BLACKBOARD ULTRA

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This documentation curates information on Blackboard Ultra features based on case uses from Questrom faculty.

Topics Covered:
- Course Site Overview
- Course Site Features
- Getting Started Check List
- Course Site Features
- Course Content
- Welcome/Course Overview/ Syllabus
- Resources
- Assignments
- Announcements
- Assessments
- Assessment Settings
- Gradebook
- Feedback
- Creating and Managing Groups

Blackboard Ultra is a view that enables students to view a deconstructed set of course content. By organizing course sites with this recommended organization structure, faculty can create a standardized approach to helping students navigate and complete course work, view resources, and take assessments.
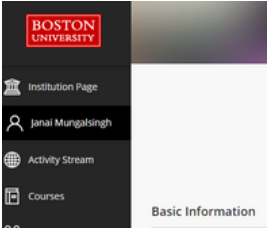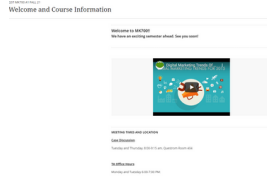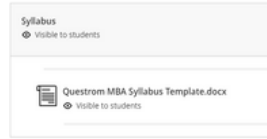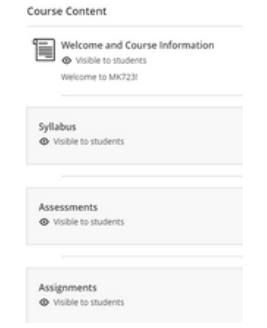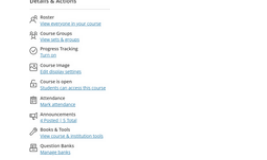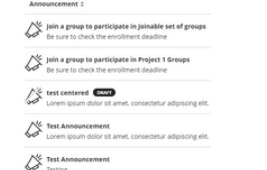
Course Site- Set Up Overview
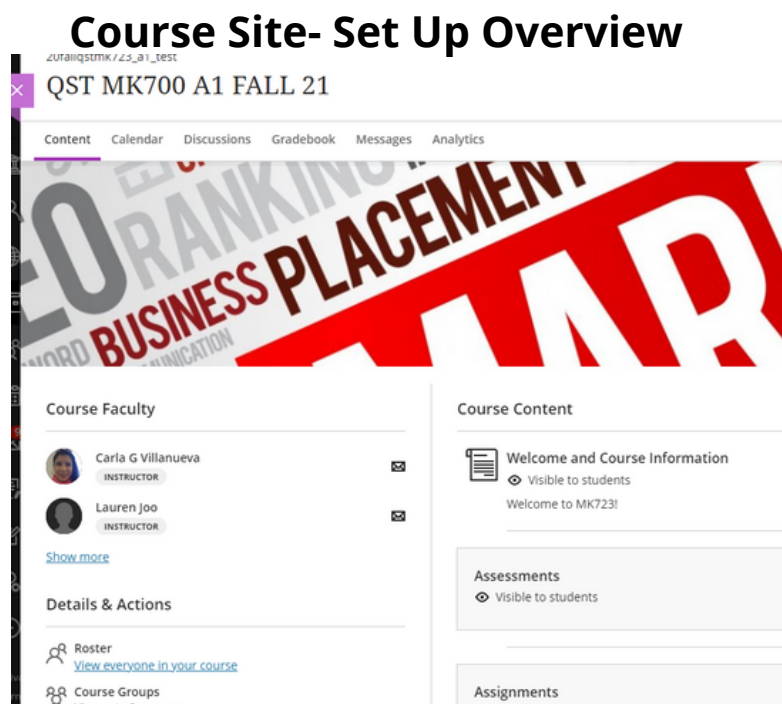
Once in the course, students will be able to navigate the course content. Blackboard uses a combination of content blocks, folders, and integrated tools in a list view for students to navigate the course content.

While there are infinite ways to combine and structure content, these best practices are designed to create a standardized approach to how students view content, navigate material, and complete their course work.

BLACKBOARD ULTRA:
# GETTING STARTED CHECKLIST

Getting Started

Update Instructor Info

Select your name from the main page list on the left. Select the pencil to **update profile fields, change profile picture, and manage notifications.**

Add Welcome Message/ Course Information

Hover between items in the location of where you would like your content to be posted. Click the (+)-> create item-> **document**

Add Syllabus
To **add PDF file or media**, hover in the location you wish to post, select (+) -> [^] Upload -> select the file from your computer

Add Course Content and Set Visibility
Create (+) **folders** to group and organize content. Manage your content by **selecting the visibility** for folders and items. **Batch edit** to manage larger changes. Drag and drop to **move content or copy from other courses**.

Make Course Available to Students

Select the lock on the left menu to allow students to **access the course** and view content.

Send Announcement to Students
Select "Announcements" on the left menu to send an announcement to the students that they will see in their email and when they enter the course.

BLACKBOARD ULTRA:
COURSE SITE FEATURES
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Blackboard Ultra Course Site Features combine to provide a consistent student experience for accessing course content.

Course Site- Features
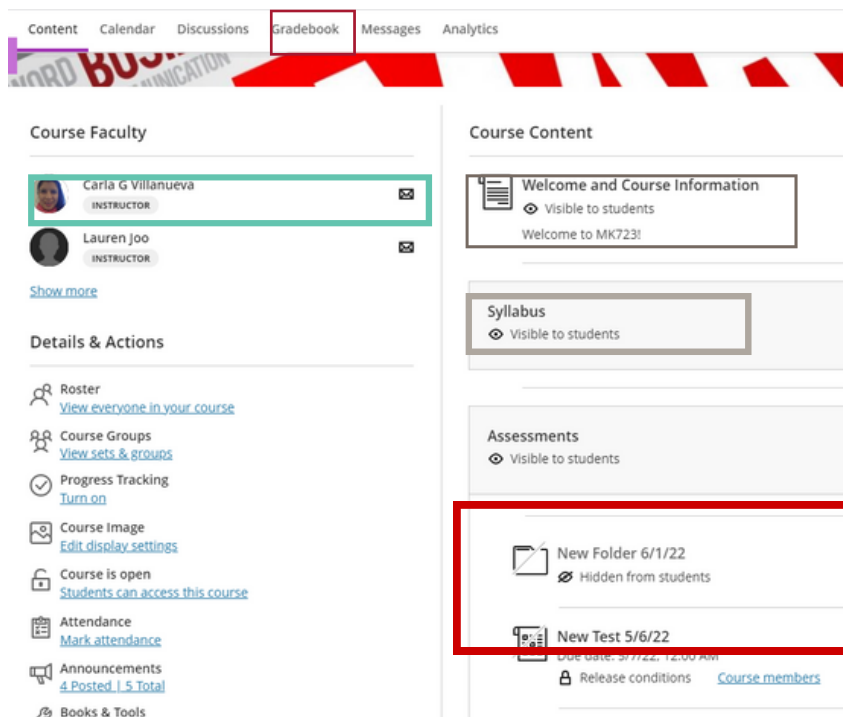
Instructor Information: Update your account profile to include your picture. Students can access your contact info here. Send messages to individuals in the course

Gradebook: View student submissions and grade assignments. Assignments and third-party tools must be graded manually.

Welcome/ Course Information: Create a welcome message for your students and provide information about your course.

Syllabus: Use the syllabus template to create a pdf syllabus for your students

Folders: Organize your course content using folders. With only one layer of sub-folders, you can create and customize drop-down lists to organize and access content.

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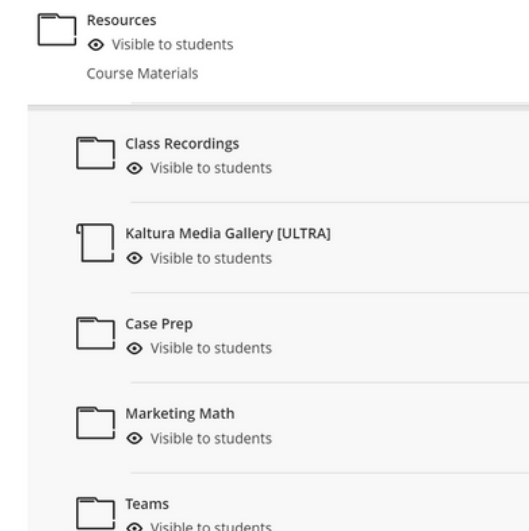# BLACKBOARD ULTRA:
COURSE SITE TEMPLATE

Course Content
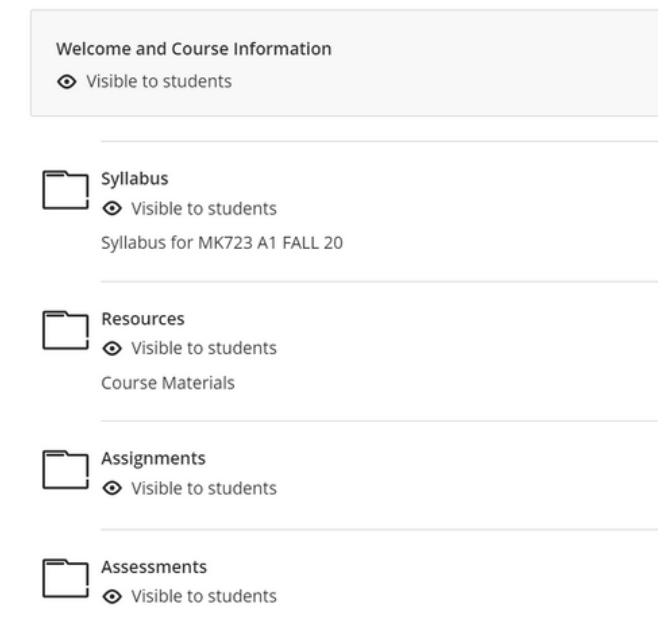
Each course site is created from a template. **Edit and manage content** to share learning material, links, files, media, and integrated learning tools.

Folders and Modules have been created to assist with organizing content.

- Welcome/ Course Overview
- Syllabus
- Resources
- Assignments
- Assessments
- Course Materials/ Class Slides
- Discussions/ Forum

Each folder can contain an accordion of content including files, knowledge checks, and learning tool integrations.

BLACKBOARD ULTRA:
WELCOME AND SYLLABUS

Welcome/ Course Overview

Create (+) a **document** with content blocks and relevant course information. Share links, include images, attach files, and embed videos.
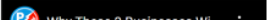
Syllabus

Upload the syllabus as a downloadable PDF and/or viewed in the course site window.

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BLACKBOARD ULTRA:
RESOURCES

Resources

Create (+) **folders** to group, organize, and manage course content. Folder organization settings only allow for two levels of folders. Consider using additional tools available in the **Content Market** like Kaltura, links, and documents to share different types of content. Class recordings are captured in Echo 360 and can be shared through an integration tool.

📁 **Resources**
  👁 Visible to students

Course Materials

📁 **Class Recordings**
  👁 Visible to students

📄 **Kaltura Media Gallery [ULTRA]**
  👁 Visible to students

📁 **Case Prep**
  👁 Visible to students

📁 **Marketing Math**
  👁 Visible to students

📁 **Teams**
  👁 Visible to students
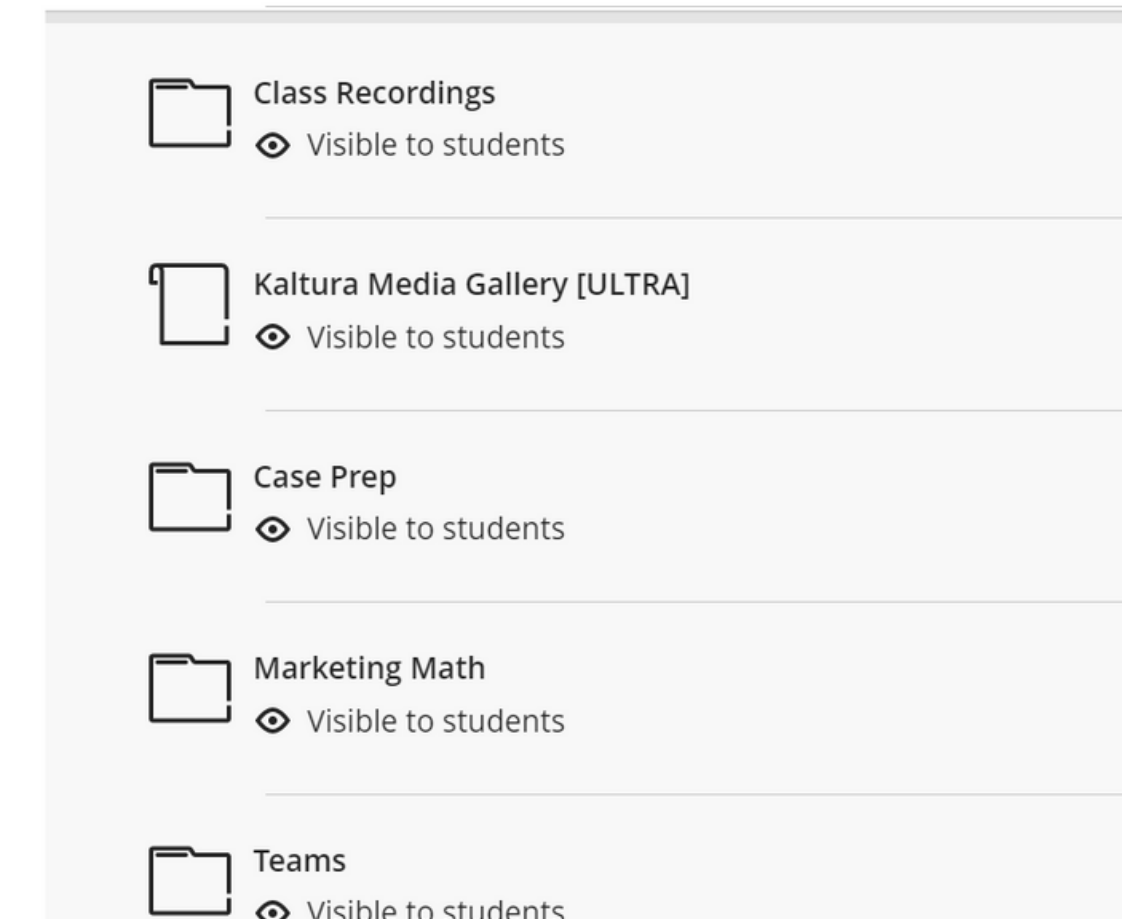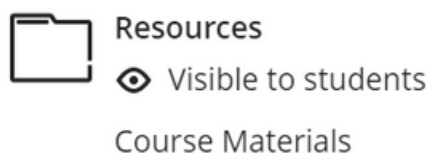
BLACKBOARD ULTRA:
ASSIGNMENTS

Assignments

Create and Edit Assignments that can be grouped into folders or managed in the modules.

- Hover where to select a location for the assignment and select "Create (+)" -> Assignments. **Manage settings** for due dates, points, and groups.
- Assignments due dates are added to the student calendar
- A **gradebook item** is created for the assignment

VIEW: Assignments in Course Site Folders

VIEW: Assignments w/ Due Dates on Calendar

📁 Assignments
👁 Visible to students

📁 Week 1
👁 Visible to students

🚀 Social Media Listening Assignment
Due date: 3/8/21, 1:22 PM
🔒 Conditional availability   Available based on date

Calendar

Schedule | Due Dates   Mar 2021

Today - March 9, 2021

Wednesday - March 10, 2021

What's happening in all of your courses and organizations this month?

▦ Knowledge Check Week 1
Due date: 3/10/21, 12:00 AM · 20fallqstmk723_a1_test: QST MK723 A1 FALL 20

VIEW: Assignments in Gradebook

Gradebook

☰ ▦ ⤓ ⤒ ⚙

Gradable Items   Students

| Item	Due Date	Status
🔗 Social Media Listening Assignment 1 missing | 0 of 1 submitted	3/8/21, 1:22 PM	⊘ Complete
▦ Quiz 1 1 missing | 0 of 1 submitted	3/3/21, 12:00 AM	⊘ Complete
▦ Knowledge Check Week 1 0 of 1 submitted	3/10/21, 12:00 AM	Nothing to grade

BLACKBOARD ULTRA:
ANNOUNCEMENTS AND MESSAGES

Announcements

Manage Announcements as course-wide messages that go to email and pop up when a student enters the course site. Announcements can be scheduled. Announcements and Messages can be sent once the course is made visible.
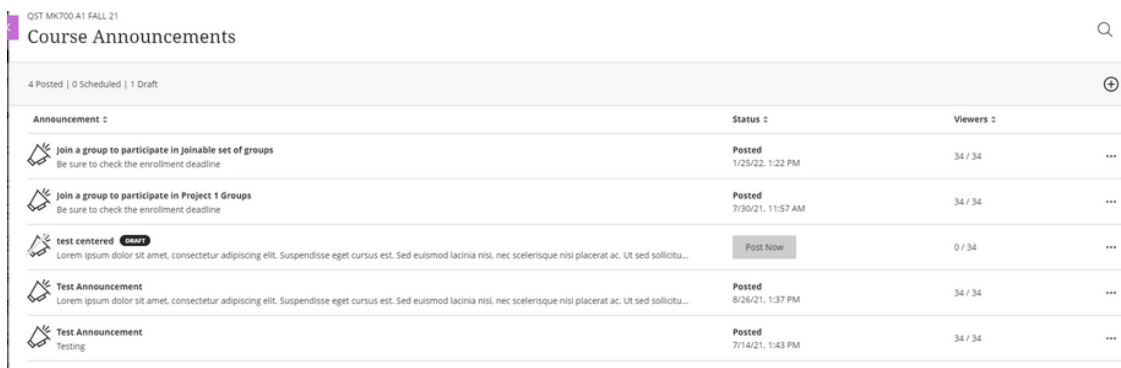
Messages

Messages appear in a feed under the message tab and can be initiated by clicking on the envelope. This feature is useful for individual and small group communication. Messages can be sent to individuals or groups of individuals in the course. Copies of messages can be sent to email. Replies can be disabled.
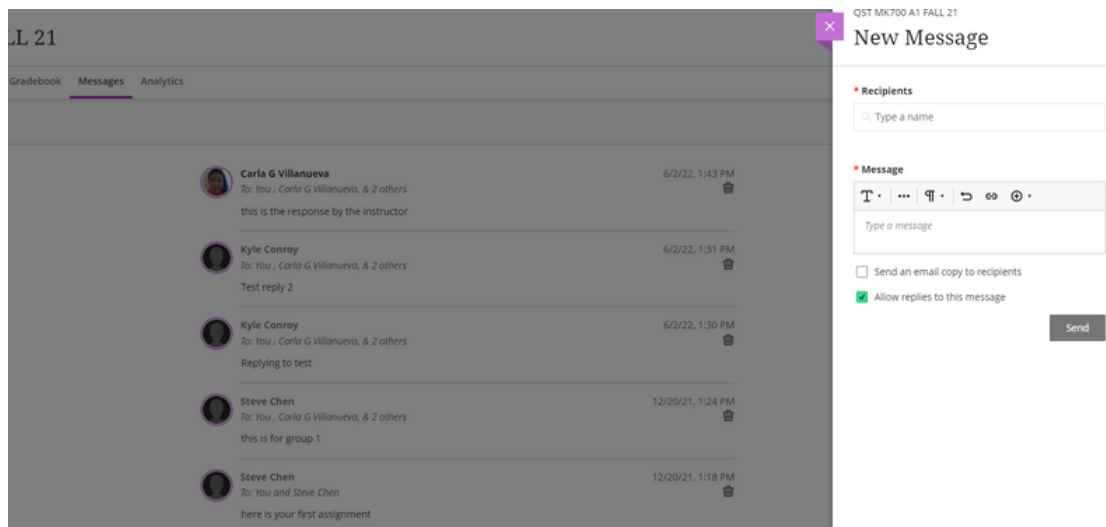
BLACKBOARD ULTRA:
ASSESSMENTS

Assessments

Create assessments and **assign grades** using the Assessment/ Assignment feature or using tools like Examsoft and GradeScope.

Automatic Grading/ Feedback:
Multiple Choice, Fill in the Blank, and True/ False can be automatically graded. Feedback is released once grades are posted.
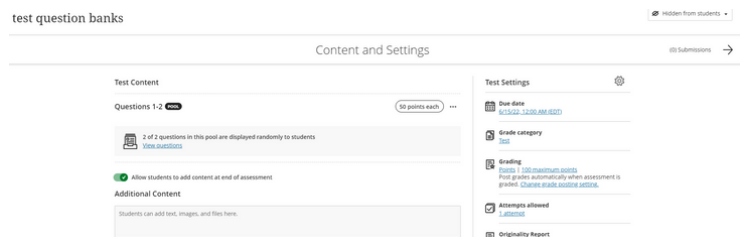
Question Pools:
Create quizzes/ tests with questions that can be pulled and randomized in question pools
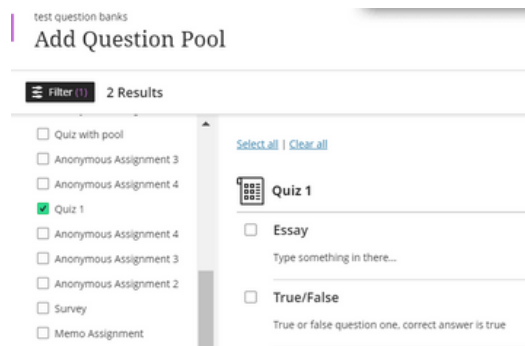
Submissions:
Upload: Students can add files, respond to questions, add media, and typed responses in the assessment

Submit Offline: Create an assignment and select "Collect Offline" for submissions that are collected outside of Blackboard

Learning Tool Integrations (LTI's):
Upload a CSV of the student grades to add to gradebook

BLACKBOARD ULTRA:
ASSESSMENT SETTINGS

Assessment Settings

Assignment/ Assessment Settings: Select the due date, category (for weighing), number of points, number of attempts (will affect grading and feedback), select groups, and enable originality reports.

⚙ Settings:
- Details and Information- Select due dates, select how the students move through the questions, and how the students submit their responses
- Grading and Submission- Determine point values, category, number of attempts, post settings, and anonymous grading
- Assessment Results-Manage feedback, student submissions, scoring, and assigned groups

BLACKBOARD ULTRA:
GRADEBOOK

Gradebook

Gradebook will allow assignments to be graded by adding gradebook items automatically for assignments/ assessments or gradebook items can be created manually. Managing gradebook items, depending on the modality, can be graded automatically, manually, or updated through a CSV upload. Gradebook items can also be weighted. Grading settings will determine how scores are released along with feedback.

Managing Grades- View student grades and manage assignments

Weighting Grades- Select the overall grade settings to weight grades and use formulas for scores

Posting Grades- Posting grades will notify the student and release any feedback to the student. Grading done in the gradebook versus the assignment/ assessment will create an override grade that will supersede a grade in the assignment.
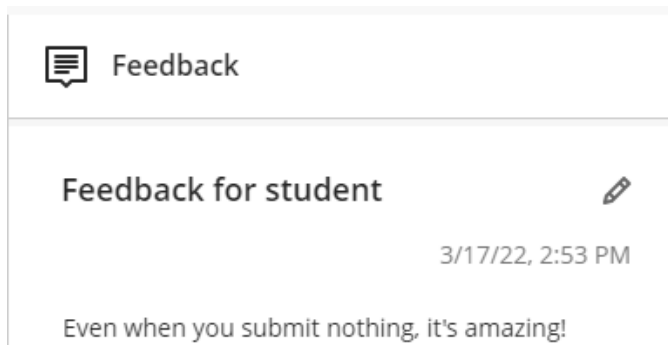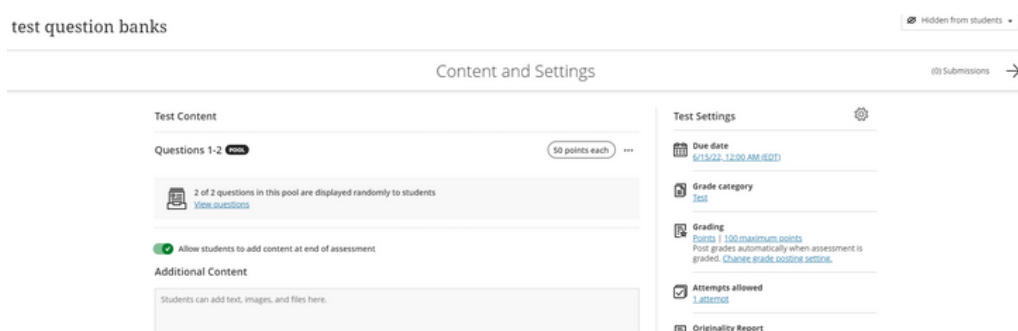
BLACKBOARD ULTRA:
FEEDBACK

Feedback

Feedback can be shared with students through graded assignments/assessments provided by the instructor or feedback can be given in an assessment.

View: Feedback in Student Assignment

Settings can allow students to view their submission and receive feedback once the assessment is graded.

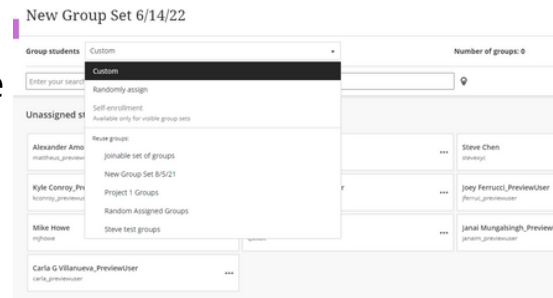**View: Feedback in Assessment**

BLACKBOARD ULTRA:
GROUPS

## Creating and Managing Groups

Creating Groups: Create groups using the feature on the left side of the course site.

- Custom Group- Instructor creates groups
- Randomly Assign- Select the desired number of groups or people per group
- Self Enroll- Students select their groups

Messaging Groups: Message and manage groups from the "Create Groups" Section and go to each group and select the three dots on the right to access the message group feature.
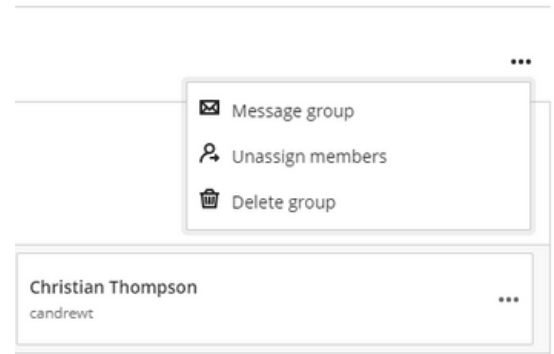
Feedback and Grading: Grades and feedback can be given to the group and individuals.

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