

DESIGN & DEVELOPMENT
FACULTY TRAINING

Blackboard Ultra NAVIGATION

Version 3

LEARNING OBJECTIVES

Upon completion of this training tutorial, Faculty will be able to:

- ✓ View the base navigation in Blackboard.
- ✓ Use the top navigation bar in Blackboard Ultra.
- ✓ Use the details and actions menu.
- ✓ Navigate course content modules that utilize progress tracking and forced sequencing.
- ✓ View content as a student using student preview.

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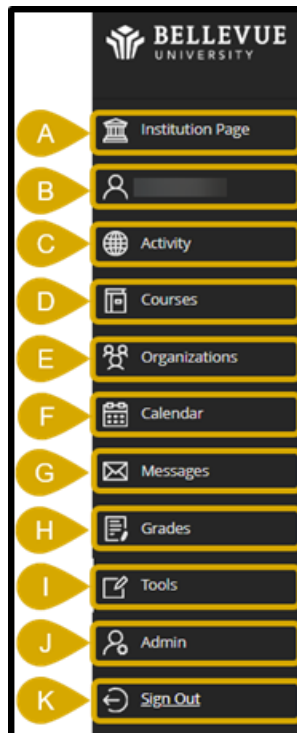
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OVERVIEW

Blackboard Ultra courses have a top navigation bar which is used to access all course features. The base navigation remains the same for both Ultra and Original courses and is accessed on the main landing page (before entering a course). This guide goes over the base navigation features and Ultra course navigation. Ultra courses also allow for progress tracking, forced sequencing, and release conditions tied to course content. The navigation of Ultra course content is different for students and instructors; student preview can be used to view and interact with course content as a student would.

GLOBAL/BASE NAVIGATION

1. After logging into Blackboard, the main landing page displays all of your enrolled courses. On the left side, there is a navigation bar which includes:
 - A. Institution Page**- Provides resources at the institution level.
 - B. Profile (your name)**- Access your Blackboard profile and edit information, add a picture, and update notification settings.
 - C. Activity**- View what is due and course items that need your attention.
 - D. Courses**- View all enrolled courses and select a course to enter.
 - E. Organizations**- View all enrolled organizations. Organizations are just like a course but offer a place to connect with users who share the same interests.
 - F. Calendar**- View all course due dates and institutional events on one calendar.
 - G. Messages**- Access all course messages.
 - H. Grades**-View grade information for all courses
 - I. Tools**- Access all Blackboard Tools and LTI tools such as Kaltura My Media.
 - J. Admin**- For those with an administrator role, access administrator features.
 - K. Sign out**- log out of Blackboard.



COURSE NAVIGATION

Navigation Bar

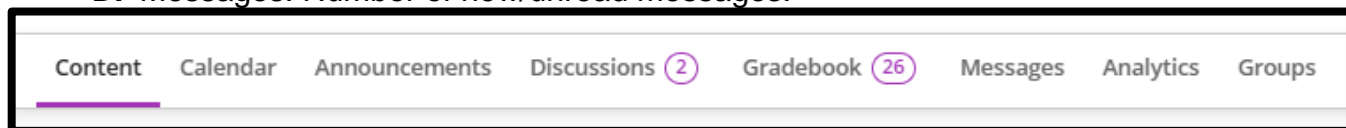
The top navigation bar appears the same in all courses. A number icon will appear next to items to indicate new information is available such as newly graded assignments, new messages, or new announcements.

1. Within your course, the main navigation bar appears at the top of the page. This navigation bar includes:
 - A. Content**- Access all course content (e.g. weekly content), assessments, and details & actions.
 - B. Calendar**- Set course events, office hours, and view due dates.
 - C. Announcements**- Create and manage course announcements. Students see new announcements as a pop-up window when they enter the course.
 - D. Discussions**- View, create, and post to grade and ungrade discussions.
 - E. Gradebook**- Access student submissions for grading and view student assessment grades.
 - F. Messages**- In course communication tool that allows you to send messages to individuals, groups, or the entire class.
 - G. Analytics**- View student and course analytics reports.
 - H. Groups**- Create and manage student groups.



NOTE: For additional information and resource guides related to each item on the top navigation bar, visit the [Ultra Resources Webpage](#) (login required).

2. Numerical indicators on the top navigation provide a notification of:
 - A. Announcements**: New/Unread announcements
 - B. Discussions**: Number of Discussion Boards with unread posts/replies
 - C. Gradebook**: Number of items to grade; exclamation point (!) indicates items need to be posted and only appears once all items have been graded.
 - D. Messages**: Number of new/unread messages.

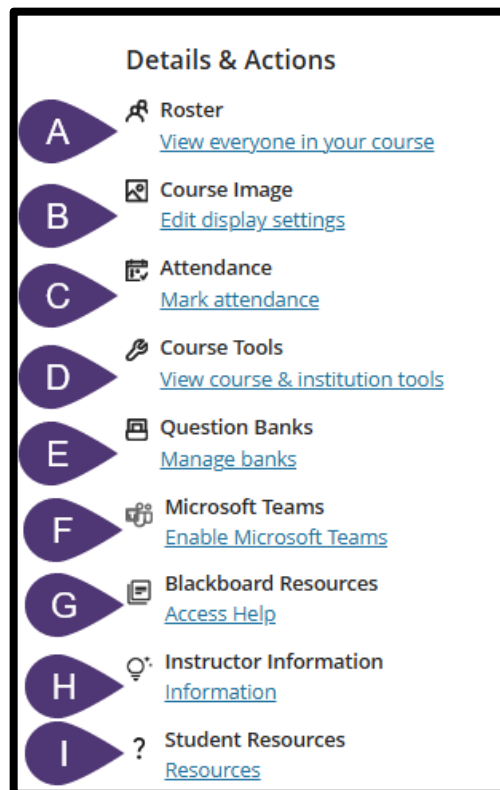


Details & Actions

The details and actions menu is the main point for instructors to access course tools and manage their course. Note: Details and Actions replaces the course management menu in Blackboard Original.

1. Details & Actions is available on the course content page. Details and Actions includes:
 - A. Roster**- View your class list, access basic profile information, send messages, and add a student accommodation.
 - B. Course Image**- The course image displayed on the courses page within the base navigation.

- C. Attendance-** Track attendance for in-person or synchronous class meetings.
- D. Course Tools-** Displays the available tools such as Kaltura, Ally, and Publisher tools.
- E. Question Banks-** Create test question banks that can be reused in multiple assessments or import question banks from existing courses.
- F. Microsoft Teams-** Enable teams meetings for synchronous class sessions.
- G. Blackboard Resources-** Provides various Blackboard Help resources/links.
- H. Instructor Information-** Lists the instructor's name, email, and phone number.
- I. Student Resources-** Provides links to various Bellevue resources including technical support, the library, tutoring, writing center, and the accommodation resource center.



COURSE CONTENT

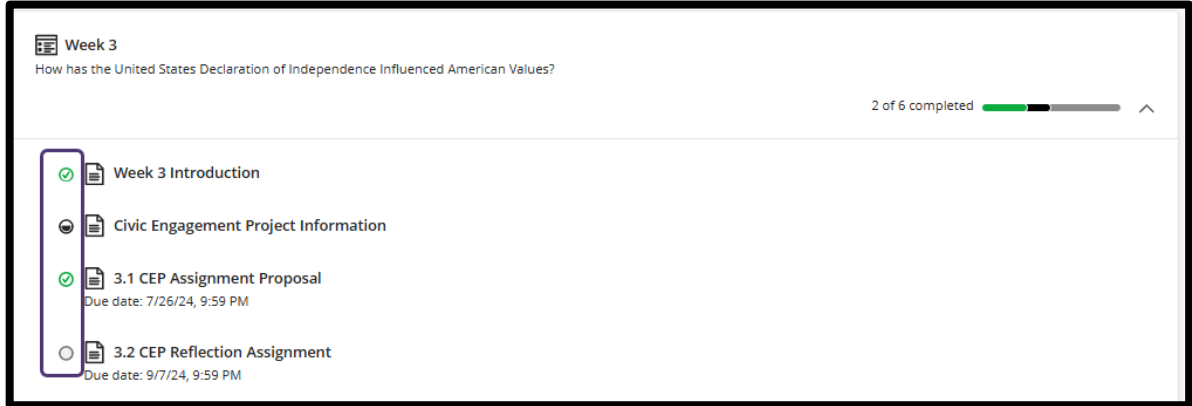
The course content is where students will spend the majority of their time. They will access their weekly content, readings, activities, and assessments from the content section. Bellevue University has an Ultra Course Template to ensure that students have a consistent learning experience across all courses. See the [Ultra Course Template page](#) for details on the current Ultra Template and required course content items.

Progress Tracking

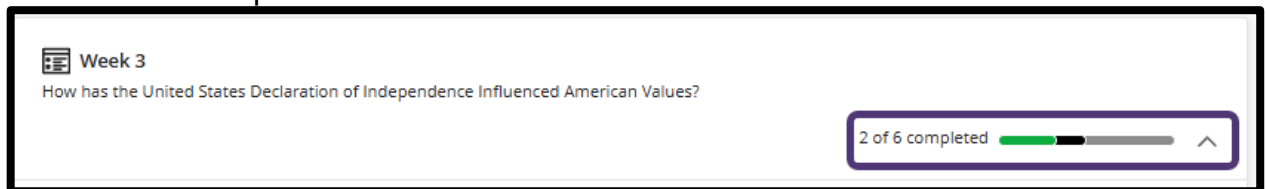
Progress tracking has been enabled for all courses. Progress tracking allows students to manually check off when they have completed an item. If students make a submission (tests and assignments), the item will automatically be marked complete.

NOTE: Students will have to manually check when they complete a discussion.

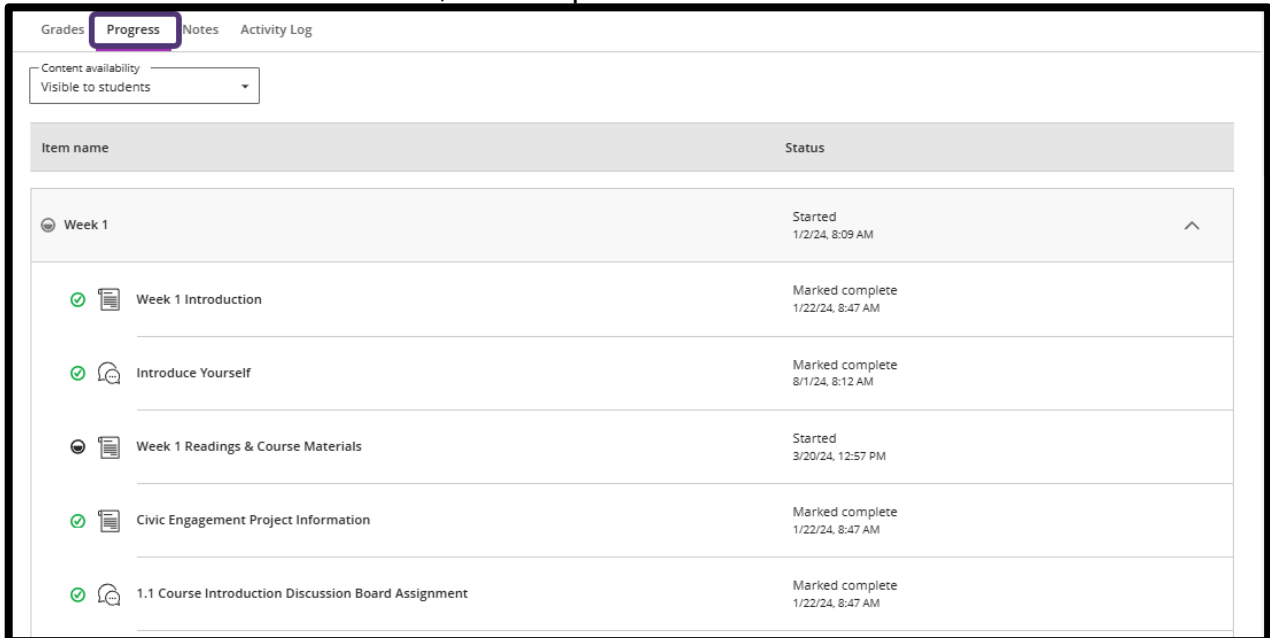
1. Students manually/automatically check off when items are completed.



2. Students view a completion bar for each week.



3. Instructors can view student's progress in the course. In the gradebook, select a **Student's Name** and **Progress tab**. Instructors can view when content is marked complete, when a student submitted an assessment, and unopened items.

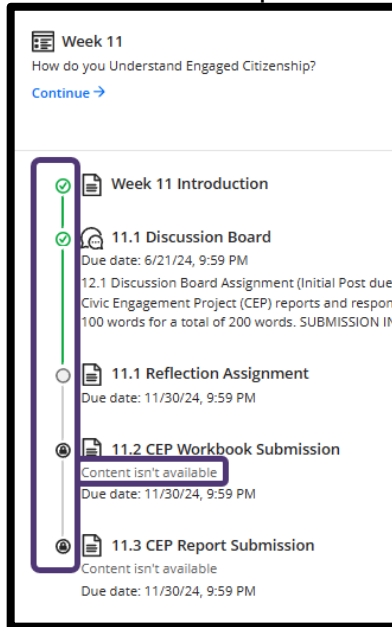


Forced Sequencing

Forced sequencing requires students to complete content items in a specific order.

1. A module may have forced sequencing enabled. Students will have a **locked icon** and statement that **content isn't available**.

NOTE: Items within a folder do not follow forced sequence and can be viewed in any order.



STUDENT PREVIEW

Student preview allows instructors to see the course as a student. A “preview user” is created which allows you to submit assignments and interact with course materials the way a student would. View the [STUDENT PREVIEW](#) Step Action Guide for additional information on using this feature.

VERSIONING & DISCLAIMER

Version	Date	Developer	Description
1	01.29.2024	Janel Heitz	Document Creation
2	01.7.2025	Janel Heitz	Updated screenshots
3	07.29.2025	Janel Heitz	Updated screenshots & Ultra Template

Process for this training tutorial is outlined using the Chrome browser; screen captures may vary if utilizing a different browser but the steps are the same. While the contents of this tutorial represent the current process (based on Version date), Blackboard Ultra regularly makes updates to the Ultra LMS. For questions or to request an update to this tutorial, email FacultyTraining@bellevue.edu.

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