

How do I access my learning materials and module features in Blackboard?



Northumbria University
NEWCASTLE

This guide will show you how to access your modules, how to find your learning materials and information about the features available.

Please note:

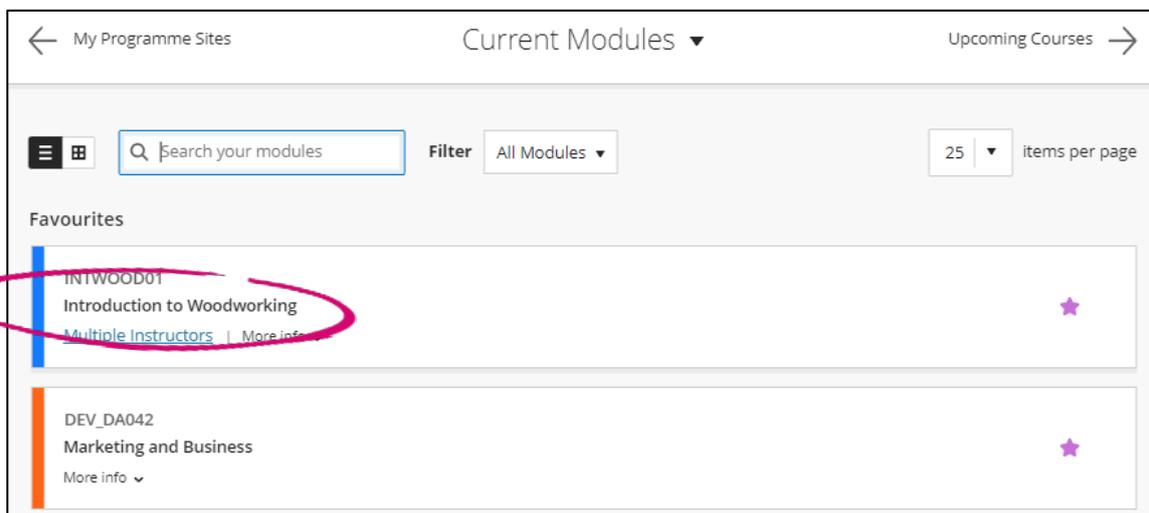
- **Chrome is the recommended browser for using Blackboard Ultra.**
- **IE (Internet explorer) is not supported.**

The Modules & Programmes page

When you first login to Blackboard Ultra you will be taken to the Modules and Programmes page.

This will list all the modules you are studying on at Northumbria University.

Click on the name of the module to access and open it.



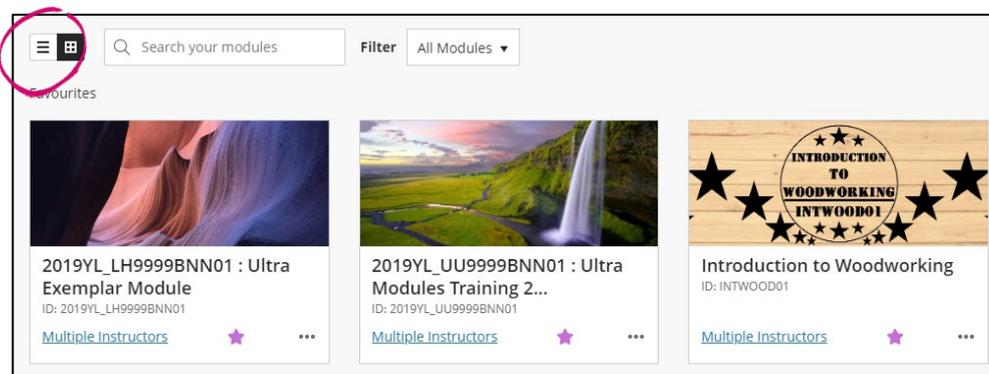
To close your module, click the purple X in the top left corner and you will see your Modules and Programmes page again.



List view and Grid view

You are now also able to switch between **List view** and **Grid view** in your Modules and Programmes page. Grid view offers a more visual look and feel with banner images for your modules.

Click the toggle next to the search field to switch between views, Blackboard will remember your choice when you next login.



Blackboard Ultra modules

Content

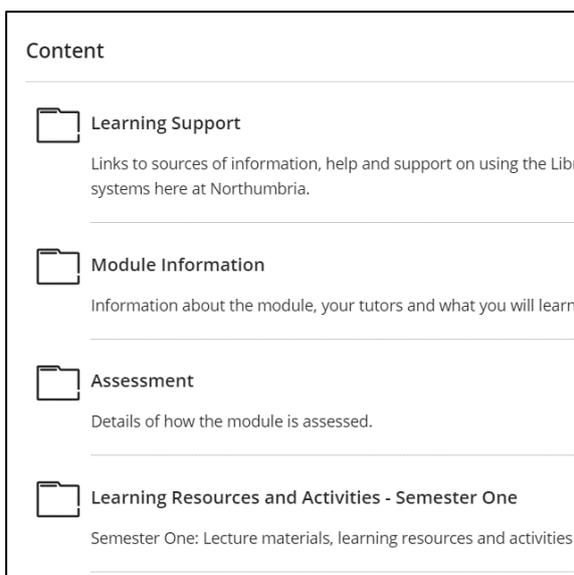
This is where all the content for your modules will be available.

You will have a folder for **Module Information**, that contains information about the module.

There is also a folder for **Learning Support** that includes links to the Library and Student IT guides.

The **Assessment** folder will normally contain information on any assessments or assignments your tutors have set for you.

Your learning resources will normally be available in the **Learning Resources and Activities – Semester One / Two** folders.



Details and Actions

This menu gives you access to some tools for your modules.

Register: Here you can view everyone who is on your modules, both your tutors and fellow students.

Blackboard Collaborate: These are your virtual classrooms. They can be used to collaborate and meet up with other students and your tutors online.

Groups: Your tutors may setup Groups for you to join.

Attendance: Please ignore this, we are not monitoring attendance through Blackboard Ultra.

Reading List & Tools

You can access your reading list from here and also any Panopto recordings your tutors may have made.

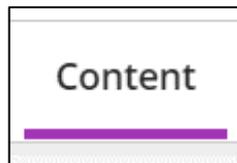
Details & Actions

-  Register
[View everyone on your module](#)
-  Blackboard Collaborate
[Join session](#) ▾
-  Attendance
[View your Blackboard Collaborate attendance](#)
-  Groups
[View groups to join](#)
-  Announcements
[View archive](#)
-  Reading List & Tools
[View reading list & institution tools](#)
-  Microsoft Teams
[Enable Microsoft Teams](#)

Navigation bar

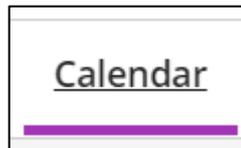
Content area:

This is the homepage for your modules, you will always enter a module on this page and have access to your module information, assessment and learning materials.



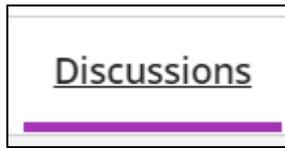
Blackboard Calendar:

This is where you will be able to see a list of all the assessments your tutors have made available for you.

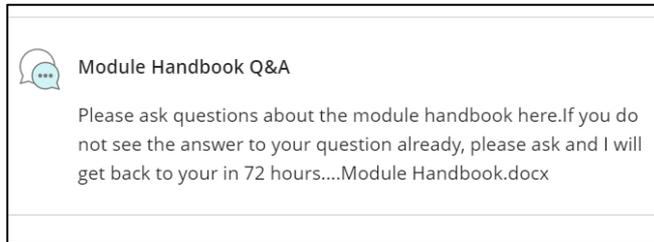


Discussions:

This is where you will be able to see all the discussions available on your module.

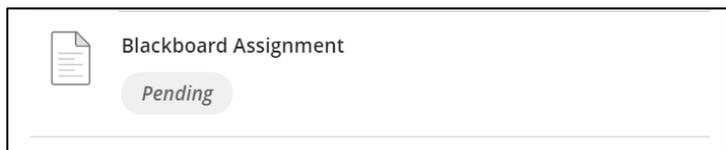
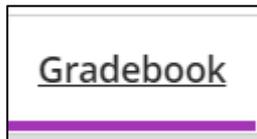


You might also see discussions in your **Content** area but all discussions on your module are available here.



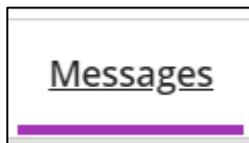
Gradebook:

This is your Gradebook area, all marks and feedback to the module you are currently viewing will be available here.



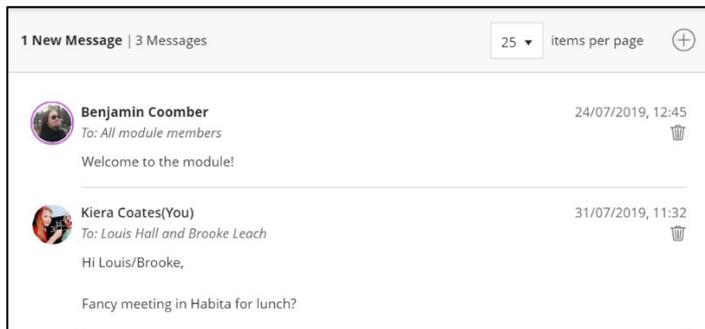
Messages area:

This is where you will be able to see any messages that you have received for the current module you are in.



Messages received here will be from staff and students on the module.

Please note: before using the messages area to get in touch with your tutor(s), please check with them first as they may have a preferred method of contact that is not the Blackboard Messages service.



24 HOURS IT SUPPORT – AVAILABLE 24 HOURS, 7 DAYS A WEEK

Online northumbria.ac.uk/StudentIT

Chat northumbria.ac.uk/itchat