



# Blackboard®

LEARN ULTRA

Please visit our Academic Technology website at <https://juacademictechnology.com> for more information, downloadable notes, and Blackboard video tutorials.

The **Ultra Essentials** handbook that follows this introduction will give you the fundamentals to help facilitate your course with an on-line presence. Being successful with on-line teaching is not just about having content knowledge, it encompasses course construction, on-camera interaction with live Collaborate sessions, and having a good teacher-student relationship with students that you might never see in person.

This handbook will help you create an on-line course by providing basic but crucial information for designing Blackboard content, conducting the course, and for encouraging student engagement. The guide is divided into multiple sections and each section will ease you into the process of on-line course management by using a step-by-step approach. In addition, it will help you access support content for on-line teaching and suggest useful resources through the Academic Technology Website at Jacksonville University.

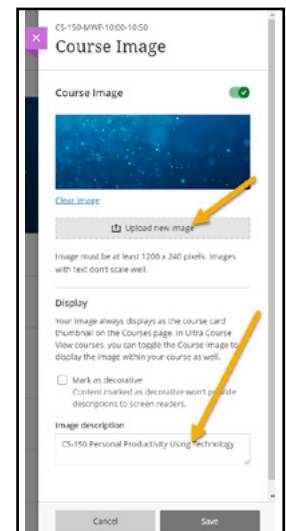
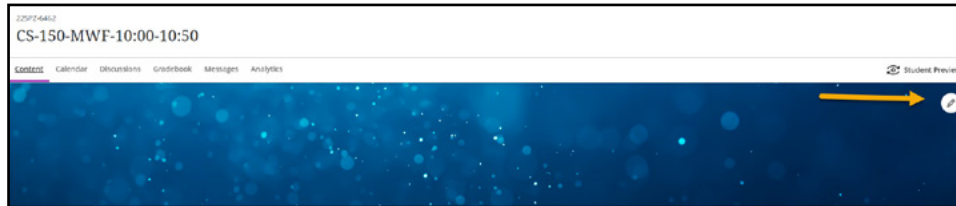
Links are provided at the [end of the manual](#).

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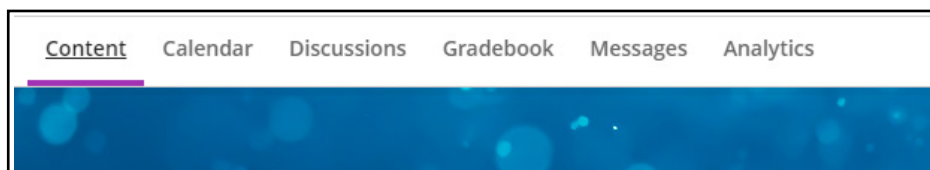
## Modifying the Ultra Class Interface - (Video Link)

1. When you open up your course for the first time you may want to change the class image and title to suit the content of the course.
2. You will see a settings control (pencil) to allow for these modifications.
3. Please make sure you save all changes once completed.



In this manual, the concepts covered will take you through the most common features to get you up and running.

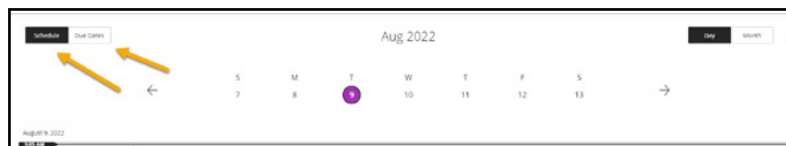
## User Interface Changes from the Original Learn Blackboard



Along the leading edge above the class image (**Navigation Bar**) you will see the component titles. As you select each component the purple underline accompanies the feature. Here you will find access to the **class calendar, discussion boards, gradebook, class messaging, and report analytics**. The content feature is where the class is structured and opens up each time to this location.

## Calendar - (Video Link)

When you access the calendar from inside a course, it shows events for that course only. Select the Calendar tab from the course's navigation bar.



The course view of the calendar displays due dates, the course schedule, office hours, and course-specific meetings and events. When you create content with a due date, it appears automatically in the calendar.

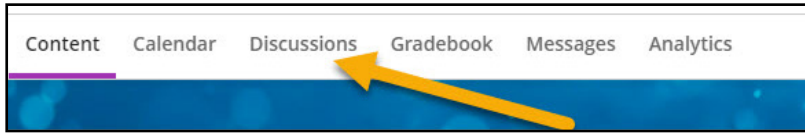
All events you create within a specific course become part of the global calendar. You can switch views and date styles by accessing your global calendar from the list where your name appears and choosing the appropriate filter.

## Create a Discussion Board (DB)

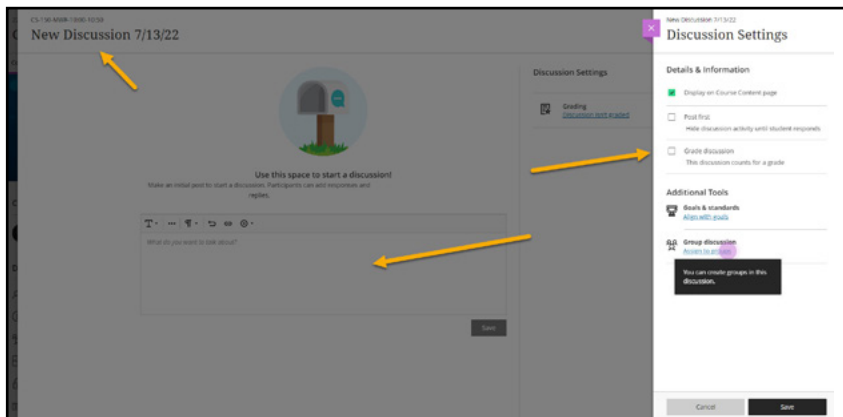
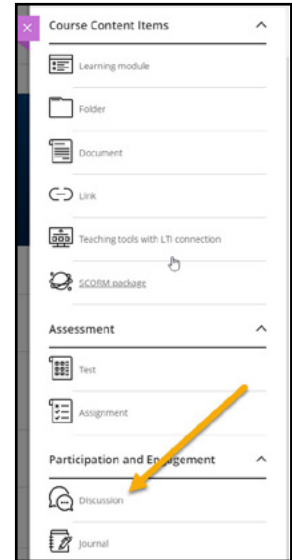
You can add discussion board forums to a content area or folder and link the forum to the Discussion Board area.

### How to Create a Discussion ([Video Link 1](#), [Video Link 2](#))

1. You have two options to create a **Discussion Board**. Option 1 is to select **Discussions on the action bar** or you have the option to click the + sign in the **Content Area, Create, and under Participation and Engagement** choose **Discussion**.



2. On the create **Discussion** page, complete the discussion information, availability, and settings, and then click Save. The settings control will appear once the **Discussion Board** question is saved.
3. The **Discussion Board** entry will create a link in the Content Area to be placed as a individual item there or within a folder. These DB entries can be graded and applied to the gradebook.
4. The following image shows some of the DB setting changes available.



## Gradebook - ([Video Link](#))

Inside your course, you can open the course gradebook from the navigation bar. Select the **Gradebook** tab to access all the coursework that's specific to the course you're in.



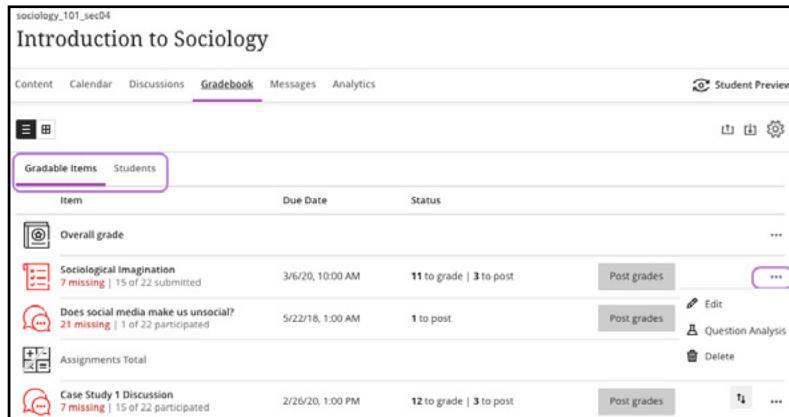
The grade book is populated with students when they're enrolled in your course. You can grade coursework, manage items, and post grades from two views:

1. Gradable items list
2. Student grid

## View Gradable Items

The **Gradable Items** list is your default view of the course gradebook. You can view all the coursework you've assigned and your grading progress. You can also access the management functions.

You can switch to the **Students** tab to view an overall picture of each student's engagement.



**Determine your view.** Change from list view to the student grid view.



**Open items.**

Select an item's title to open a new layer. See whose submissions need grading and who hasn't received their grades yet. Use the Filter menu to display only those submissions that need grading. At this time, you can filter by **Status** and **Needs Grading**. The Filter menu doesn't appear for group and discussion items. At this time, you can only grade journal submissions from the student grid view. Enhancements to the journal grading workflow are in progress at this time.

**Check your progress.**

See how many submissions you need to grade and grades you have to post. Complete indicates you have no outstanding grading tasks for that item. All graded appears when all submitted attempts are graded and posted, but some students haven't submitted work yet and don't have grades.

**Manage grades.**

Open an item's menu through the ellipsis on the right of the assignment, to access the management functions, such as Edit and Delete.

**Add a row.** Select the plus sign wherever you want to add a row:

- **Add Item:** Add a row for coursework, such as a participation grade. Your title is limited to 255 characters. Choose the grade unit, such as points or letter.
- **Add Calculation:** Add a row for a calculation, such as an average assignments grade.
- **Add Attendance:** Add a row for attendance. After you add attendance, the add option won't appear in the menu again.

If you want to remove attendance from the gradable items, you can do so from the attendance settings or the gradebook grid.

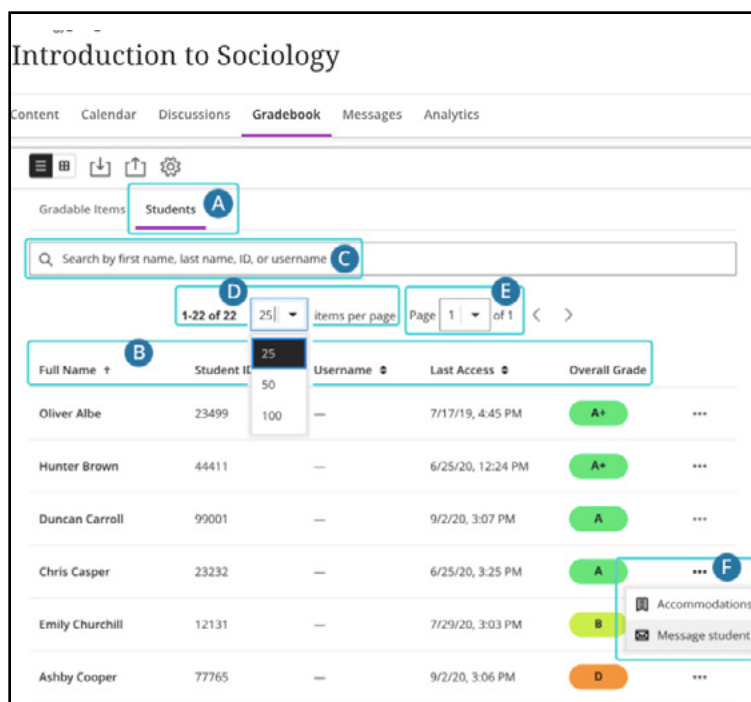
### Rearrange items.

Press the **Move** icon in the row of the item you want to move. The **Move icon** is the one with the two paired arrows. It won't be visible unless you mouse over the desired item row at the far right end of it. The item row won't move unless you select it by pressing on the corresponding arrow icon. Only then, you can drag and drop it to the new location.

Drag the item to the new location and release. The order you choose also appears in the grid view and on students' Grades pages. You can't move items in the grid view at this time.

### View Students Engagement from the Gradebook

View information about your students and their engagement in your course from the gradebook's **Students** tab. Open the gradebook and select **Students**.



- A. Change your view.** Easily navigate between the Gradable Items and the Students tab to see your grading tasks and up-to-the-minute information about your students.
- B. View student information.** View a list of your students along with columns for Student ID, Username, Last Access, and Overall Grade. For the Overall Grade column, you need to set up the overall grade for grades to appear in the grade pills. The overall grade displays as a grade or a percentage; you get to choose how it displays. You can sort the list in ascending, descending or default order by clicking the corresponding column header arrow icon.
- C. Search for a student.** Limit your search to a few letters or the first or last name for the best results. You can also search by student ID and username, if the latter is made visible by Jacksonville University.
- D. Set your view.** Use the Items per page menu to select how many student rows to show on a page.
- E. Navigate the list.** Use the menu at the top or bottom of the page to move to the previous and next pages in the student list.
- F. Accommodations and Messages:** Select the three dot menu at the end of each student row to view or create accommodations for a specific student, or to send direct messages.

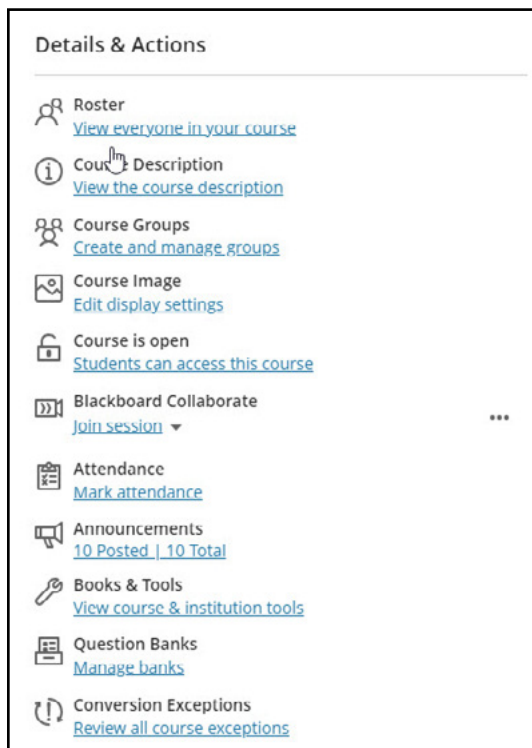
## Messaging - (Video Link)



You and your students can send messages to each other, multiple people, or an entire class. Messages activity remains inside the system, and you don't have to worry about email addresses that may be incorrect or outdated.

As an instructor, you can quickly send messages to all students about important deadlines and schedule changes. From anywhere in a course, you can access messages on the navigation bar. The course messages page displays all the messages that are specific to the course you are in.

## Course Menu - Details and Actions



**Roster.** Use the Roster link on the **Course Content** page to view your class list, connect with your students, and match faces to names. You can also send messages to anyone involved with your course.

Users can upload a picture of themselves on their **Profile pages**. If they don't add pictures, a generic silhouette appears in the roster. Users' profile pictures also appear in the gradebook, groups, discussions, conversations, and messages next to their activity. Your profile picture also appears on the **Course Content** page.

**Attendance.** Use this link to mark daily attendance in the class setting.



## Create an Announcement - (Video Link)

Use the announcements feature to communicate with your students (i.e. post time-sensitive material such as assignment due dates, changes in the syllabus, corrections or clarifications of materials, and exam schedules).

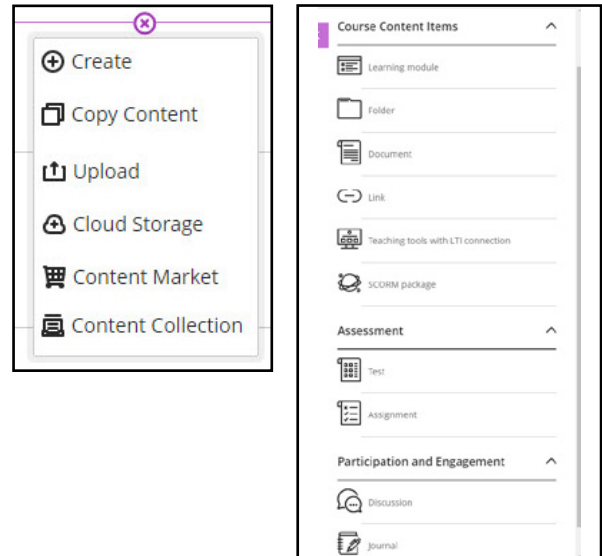
1. From within a course, click the **Announcements link on the Course Menu**. Click the **Create Announcement** button.
2. Under **Announcement Information**, type a **Title** (name for announcement) and a **Message** (text of the announcement).
3. Under **Schedule Announcement Options**, set the **Duration**, **Select Date Restrictions**, and check the **Email Announcement** check box to send a copy of the announcement immediately. To permanently display the announcement, select **Not Date Restricted**.
4. Optionally, to link content in the course to the Announcement, click the link button under the message body title and then click then choose your option.
5. Click **Save** to complete the **Announcement**.



## Create a Learning Modules - (Video Link)

You can create learning modules within the **Course Content Menu** to serve as containers for your course content.

1. Point to the + (plus sign) above the course menu.
2. Click **Learning Module** on the drop-down list.
3. Type a **Name** for the new content area.
4. Select the Available to Users check box.
5. Click **Submit**. A link to the new content area appears at the bottom of the course menu. You can **drag and drop** it to another location on the course menu.



## Create a Content Folder - (Video Link)

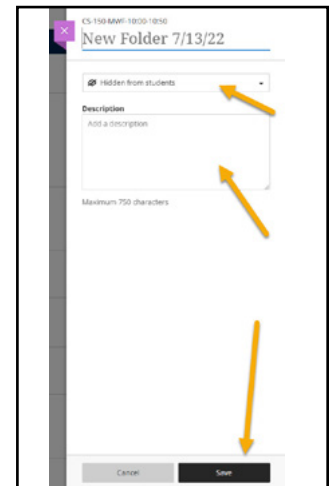
You can create content folders to organize content. After you Create a content folder, you can add content. For example, you can create folders for each week of your course within a content area.

1. From within the **Course Content** Items menu, point to and click **Folder**. You will need to click the + sign from within the Content Area first.
2. On the Create Content Folder page, type a **Name**.
3. Optionally, in the Text box, type instructions or a description.
4. Select the **Standard Options**.
5. Click **Save**. The newly created folder is empty.

## Create a Content Item - (Video Link)

You can create content (e.g. readings, lecture videos, links to websites, tests, and assignments) within content areas. These are non-graded items.

1. From within the content area or content folder, point to **Build Content** (+ sign) and then click Create.
2. On the **Create Item** page, choose the category of the item you want to create, and type a name and pertinent information needed, along with any supplemental links, uploads, or images.
3. Optionally, type instructions or a description in the Text box.
4. Optionally, **Attach File** and select the **Standard Options**. These items can be rearranged by dragging them up or down.
5. Click **Save**.
6. Scorm packages can also be uploaded from publishers purchased content or from custom builds.



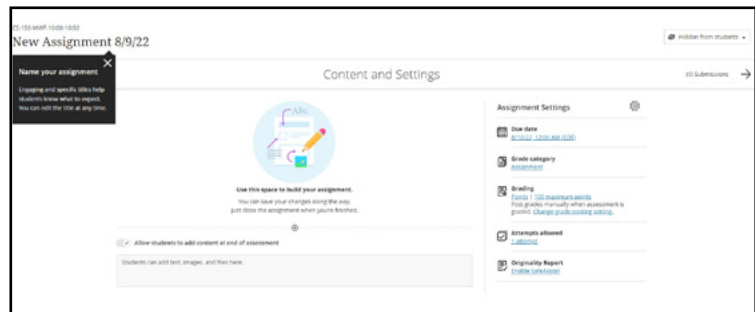
## Uploading a Sample Syllabus - (Video Link)

To upload your syllabus:

- Create a Folder in the **Course Content Menu. + / Create / Course Content**
- Select **Folder** and label it **Syllabus**
- The **Syllabus** folder will appear at the bottom of the **Course Content Menu** and will need to be dragged upward to the desired location.
- Enter the **Syllabus** folder by clicking on the folder. The folder menu will open up. Click the **+ sign and down to upload.**
- Here you will **browse for the .pdf** to upload into the course. Word documents can be modified and should be converted before uploading to prevent any unauthorized changes being made.

## Create an Assignment - (Video Link)

The Assignment feature in Blackboard allows instructors to accept coursework, manage grades, and provide feedback for each student separately. You can add **Safe Assignments** through the Assignment feature.



1. From within a content area point to **Assessments** and then click **Assignment**.
2. On the **Create Assignment** page, type a name for the assignment (required) and instructions (optional).
3. Optionally, **Attach File** that students need to complete the assignment and set a **Due Date**.
4. In the **Grading** section, type **Points Possible** (required) and **Add Rubric** (optional).
5. Optionally, expand the **Grading** section (Submission Details, Grading Options, and Display of Grades) to make selections such as number of submission attempts, anonymous grading, how the grade is displayed, and use **SafeAssign**.
6. In the **Availability** section, check the check box to **Make the Assignment Available**, if necessary. **Optionally, Limit Availability and Track Number of Views**.
7. Click **Save**. The assignment will be added to the content area you specified and a column is created in **Grade Center**. To view a completed assignment, go to the **Grade Center**. Click the down arrow next to the ! in the cell to grade an assignment for that individual, add comments, and send a file attachment back to the student.

## Test Creation - (Video Link)

In this section you will be able to build all of your quiz and test material from scratch or import a file exported from a learn course or archived shell. Most assessments do port over from an original learn class that has been upgraded to the Ultra version. Tests can be created from scratch using a few different methods.

Using Respondus 4.0 will allow you to build assessments from within the program and then export the file as a .zip file to be used directly in Blackboard. The build file can then be saved for future use as a Respondus file. Optionally, you can build your assessments directly in Blackboard and save the build as a Quiz/Test or Question Pool.

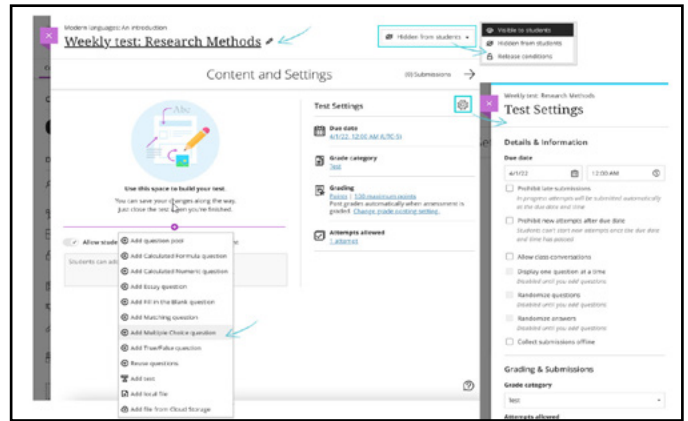
## Download Link - Respondus Campus Wide 4.0

You can create tests alongside the other content students need as they prepare. On the Course Content page, select the plus sign wherever you want to add a test. In the menu, select **Create** to open the **Create Item** panel and select **Test**. The **New Test** page opens.

You can also expand or create a folder or learning module and add a test.

When you create a test, a gradebook item is created automatically. A test's score consists of the sum total of all the questions' points.

After you post test grades, students can view their scores on their grades pages or in the activity stream. They can also access a test, associated rubrics, their submissions, your feedback, and their grades from the test link on the **Course Content** page.



### About the New Test Page

Provide a descriptive title so students can easily find the test among your course content. On the **Course Content** page, the title appears as the link students select to view the materials. If you don't add a title, **"New Test"** and the date appear in the content list. If you don't add content, the test won't appear on the **Course Content** page.

**Add questions and more.** Select the plus sign to open the menu and make a selection. You can choose a question type, add a question pool, or reuse questions and content from existing assessments. You can also add files and text, such as instructions for the test. You can also add files from cloud storage, such as OneDrive® and Google Drive™. You can't enable parallel grading on a test with questions.

**Add additional content.** Once you've added a question to a test, you can choose if you want students to add additional content, like text, supporting files or attachments. By default, this feature is turned on for your test. Toggle this feature off if you don't want students to add additional content.

**Show or hide the test.** Students can't see a test until you choose to show it. You can create all your content ahead of time and choose what you want students to see based on your schedule. You can also set availability conditions based on date, time, and performance on other items in the course gradebook. On the **Course Content** page, students can see when you set the test to show.

**Apply test settings.** Select the Settings icon to open the panel where you provide the test's details and information.

**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. Encourage students to review what's due now and what's ahead so they can ask questions as soon as possible.

**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.

If students have submitted attempts, you cannot change the due date to a date in the past. If the due date has passed, you can't select the Prohibit late submission setting.

**Prohibit new attempts after due date.** Prevent students from beginning a new attempt after the due date.

**View accommodations.** You can set accommodations for students and make them exempt from certain course requirements, such as test due dates and time limits. To select accommodations, go to the **Roster** and access the student's menu. The number of accommodations you've made appears on the test page in the Test Settings section.

**Add a time limit.** A time limit can keep students on track and focused on the test because each person has a limited amount of time to submit. The test attempts are saved and submitted automatically when time is up. You can also allow students to work past the time limit. At this time, you can't add a time limit to group tests.

**Allow class conversations.** If you allow class conversations, students can discuss the test with you and their classmates while the test is available. Students can contribute to the conversation before, during, and after the test. As the conversation develops, it appears only with the relevant test.

**Collect submissions off-line.** 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 oral presentations, science fair projects, acting performances, and artwork delivered in person.

**Randomize questions and answers.** You can randomize questions and their answers to support practice/drilling activities and help students avoid academic dishonesty. You can use one or both settings so tests appear differently for each student. You can't randomize questions in a test with text blocks or attachments.

You can only randomize answers for **Matching** and **Multiple Choice** questions. If you want to randomize answers for **True/False** questions, use the **Multiple Choice** question type with **True and False** answer choices.

Questions appear in order to you but are randomized for students. To prevent confusion, don't add numbers to reference other questions within the test.

**Change the grade category.** You can change the test'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. You can use the default and custom categories when you set up the overall grade.

**Determine the number of attempts.** You can let your students submit more than one attempt at a test. When you allow multiple attempts, you can also choose how the final grade is calculated. At this time, you can't allow multiple attempts on a group test.

**Select the grading schema.** From the **Grade** using menu, select an existing grading schema such as **Points**. A test's score consists of the sum total of all the questions' points. You can change the grading schema at any time and the change will show to students and in your gradebook.

If you create a test that only consists of text blocks, you can manually set the maximum score.

**Show assessment results.** Select the Show correct answers check box to allow students to see the correct answers to automatically scored questions after they submit.

**Enable automated feedback.** Provide feedback to students that's released automatically based on your settings.

**Add an access code.** You can issue an access code to control when students and groups take a test. At this time, access codes are generated randomly by the system. You can't customize the access codes.

**Enable parallel grading.** You can enable parallel grading and assign graders when you create a test without questions. You can also enable parallel grading even after students make submissions. The system randomly assigns graders you choose so each student has two graders for the test. The grading workload is distributed evenly among the graders. Graders can only open the submissions for the students assigned to them. Instructors determine the final grades for students.

**Add a rubric.** Rubrics can help you evaluate student submissions based on key criteria that you define. In Test Settings, you can create a new rubric or associate a rubric that you've already created in your course. At this time, you can only add a rubric to a test without questions.

**Add goals and standards.** You can align a test 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 test questions to goals.

**Make a group test.** You can create a test for 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, but submissions are only checked when SafeAssign is enabled.

**Add an optional description.** The description appears with the test title on the Course Content page. You can ask students to upload files to the end of their tests. For example, you might ask them to provide citations for essay questions, include lab work, or prepare content ahead of the test.

[JU Academic Technology Website](#)

[Blackboard Help](#)

[Guides and Video Tutorials \(Various Topics\)](#)

## **Applications**

[Turn It In](#)

[Collaborate](#)

[Kaltura](#)

[Flip](#)

[Respondus](#)

[Canva](#)