

# Blackboard Learn Ultra

## Quick Start Guide

### Getting Started with Blackboard

Blackboard is the learning management system (LMS) used campus-wide at the University of Hartford. The system allows faculty to post course materials, deliver tests and surveys, hold online discussions, and facilitate many other course-related functions.

### Accessing Blackboard at UH

1. Open a browser (Chrome, Firefox, or Safari - Chrome preferred).
2. Type [blackboard.hartford.edu](https://blackboard.hartford.edu) in the address bar and click **Go** or press **Enter**.
3. Type in your UH email address and password. Sign-in using multi-factor authentication.


### Accessing Your Course

You can find your courses under the Courses tab on the main Blackboard menu. Note that courses are organized by terms, which you can navigate to via the arrows or dropdown menus.

1. Log into Blackboard.
2. Click the **Courses** icon and text (left-hand side).
3. Use the List or Grid view to display courses in a way that works for you.
4. You can navigate to upcoming courses or non-academic courses via the dropdown menu or arrowed navigation at the top of the page.
5. You can search for classes in the search box.
6. You can favorite classes by clicking the star icon next to them.

### Posting an Announcement

Announcements are an ideal tool for communicating time sensitive information to students, such as reminders about upcoming due dates or changes to the syllabus.

1. Log into Blackboard and access the course.
2. Click the Announcements tab at the top.
3. Click the **Plus**  in the upper right corner to create a new announcement.
4. Give your announcement a title and type your announcement.
5. To schedule your announcement to post later, check the boxes and select the dates for when you would like it to be visible, then click **Save**.
6. You can email your students the announcement (highly recommended) by checking the box, then click Save.
7. To display your announcement to students upon entering the course, click **Post Now**.

**NOTE:** You cannot email an announcement if it has been scheduled.

### Converting a Course to Ultra Course View

When you convert to Ultra Course View, you are first shown a preview mode where you can explore how your course functions before committing to Ultra Course View.

1. Log into Blackboard and access the course.
2. Make sure the course is private (unavailable). In the upper right corner is a lock icon, if it is open, you need to click it to make it unavailable. **DO NOT DO THIS ON A LIVE CLASS. YOU MAY CAUSE ISSUES WITH STUDENT SUBMISSIONS AND GRADE CENTER.**
3. Click the Pencil icon to the left of the Padlock



4. Click **Try the Ultra Course View**.
5. Explore the course. If you would like to keep the Ultra Course View, click **Use the Ultra Course**. If you would like to revert, click **Back to Original Course**.

### Making a Course Available

The University of Hartford does not automatically make your course available to students. It is the instructor's choice when they want to make it available (up to two weeks before the start of the term).

There are two ways to make your course available.

1. Log into Blackboard and go to the Courses page.
2. Click the ... to the right of the course you wish to open and click **Open Course**.

OR

1. Log into Blackboard and access the course.
2. On the left-hand menu, under *Details & Actions*, you will see Course is private. Click **Students can't access this course** → **Open to Students**.

## Adding Course Content

You can add content to any Course, Module, or Folder by hovering your cursor over the area you would like to add content to and clicking the Plus (+) icon.

1. Log into Blackboard and access the course.
2. Hover your cursor over the area where you are adding the content and click the **Plus** ⊕ icon.
3. Click **Create** to create the following:
  - Learning Modules & Folders
  - Documents (replaces items from Original courses)
  - Links to external sources or course links
  - Assignments, Tests, & Forms
  - Discussions & Journals
  - Cloud Documents & Collaborative Documents
4. Click **Upload** if you want to upload documents from your computer

**NOTE:** To place content within a learning module or folder, it must be opened first.

## Copying Content from a Previous Course

When copying content from a Blackboard Original course, some content types and test questions won't make the move. Non-copied items will appear in an error report.

1. Open the Ultra course you want to copy content into
2. Navigate to where you want the content to be placed (if you want it placed inside a learning module or folder, you need to open those first).
3. Click the **Plus** ⊕ icon → **Copy Items**.
4. Search for the course you would like to copy content from.
  - You can copy the entire course by checking the box next to it (not recommended) - complex courses with many layers may come over a bit messy.
  - We recommend a selective course copy - Navigate down to the specific content you wish to copy over (go into the folders and/or subfolders to individually select items to copy) and check the boxes to the left.
5. Once you have selected what you wish to copy, click **Copy Selected Content**.

## Progress Tracking

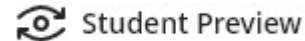
Progress tracking allows students to keep track of assignments and other tasks within Blackboard Ultra Courses. With this enabled, they can see where they stand in completing course activities. Additionally, Instructors can see student's progress in reading/completing activities.

1. Log into Blackboard and access the course.
2. From the left-hand menu under *Details & Actions*, you will see Progress Tracking. Click **Turn on**.
3. A panel will open up → toggle **Off** to **On**, then click **Save**.

## Student Preview Mode

Student Preview allows you to experience a course as your students will to ensure proper function. Your preview student is retained until you manually remove it on the Roster.

1. Log into Blackboard and access the course.
2. Click the **Student Preview** icon (upper right).



3. Click **Start Preview**.
4. Click **Exit** to exit preview (upper right).
5. You have the choice to **Discard** or **Retain** the preview user.

**NOTE:** You may want to retain the preview user to check submissions of assignments and that the gradebook is set up properly.

## Sending Messages

Blackboard messages helps you communicate with students and others enrolled in your Blackboard course. Messages can be sent to select students, TAs, groups, or an entire class.

1. Log into Blackboard and access the course.
2. Click the **Messages** tab at the top.
3. Click the **Plus** ⊕ on the messages page (upper right corner).
4. Select **Recipients** and type the message.
5. You can choose to allow recipients to respond to your messages.
5. Click **Send**.

**NOTE:** All messages sent through Blackboard will automatically be emailed to the recipients and a copy sent to your email inbox. A copy of messages is retained in Blackboard and replies will appear there as well.

## View Roster & Set Accommodations

Instructors can view everyone in their Blackboard Course, can add other instructors or course builders, and set accommodations for their students. Accommodations are only set once and apply to all assessments.

1. Log into Blackboard and access the course.
2. On the left-hand menu under *Details & Actions*, you will see Roster. Click on **View everyone in your course**.
3. Instructors can add additional people to the course by clicking the Plus icon in the upper-right corner - **NEVER ADD OR REMOVE STUDENTS MANUALLY - LET THE STUDENT INFORMATION SYSTEM DO THAT**.
4. To add an accommodation to a student, click the ... to the right of the student name → **Accommodations**.
5. In the panel, set **Due Date** and **Time** accommodations as per Accessibility Services.