

How to find what you need on Blackboard

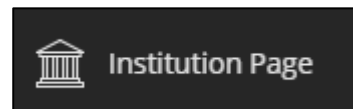
In this guide we will demonstrate the different areas of Blackboard, how to access them and what they can offer you.

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

IE (Internet explorer) is not supported

The Institution page

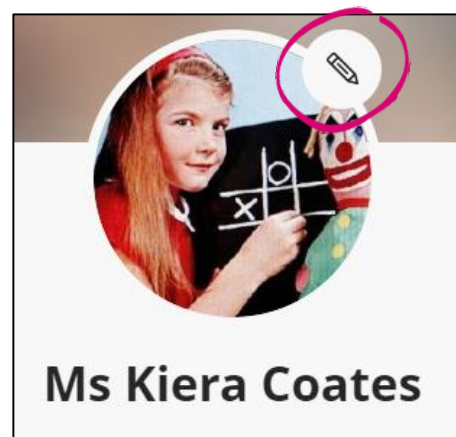
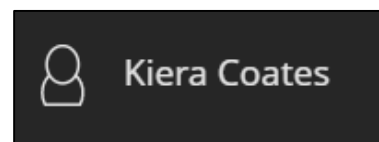
The Institution page is where you will see University wide information.



Your Blackboard Profile

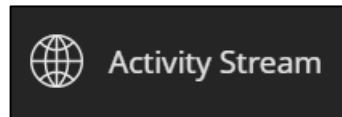
Your Blackboard profile page is where you can add a profile picture which will follow you around on all of the Modules, Programmes and Organisations you are enrolled on.

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.




Recent

- 22 Aug 2019




2019YL_LH9999BNN01 : Ultra Exemplar Module

New course available: 2019YL_LH9999BNN01 : Ultra Exemplar Module
- 20 Aug 2019




Ben's Blank Ultra Site

New course available: Ben's Blank Ultra Site
- 15 Aug 2019




Introduction to Woodworking

New course available: Introduction to Woodworking
- 12 Aug 2019



TLD Central

Added: An Introduction to Blackboard Ultra 2019-20
Please click the title to begin the eLearning piece. In order to complete the eLearning module,...
- 12 Aug 2019



Ben Training 18/19

Added: An Introduction to Blackboard Ultra 2019-20 SCORM 1.2
Description

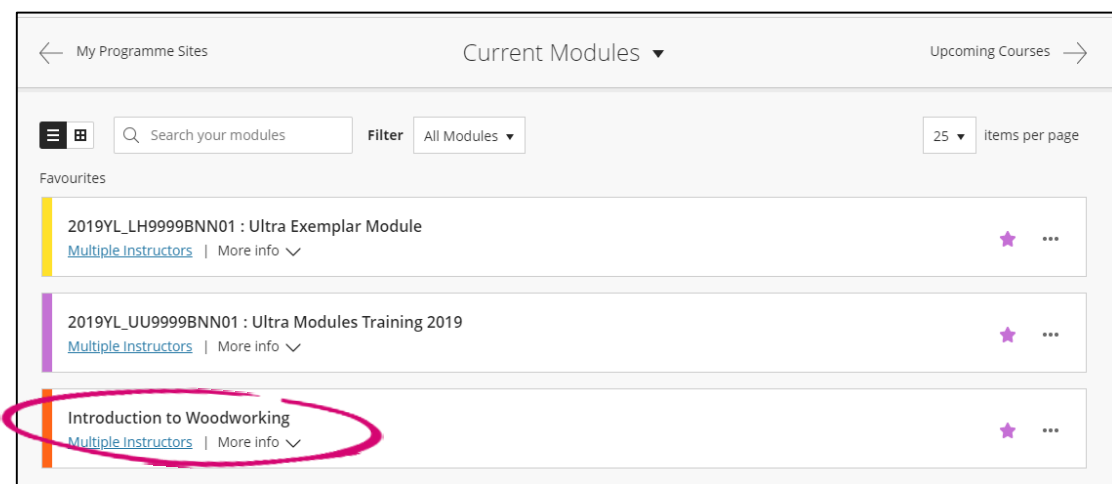
The Modules & Programmes page

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.



The screenshot shows the 'My Programme Sites' page in Blackboard Ultra. At the top, there are navigation links for 'My Programme Sites', 'Current Modules', and 'Upcoming Courses'. Below this is a search bar with the text 'Search your modules', a 'Filter' dropdown set to 'All Modules', and a '25 Items per page' selector. A 'Favourites' section lists three modules:

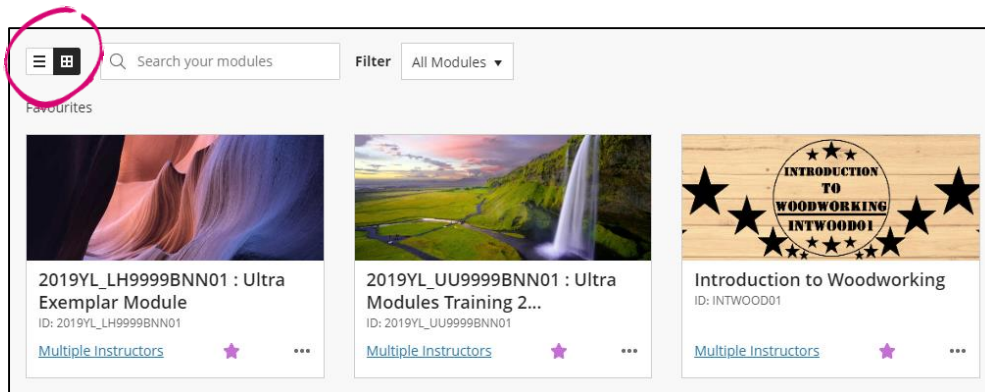
- 2019YL_LH9999BNN01 : Ultra Exemplar Module (with a link to 'Multiple Instructors' and a 'More info' dropdown)
- 2019YL_UU9999BNN01 : Ultra Modules Training 2019 (with a link to 'Multiple Instructors' and a 'More info' dropdown)
- Introduction to Woodworking (with a link to 'Multiple Instructors' and a 'More info' dropdown)

The 'Introduction to Woodworking' module is circled in red.



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.

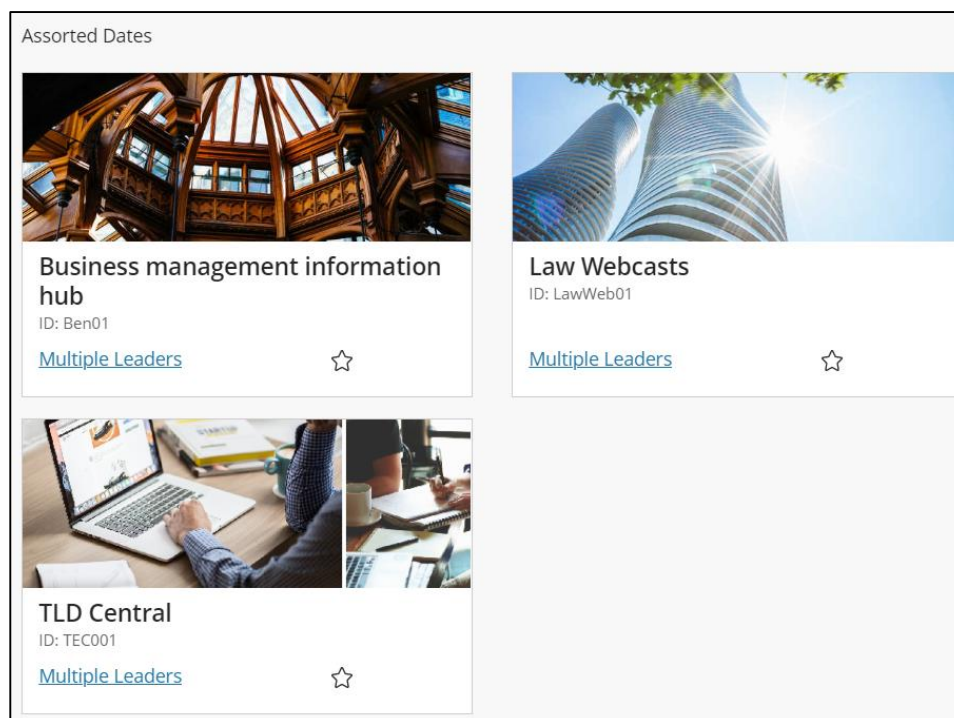
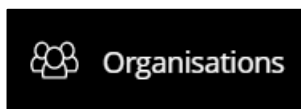
Click the toggle next to the search field to switch between views, Blackboard will remember your choice when you next login. The images you will see are unique to you, unless your module leader has changed the image.



Organisations

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

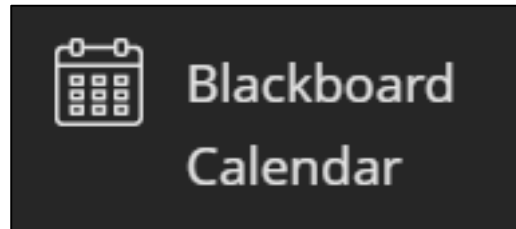
These spaces are usually created to communicate information to large groups of students across different faculties or programmes.



Blackboard Calendar

The Calendar area is where you will see the following:

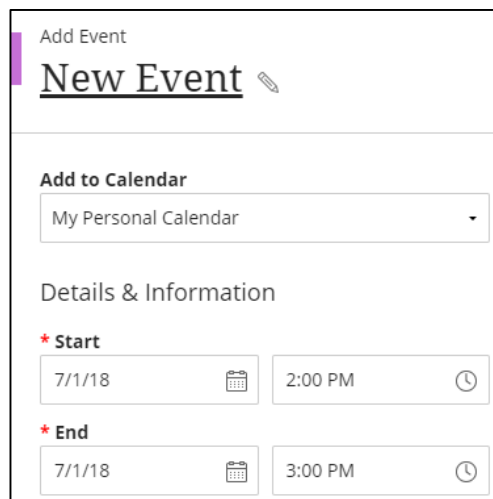
- Deadlines for online submissions for Blackboard assignments
- Reminders for upcoming events where your tutors have posted them to your course.



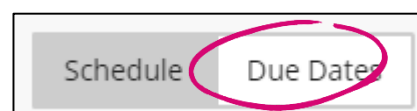
If your assignment submissions do not appear in your Calendar, please consult your tutor for any submission deadlines.

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

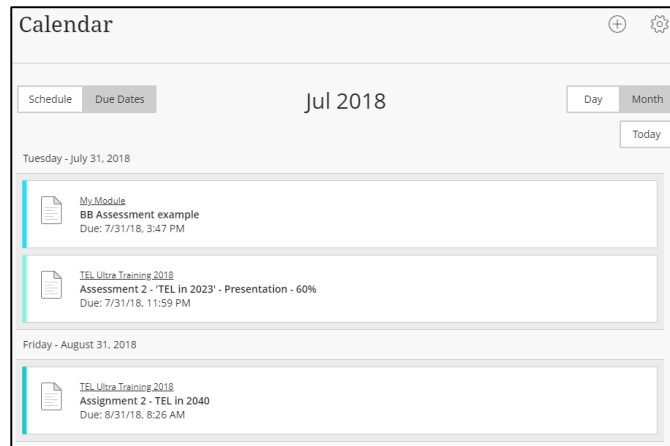
A screenshot of the "Add Event" form in Blackboard. The form has a title "Add Event" and a main heading "New Event" with an edit icon. Below the heading is a section "Add to Calendar" with a dropdown menu currently showing "My Personal Calendar". Underneath is a section "Details & Information" with two rows of input fields. The first row is for the "Start" time, with a date field set to "7/1/18" and a time field set to "2:00 PM". The second row is for the "End" time, with a date field set to "7/1/18" and a time field set to "3:00 PM". Each date and time field has a small calendar icon to its right.

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.

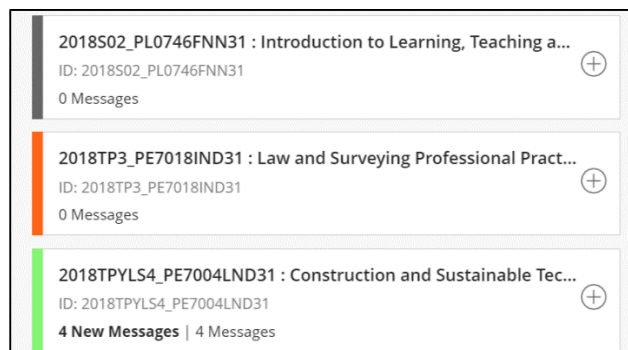
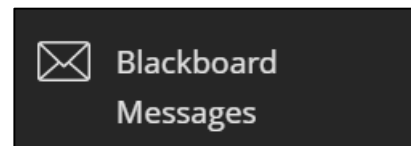


Blackboard Messages

The messages area is a new tool that you can use to communicate with fellow students on your module and your tutors.

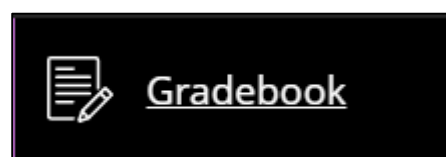
Please speak to your tutors regarding the messaging service as they may have other preferred methods of contact for communicating with you.

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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HOURS

**IT SERVICE DESK - OPEN 24
HOURS, 365 DAYS A YEAR**

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