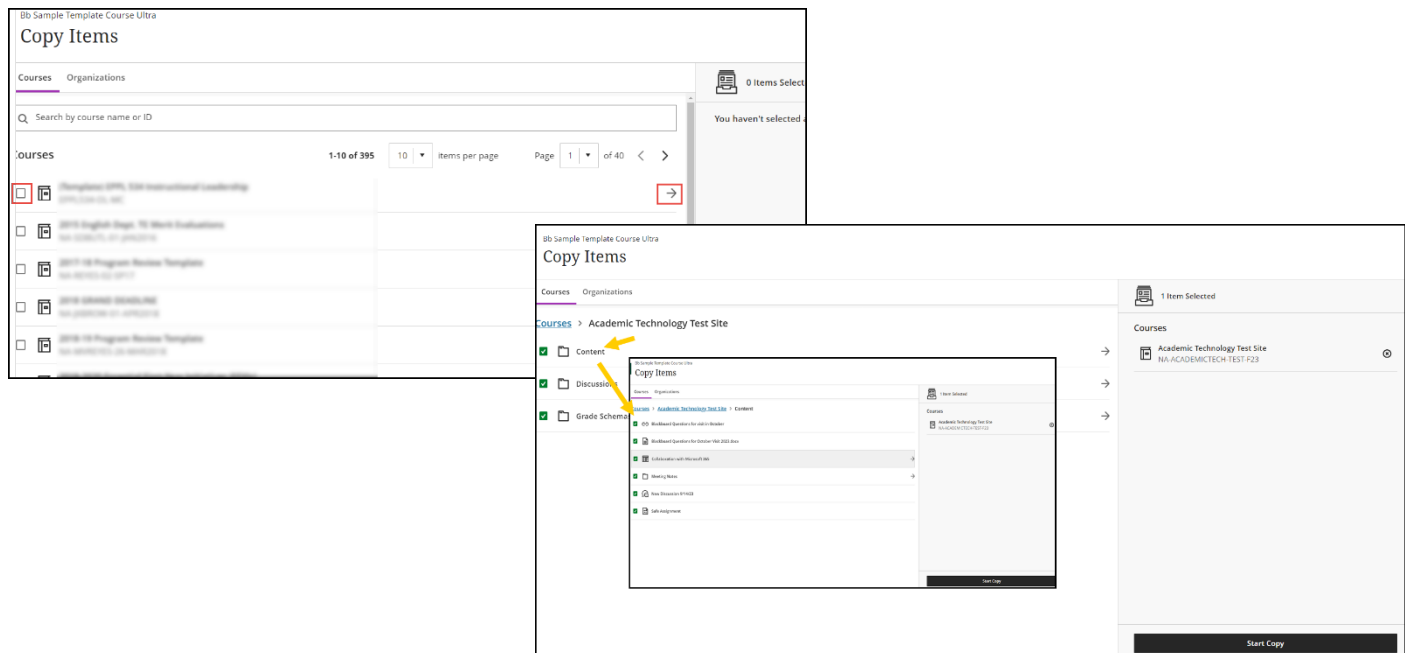


Copying Content from Old Courses to Ultra Course

Click on the top plus symbol and select Copy Content.



Select the entire course by clicking on the course ID and move over copy. If you want to only copy specific content, click on the course and select the folders or content to copy and move over. To drill down into the content, you can click on the name of the folder and select items to copy and move. When ready hit Start Copy. Items will be added to your course.



Additional Resources

Instructor How to Videos

Blackboard Ultra Instructor Tutorials- https://help.blackboard.com/Learn/Instructor/Ultra/Watch_Videos

Messages in Blackboard- <https://youtu.be/a6DeGb40lh8>

Student How to Videos for Blackboard Ultra Courses

How to Check Your Grades - <https://youtu.be/V6Zxl2YK5OM>

How to View Attendance Grades - https://youtu.be/51gOg_IRAGA

For questions, please contact the Technology Support Center at (757) 221-HELP (4357) or email support@wm.edu.