How to find what you need on Blackboard
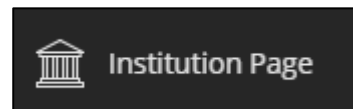
In this guide we will demonstrate the different areas of Blackboard, how to access them and what they can offer you.

Please note: Chrome is the recommended browser for using Blackboard Ultra

IE (Internet explorer) is not supported

The Institution page

The Institution page is where you will see University wide information.
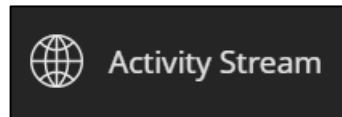

Your Blackboard Profile

Your Blackboard profile page is where you can add a profile picture which will follow you around on all of the Modules, Programmes and Organisations you are enrolled on.

To change your profile picture, click the pencil icon over the picture or silhouette and select a photo from your device to upload.
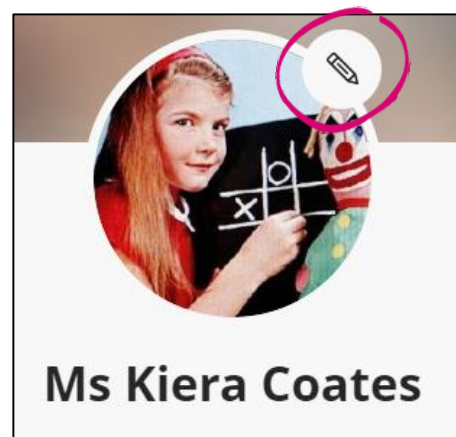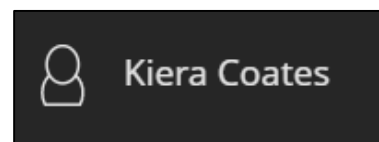
Activity Stream

The Activity Stream is where you will be able to see all of the new content which is being made available to you via your Modules, Programmes and Organisations.

The Modules & Programmes page

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

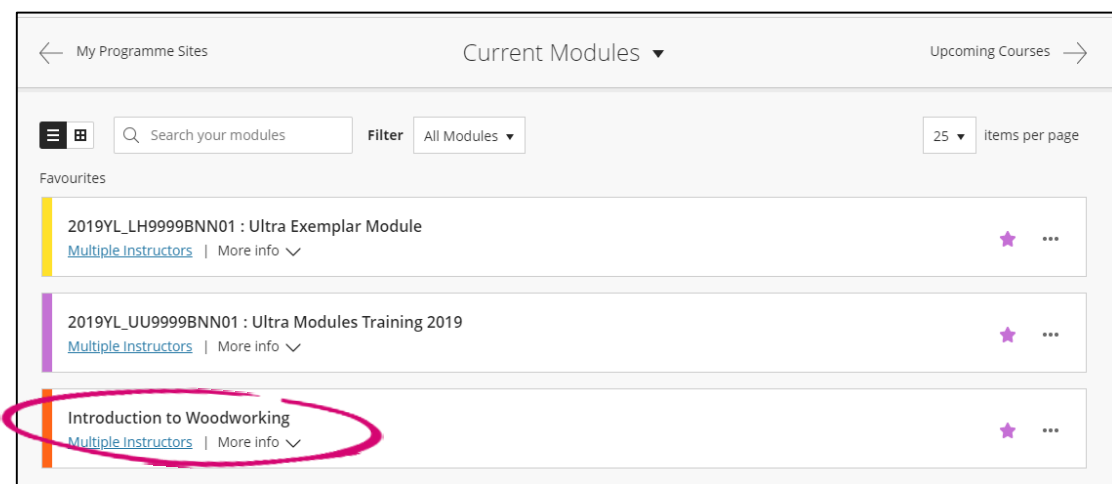This will list all of the modules you are studying at Northumbria University.

To access one of your modules, click on the name of the module to load it.

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

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. The images you will see are unique to you, unless your module leader has changed the image.
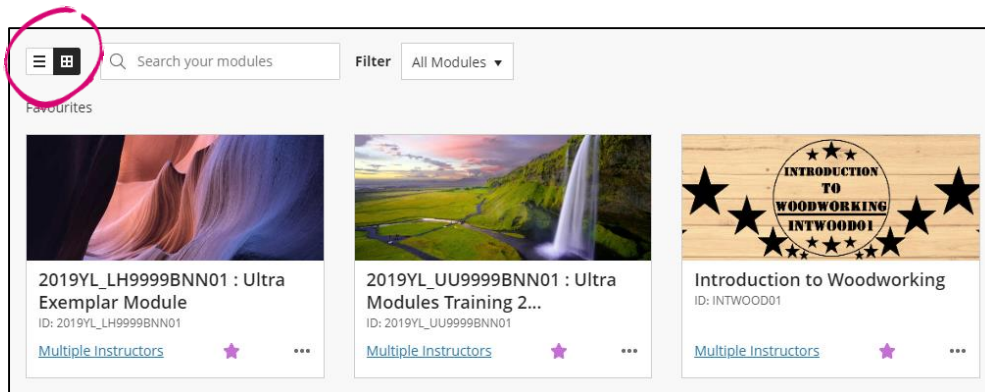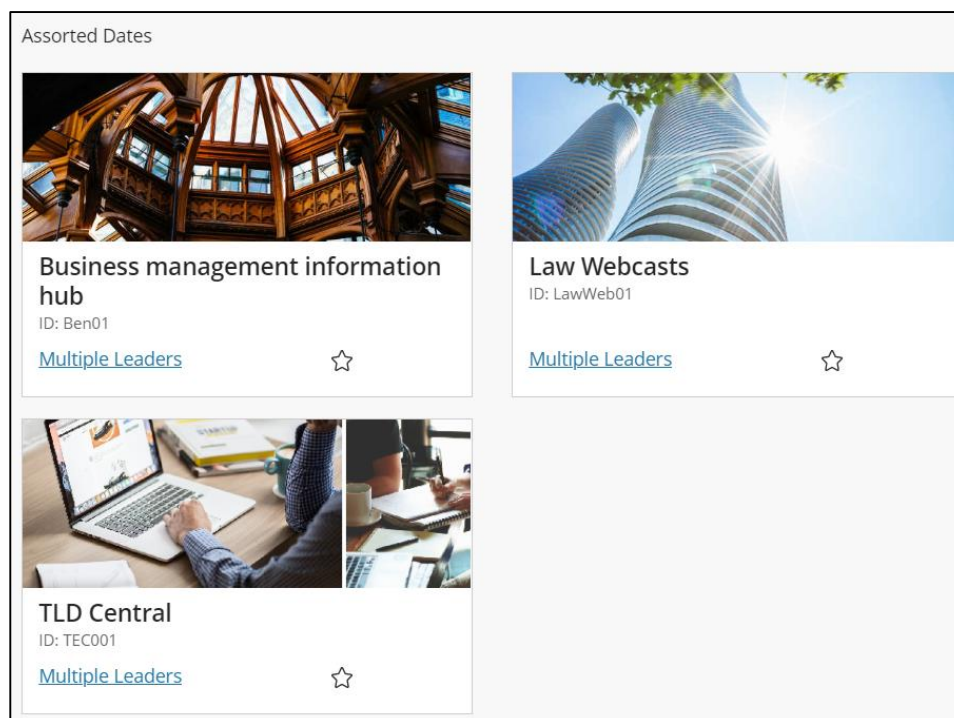
Organisations

Organisations are spaces you may have been enrolled on as part of your time at the University.

These spaces are usually created to communicate information to large groups of students across different faculties or programmes.
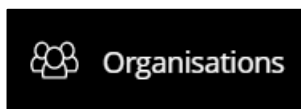
Blackboard Calendar

The Calendar area is where you will see the following:
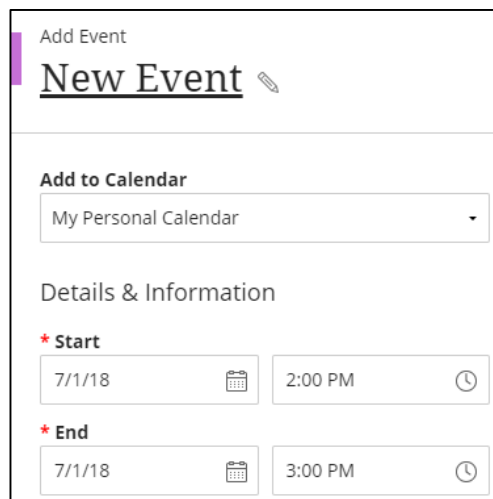

- Deadlines for online submissions for Blackboard assignments
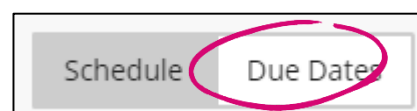- Reminders for upcoming events where your tutors have posted them to your course.
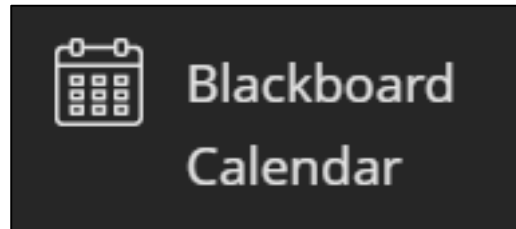
If your assignment submissions do not appear in your Calendar, please consult your tutor for any submission deadlines.

Your calendar does not link up with your student timetable, you will still be able to see these through the timetable service.

You can use the calendar to set reminders for yourself which will appear in your Blackboard activity stream. Click the + in the top right corner to create a calendar reminder
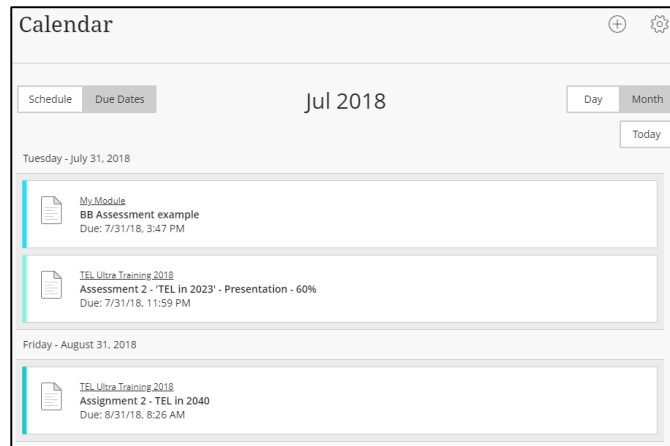

Changing your calendar to the **Due Dates** mode (top

left) will show all of your upcoming online Blackboard submissions and assignments.

Changing it to schedule will show either your Day or Month schedule dependant on the view you have chosen.
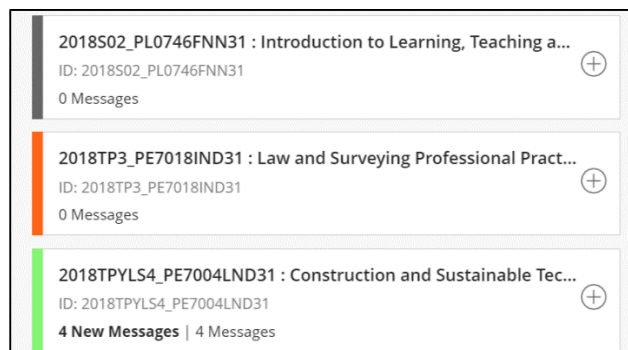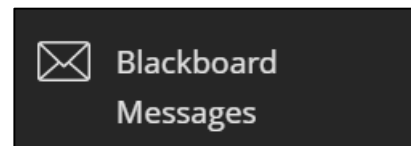
Blackboard Messages

The messages area is a new tool that you can use to communicate with fellow students on your module and your tutors.
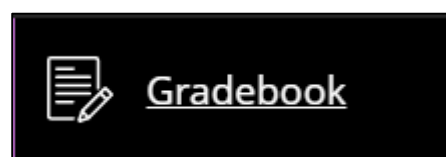
Please speak to your tutors regarding the messaging service as they may have other preferred methods of contact for communicating with you.

You have a space in each of your modules to send and receive messages.

Gradebook

The Grades area is where you will see:

- Online submission deadlines
- Results and feedback for your online submissions

You will see all the modules that you are enrolled on in this area and a list of all the online submissions and grades when they are made available to you.

INTWOOD01
Introduction to Woodworking

Recent Marks

Blackboard Assignment
Submitted: 15/08/2019   75 / 100

View all coursework (2)

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