



Academic Technology

JACKSONVILLE UNIVERSITY



The current edition of the Blackboard Ultra Newsletter is presented by Andrew Pemberton (apember@ju.edu), one of JU's instructional designers. Blackboard Ultra makes crafting assignments and assessments in your course easier than ever. Here is everything you need to know about creating assignments and assessments in your course. Andrew enjoys working with faculty to streamline their online courses and create opportunities for interaction and engagement in eLearning spaces. Review the [Ultra Website](#).

Are you scheduled to teach a course in Summer 2024? Get a head start on transitioning your course content to the new Ultra platform with individualized assistance from an instructional designer. Email Dee Thornton (dthornt@ju.edu) and she will assign you a personal instructional designer who will serve as your guide during the Ultra transition process. By working with an ID now, you will be fully prepared to teach in Ultra by Summer.

Create an Assignment



in the Ultra Course View



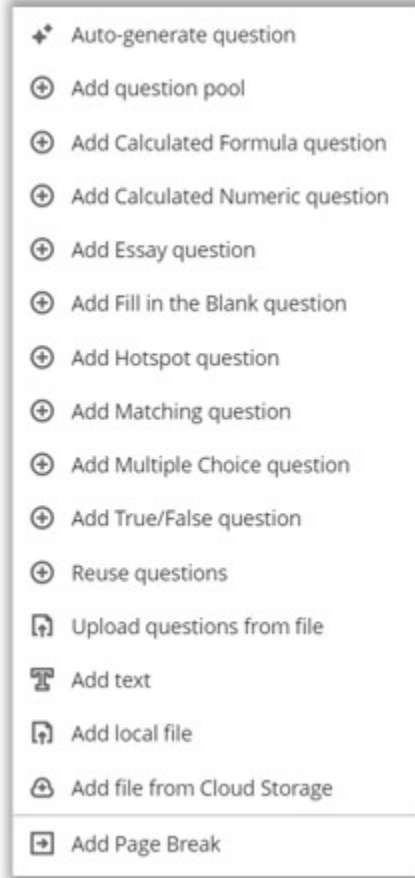
Creating an Assignment or Assessment

To create a new activity in your course, first navigate to the course content page. Either on the main content page or under a learning module or folder, click the **plus icon** (+ symbol) and choose **create**. Here, you will see the option to create an assignment, test, form, discussion, or journal. Blackboard Ultra centralizes the assignment/assessment crafting process. *The plus icon's creation menu is the only place where you can craft an assignment or assessment that does not use a third-party app, such as Turnitin.*

Adding Questions to an Assignment or Assessment

Whether creating a test or an assignment, the process of adding questions is the same. After you've created a new test or assignment and given it a name, look for the **plus icon** in the main activity crafting space. Once you click it, you will be presented with a variety of options for question writing.

Blackboard Ultra offers a robust set of options for crafting assignments. In addition to providing instructions and supplementary files, you can incorporate various question types to assess student understanding. These range from multiple choice and true/false to more open-ended prompts like short answer, file upload, and essay responses. [Review the documentation](#) on test and assignment question types to explore all the possibilities and determine which will best align with your learning objectives.



Assignment Settings

Details & Information

Due date

4/7/23



12:00 AM



Prohibit late submissions

In progress attempts will be submitted automatically at the due date and time



Prohibit new attempts after due date

Students can't start new attempts once the due date and time has passed



Allow class conversations



Collect submissions offline

You can't collect submissions offline because students have started their submissions

Assignment Settings

The right-hand side of the page outlines Assignment Settings. To choose and apply settings, select the Settings button to open a new panel. Each hyperlinked setting can be clicked on and edited.

Test Settings

Details & Information

Due date

3/13/24 11:59 PM

No due date

Prohibit late submissions
In progress attempts will be submitted automatically at the due date and time

Prohibit new attempts after due date
Students can't start new attempts once the due date and time has passed

Allow class conversations

Collect submissions offline

Presentation Options

Display one question at a time
Turned off until you add questions

Prohibit backtracking

Randomize questions
Turned off until you add questions

Randomize answers
Turned off until you add questions

Randomize pages

Do not randomize first page

Formative Tools

Formative assessment
This is not automatically excluded from any grade calculations.

Display formative label to students

Details & Information

The section Details & Information provides options for assignment submission.

Provide a due date. Due dates appear on the calendar and in the activity stream. Late submissions appear with a *Late* label in the course gradebook. You can prohibit students from submitting work after the due date. Prohibit late submissions. Enforce a hard deadline and prevent a late submission. In-progress and saved attempts will auto-submit at the due date. Students will receive a submission receipt email. Specified accommodations are still honored.

Allow class conversations. What if your students have questions about an assignment? You can allow conversations within an assignment, and anyone can contribute. As the conversation develops, it appears only with the relevant assignment.

[More on conversations](#)

Collect submissions offline. You may want to grade student work that doesn't require students to upload a submission. For example, you can add grades to your gradebook for presentations, acting performances, and artwork delivered in person.

[More on collecting submissions offline](#)

Formative assessments. Their primary purpose is to monitor student learning and provide immediate feedback that can be used to improve instruction and enhance student performance. Formative assessments help both you and your students to identify areas of strength and areas that need further development.

[More on formative assessments](#)

Presentation Options. If your assignment contains questions, **Presentation Options** allows you to control how the assignment's content is presented to students. For more details about options in **Presentation Options**, go to [Create Tests](#).

Grading & Submissions provides options for assignment type and grading criteria.

Change the grade category. You can change the assignment's grade category to be part of one of the [custom gradebook categories](#) you set up in your course. You can create new categories to customize how coursework is grouped in your course. Custom categories can be useful when you [set up the overall grade](#).

Determine the number of attempts. You can let your students submit more than one attempt at an assignment. When you allow multiple attempts, you can also choose how the final grade is calculated.

Select the grading schema. From the **Grade using** menu, select an existing grading schema such as **Points**. You can change the grading schema at any time, and the change will appear to students and in your gradebook.

Set Maximum points. Add a number value between 0 and 99,999 for your assignment. If you leave this field blank, the number will default to 100.

Assessment results If your assignment contains questions, **Assessment results** allows you to control how students see feedback, scores, and answers once they turn in their work.

For more details about options in **Assessment results**, go to this section in [Create Tests](#).

Assessment security provides tools to secure assignments you create.

Add an access code. You can issue an access code to control when students submit an assignment. Access codes are generated randomly by the system. You can also add an access code to a group assignment.

[More on access codes](#)

Access Respondus. Respondus® is a third-party tool you can use to create, manage, and print tests in Blackboard. Select the link to launch the tool.

Additional Tools provides several more options to customize your assignment.

Add a time limit. A [time limit](#) can keep students on track and focused on the assignment. Each student has a limited amount of time to submit. The assignment attempts are saved and submitted automatically when time is up. You can also allow students to work past the time limit. Time limits can only be added to individual (not group) assignments.

Add a grading rubric. A rubric is a scoring tool to evaluate graded work. Rubrics can help you evaluate student submissions based on key criteria that you define. You can [create a new rubric](#) or [associate an existing rubric](#). You can only add a rubric to an assignment without questions.

Add goals and standards. You can [align an assignment to one or multiple goals](#). You and your institution can use goals to measure student achievement across programs and curricula. You can also align individual questions to goals.

Make a group assignment. You can [create an assignment for one or more groups of students](#). By default, you assign a grade to each group as a whole, but you can change a group member's individual grade.

Enable SafeAssign. You can [use SafeAssign to check for potential plagiarism in student submissions](#). You can enable the SafeAssign Originality Report any time, even after students have started their submissions. However, submissions are only checked when SafeAssign is enabled.

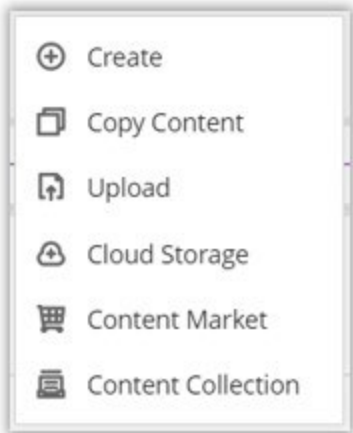
Add an optional description. The description appears with the assignment title on the Course Content page. This is where you can provide students with more information about the assignment. The maximum length of a description is 750 characters. A warning will appear below the description field when 75 characters or less remain.

Additional Assignments

Forms: Forms are new to Ultra. You can use them as surveys, or as any method to gather information from your class. For instance, you might use a survey at the end of your course to see how the students liked or disliked course content. By default, the forms are ungraded, but you can assign them a grade if you wish. Forms also allow for a unique question type, the Likert scale. This question allows students to respond to a question by giving a rating of 1-10. Learn more about [Forms](#).

Discussions: You can create a discussion from the course content page using the **plus icon**, or simply navigate to the **Discussions tab** and create a discussion board there. Your discussion boards can be graded or ungraded. You also have additional options to manage student submissions. You can choose to display the board on the course content page (boards will always appear under the Discussions tab by default), configure the board so that students must post before viewing other replies, and set it so they can't edit their responses after posting. Additionally, you can design a rubric in the Discussion settings, or use Ultra's integrated AI assistance to start the rubric for you! Learn more about [Discussions](#)

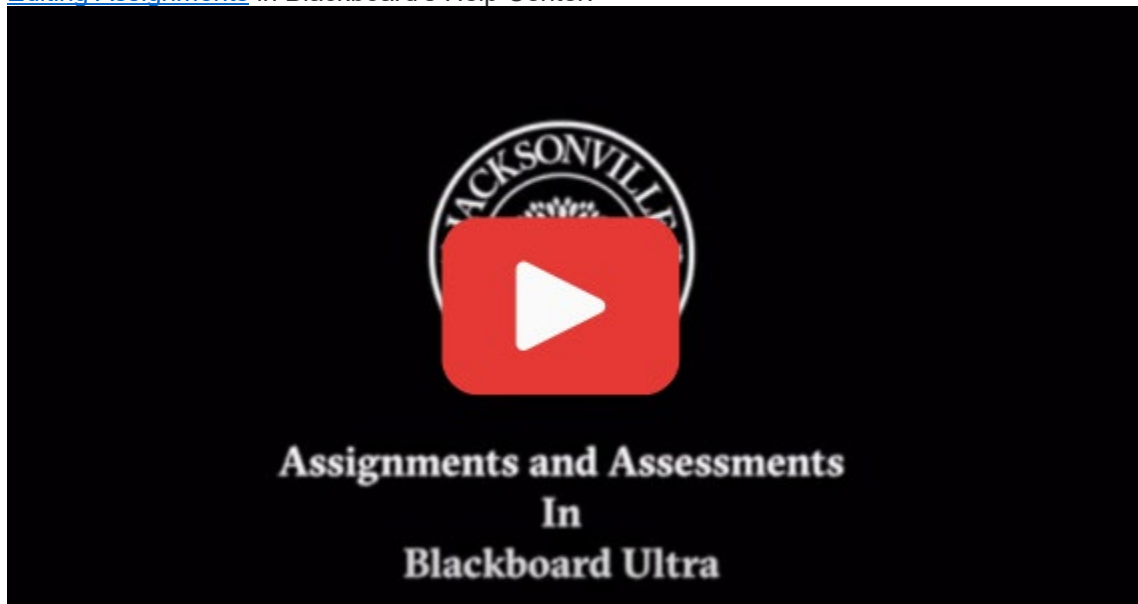
Journals: The last form of assessment is the Journal feature. Journals function almost exactly like Discussions, except they are private, meaning that students can't view each other's submissions. A student submission is for their and the instructor eyes only. By default, Journals are ungraded, but you can assign them a grade if you wish. Learn more about [Journals](#).



Special Assignments

To create an assignment utilizing a third-party application, click the **plus icon** and then open the **content market**. Here, you will find a collection of third-party apps such as portals for textbook providers like Pearson or McGraw-Hill, Turnitin, Kaltura, and Simple Syllabus.

Watch the full Assignment and Assessment workshop video below and review [Creating and Editing Assignments](#) in Blackboard's Help Center.



Blackboard Ultra is Coming This Fall 2024 - Get Prepared Now

Blackboard's Ultra experience will be fully implemented at our institution in Fall 2024. To ensure you're ready for this transition, we've created a comprehensive resource hub at <https://juacademictechnology.com/blackboardultra.html>.

This one-stop Ultra webpage provides multiple ways to get up to speed:

- Self-Paced Guide: Walk through Ultra's core features at your own pace
- One-on-One Sessions: Book individual meetings with our instructional design team
- Digital Guides: Review downloadable PDFs covering Ultra basics
- Video Tutorials: Watch short videos explaining Ultra's capabilities

New resources are being added regularly, so bookmark this page!

Ultra Training Opportunities in April

To supplement the online resources, we're also offering a full slate of live, hands-on Ultra trainings throughout April. Review the [available sessions](#) and mark your calendars! Registration links will be available later this week.

Learn Teaching Essentials for Ultra Course

The Learn Teaching Essentials for Ultra Course is a **SELF-PACED** online course designed for faculty who will be building courses. It is designed to get you comfortable navigating the Ultra site and start building content, creating assessments, and working with discussions in the Blackboard Learn Ultra course view. In addition to the About This Course section, there are five modules in this course that contain lessons and quizzes.

- Getting Started with Ultra
- Building Courses

- Assessing Learners
- Enhancing Communication
- Evaluating Your Course

You will be asked to create an account and will have 180 days to complete this course from the date of enrollment.

For the free and easily accessible Learn Teaching Essentials for Ultra Course, provide your faculty and staff the link below:

Follow these instructions to access the course:

1. [Navigate to the Anthology Academy page here.](#)
2. In the left hand search bar, type in Learn Teaching Essentials.
3. Click on the course and Enroll.
4. Click Sign Up and create your account. The course is free but does require you to create a user profile.
5. Once you sign up you will have 180 days to take the course.

Whether exploring the webpage independently, signing up for an April training, or going through the Learn Teaching Essentials course, take advantage of these opportunities to ensure a smooth transition to Blackboard Ultra this Fall.

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