

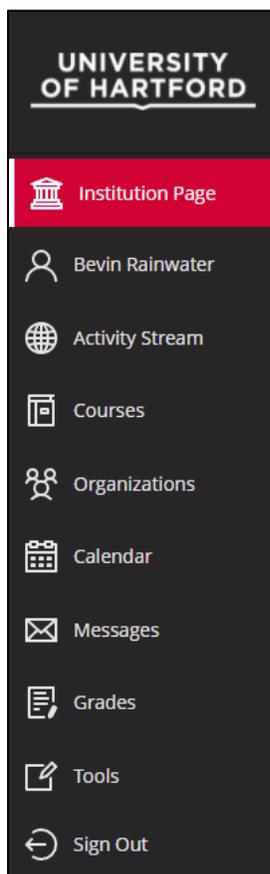
UNIVERSITY OF HARTFORD

FACULTY CENTER FOR LEARNING DEVELOPMENT

Ultra Base Navigation Quick Guide (for Instructors)

The Ultra Base Navigation (UBN) is the replacement for the *My Blackboard Homepage*. This only affects *My Blackboard*. Blackboard courses will be unchanged and there are no changes to course features or workflows. After logging into Blackboard, you will notice that Blackboard's landing page looks different. All of the tabs and modules are gone and a new streamlined menu called Ultra Base Navigation appears on the left. Students and Instructors who have used the Blackboard Apps or Collaborate may already be familiar with the look and feel of Blackboard Ultra Base Navigation, as both were designed with the Ultra interface.

All of the information that was previously accessible via tabs across the top is now in modules on the Institution page, which is the first button on the UBN menu. This system level menu cannot be customized. The streamlined interface provides simplified tools for instructors to focus on student performance (i.e. activity streams, calendar due dates) and course "layering." One simple click tells instructors which students have submitted assignments, which are late, and what has been graded.



The Institution Page – is the main hub of information. This page replaces the tabs across the top of Blackboard.

Your profile – you can customize your profile, add your picture, and notification settings.

The Activity Stream – See real time updates on activities for all of your courses.

Courses – Navigate to past, present, and future courses. Course lists are organized by term and can be toggled between list view and tile view. To access a course, click on the name of the course.

Organizations – This feature is coming soon. You will be able to access the organizations that you are a member or lead if set up in Blackboard.

Calendar – View course events and due dates for all courses.

Messages – View and send messages in all courses.

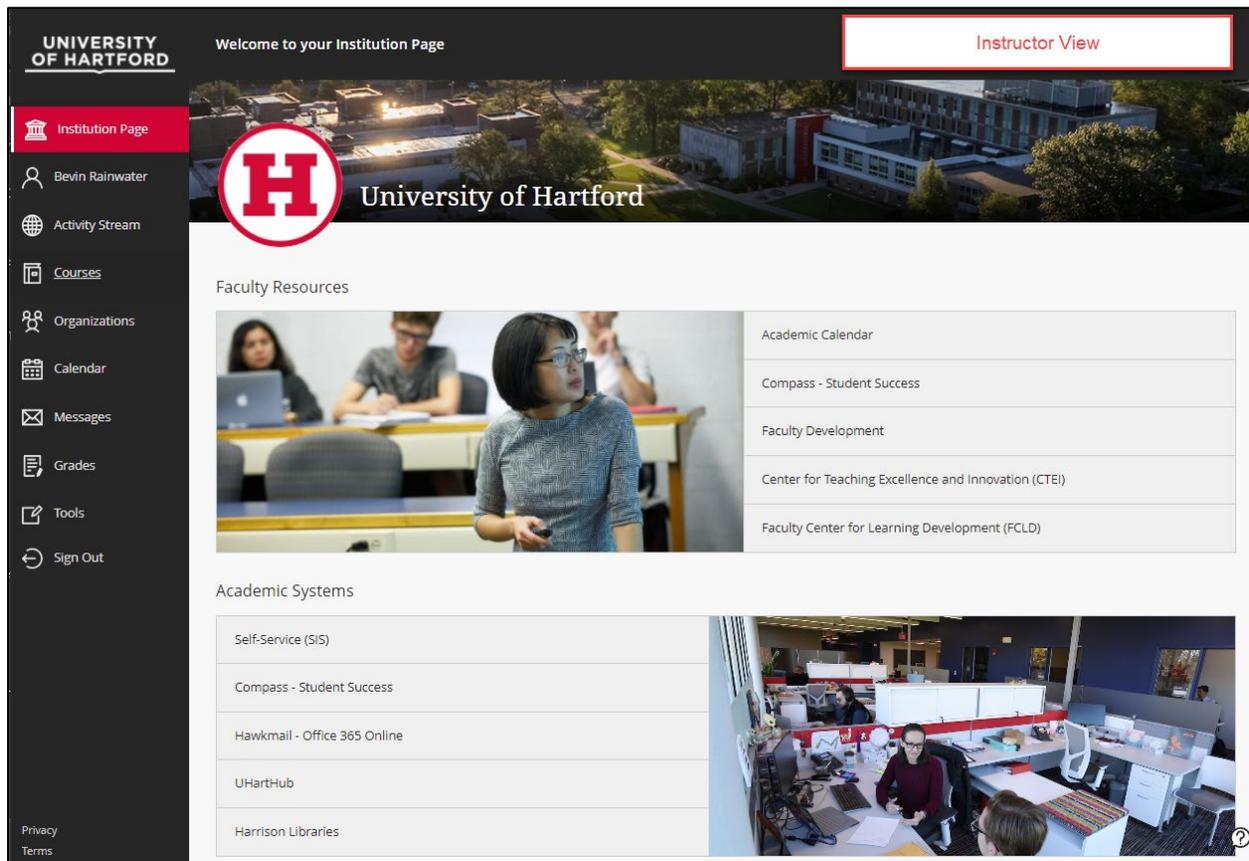
Grades – See what needs grading across all your courses.

Tools – Access global functions that are outside of your courses, such as the Content Collection, a central file repository.

Sign Out – Log out of Blackboard.

The Institution Page

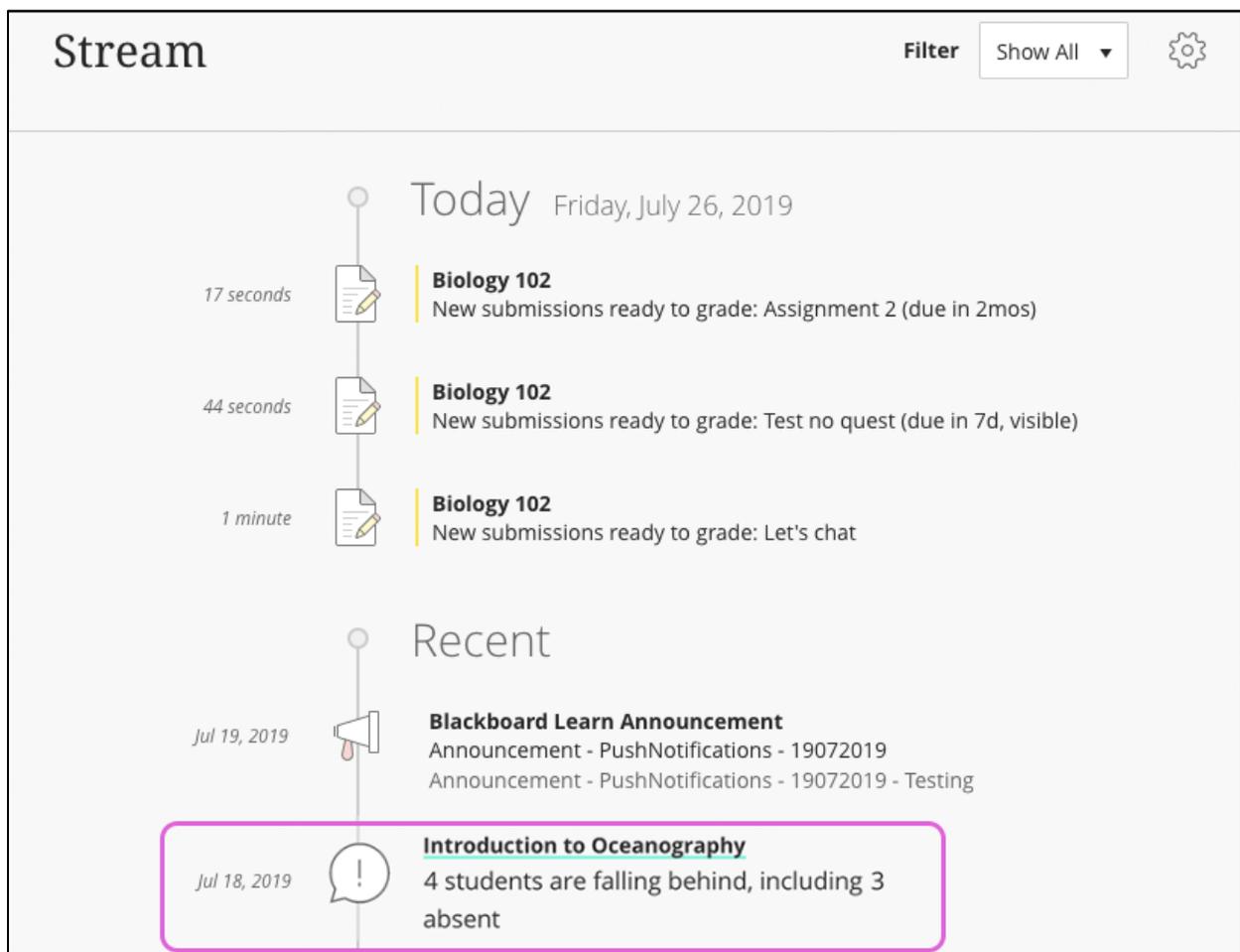
The main landing page for the institution has changed. When you log in, you will notice that the tabs are no longer across the top of Blackboard. The information contained on these tabs is now located within the *Institution Page*, which is the new landing page. On the left, you will see a streamlined menu providing quick access to some of the most commonly used tools in UBN Blackboard. To the right of this menu, the main area of the *Institution Page* provides quick links to faculty resources, academic systems, faculty support, and technical alerts. Students will see a similar, but student-focused experience when they log into Blackboard.



The Institution Page (Instructor View)

Activity Stream

The Activity Stream provides a view of alerts and updates across all your courses. Important information is listed at the top. These updates include notifications about past due assignments or (if you are a student) messages from instructors. Assignments or events that are coming up in the next few days will be listed as ‘Upcoming’. Events, discussions, or assignments due today, and any new content added today will be listed here in the “Today” area. Recently passed events are in the “Recent” area so you can keep track of what’s been accomplished. Students will see recently graded assignments and can access a grade right from an update in the Activity Stream. Select the *Filter* option to focus on specific types of information you want to see. The filter menu appears next to the stream page title in the upper right.

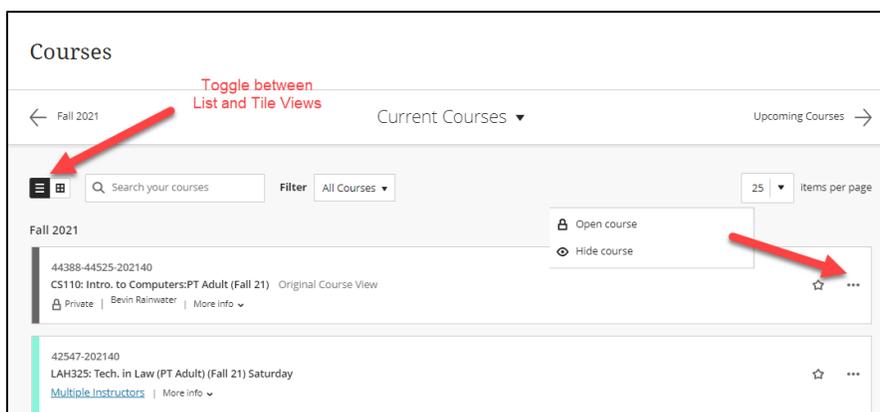


The Activity Stream (Instructor View)

Stream Settings - select the Stream Settings icon (gear icon in the upper right) to open the Settings panel. Due dates for tests, assignments, and graded discussions always appear in your activity stream, but you can choose to hide or show the following activity types in your activity stream: New calendar items; New course content; New grades and feedback; New messages; Replies to discussions; and Performance, activity, and action alerts. Note: Notifications are always on for the Ultra experience.

Courses

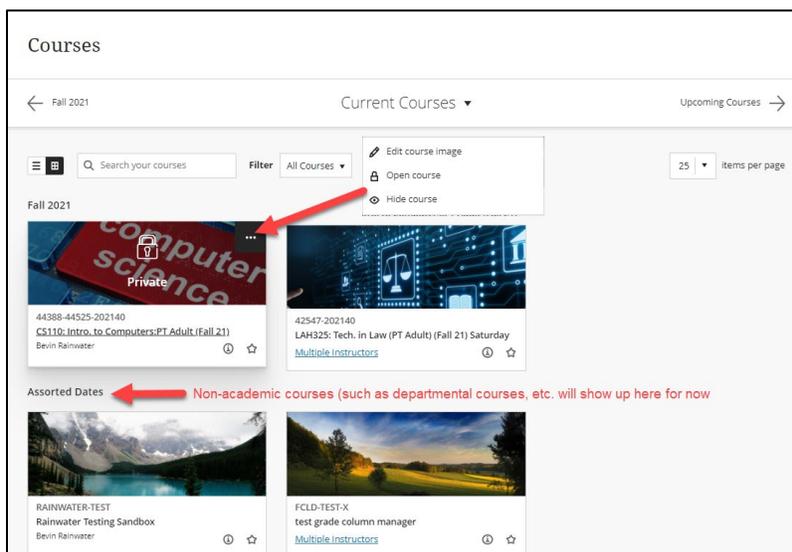
Select “Courses” to view your courses list. The courses list is organized by Term. You can scroll back to view past courses or forward to view upcoming courses. Users can see a list of their courses in List View or Tiles View. Users can search courses for a particular course, filter how many are displayed per page. All courses list the CRN, then the title of the course.



Courses in List View

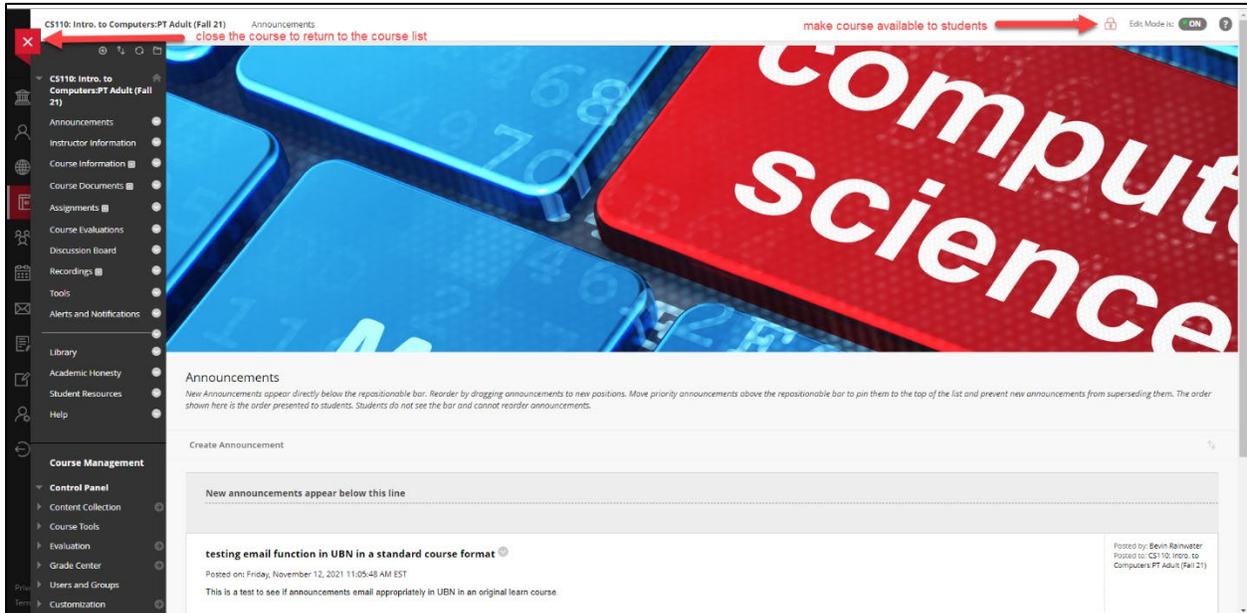
Courses listed as “Private” mean that the instructor can view them, but students cannot. Instructors can set the availability of their courses here by clicking the ... to the right of the course and selecting Open Course. Instructors can hide a course from their view here too if they are not using a specific course. In tile view, Instructors can also Edit the course Image. The image must be at least 1200 x 240 pixels. Images with text don’t scale well. This will also be displayed as the banner within the course.

NOTE: Students will not be able to view a course that is listed as Private, and they are only able to see a course up to **two weeks** before the course start if the instructor makes it available early. Visibility to students is also turned off **two weeks** after the end of the semester, though Instructors can still view and access their courses after this time.



Courses in Tile View

When you click into your course, your course appears, but you can still see the UBN navigation menu underlying it, as the two are layered. Your course menu and the format of your original Learn course remain unchanged and all of the same tools are available to you, including the lock icon to make your course available. To return to the UBN menu, click the red X in the upper left corner, as shown below. This closes the course layer.



Within the Course remains the same

NOTE: Blackboard is built upon a responsive design structure, which means it is dependent on screen size. As the screen gets smaller, modules, tool tiles and other items rearrange in a stack so you still have access to them at your fingertips. You can view Blackboard in full screen or in a minimized window (the stacked view).

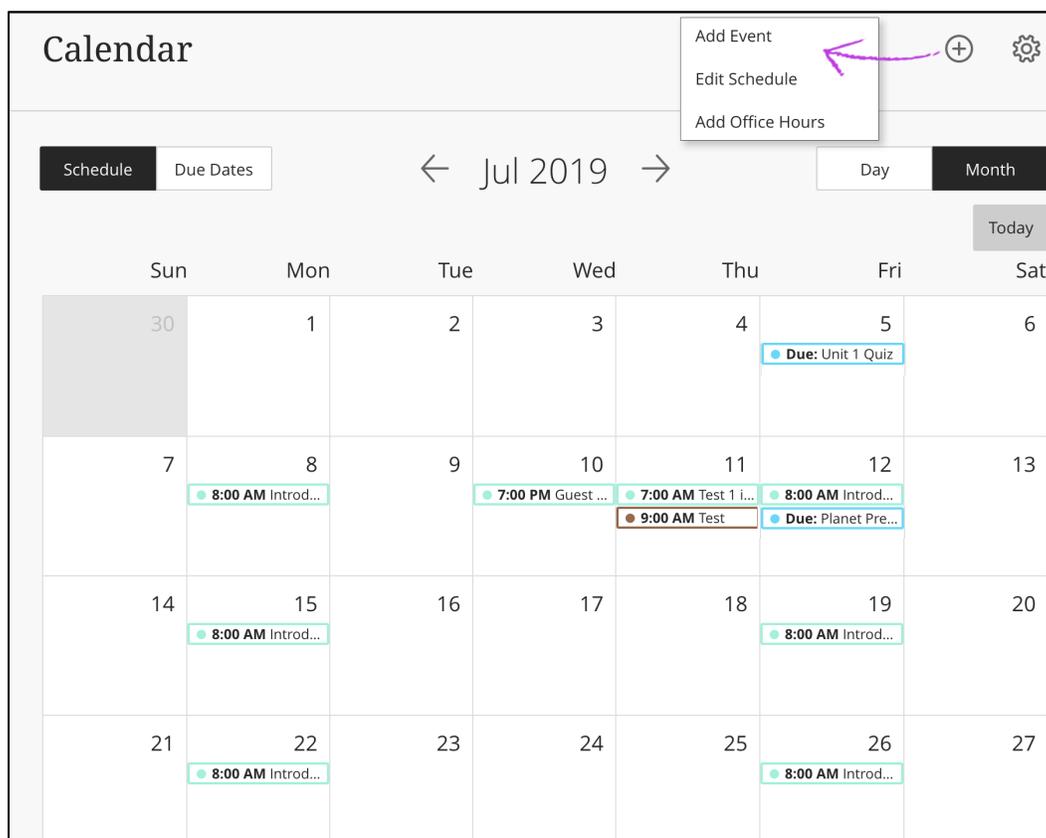
Organizations

Organizations are not currently in use at the University of Hartford.

Calendar

All assignments and other items using Blackboard due dates are automatically added to course calendars and the calendar accessed from the UBN menu aggregates all events and due dates across courses. Setting due dates on discussions, assignments, tests, and other Blackboard assessments can be helpful to student success. Users can also add personal events to the UBN calendar.

Users can toggle between Schedule and Due Date view, and Day or Month View. Users can Add Events, and instructors can also Edit Schedule and Add Office Hours. All users can filter what is displayed by clicking the gear icon in the upper right corner.



Blackboard Calendar in Month View

Messages

Messages are not new, but Ultra Base Navigation provides a more efficient way to manage messages across all your courses if you use them. Note that messages are internal to Blackboard, **and students will not receive them in an email unless you check the “Send an email copy to recipients” box**. Although similar to email, you must be logged into a course to read and send course messages. However, if you prefer the email tool rather than messages, you may continue to access the Send Email tool from within courses.

- Messages (also called Course Messages) are private and secure text-based communications that **occur within your course and among course members**.

- You must be logged into Blackboard to read or send Course Messages.
- Course Messages are different from emails sent from Blackboard, which are sent from Blackboard to the campus email server and are read by students using a separate email program, such as Hawkmail or Outlook.

Grades

See an overview of grading tasks from across all your courses. Instructors will see blocks for every course they teach listing which assessments need to be graded or need to be reviewed. Instructors simply click on the title of an assessment to grade submissions.

ocean.org.101		
Introduction to Oceanography		66.82%
	Week 2 Test - History of Ocean Science 10 missing 3 of 13 submitted	4 to grade
	Group Presentation Guidelines 1 of 4 submitted	1 to grade
	Wave Assignment: Energy From Waves and Ti... 5 of 13 participated	4 to grade
	Oceans in the News 5 of 13 participated	5 to grade
	Grease Ice, Sinking Water, Katabatic Wind... 4 of 13 submitted	3 to grade
		View all work (24)

Grades View from UBN Menu

- The Grades page shows items that need grading and the number of submissions for each assessment.
- A student sees a list of grades for recently graded items and an overall grade for each course.

What is the number in the pill-shaped icon in the upper right?

This number represents the average course grade based on all the items that have been submitted and graded so far in that course. The number will automatically update throughout the term as additional items are graded.

By default, this number is the average of the Total column (if set as external grade/green checkmark) in the course's Grade Center. Instructors can set it to show the average of a Weighted Total column by setting it as the external grade/green checkmark in the Grade Center.

What does "10 missing" in red mean?

Red text means that the due date has passed, and one or more students did not submit anything for that item.

Tools

The Tools page in Ultra Base Navigation is not the same as the Course Tools (e.g., Announcements, SafeAssign). Those Course Tools are still available within your courses.

Only institution-wide tools appear in this area. If your institution does not have institution-wide add-ons, you may not see anything.

Sign Out

Always remember to sign out of Blackboard if you are on a University or other public computer, so that others cannot access your Blackboard Account and courses. Also, never say 'yes' to "Remember Password" prompts when using University or public computers.

Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.

Phone: (860) 768-4661 **Email:** fclld@hartford.edu

Website: <http://www.hartford.edu/fclld>

Student Blackboard Support

The following is student support for Blackboard only, excluding login and password issues (these go to ITS).

Phone: (860) 768-4636 **Email:** bbsupport@hartford.edu

FAQ/Submit a Ticket: <http://www.hartford.edu/studentbbsupport>

Information Technology Services (ITS) Help Desk

For general computer and Internet/network support questions (not directly related to the classroom but rather single sign-on log in issues, passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

Phone: (860) 768-4357 **Email:** helpdesk@hartford.edu

Website: <http://hartford.edu/ots>

Media Technology Services (MTS)

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: (860) 768-4357 **Website:** <http://www.hartford.edu/mts>