Blackboard Learn Ultra Student Job Aid for the University of Phoenix

Updated on 03/01/19

Key Things to Know Before Starting with Blackboard Ultra

This section contains key information that is useful to know before starting to use Blackboard Ultra.

Ensuring your web browser will work with Ultra

There are (2) key steps you need to take to ensure your web browser will work with Ultra.

The first step is you must use a browser that is compliant and officially supported by Ultra. *The most current and a few previously released versions of Google Chrome (highly recommended), Apple Safari, Mozilla Firefox, and Microsoft Edge are the official Ultra supported browsers.* *Please note that Microsoft Internet Explorer is NOT an Ultra compliant or supported browser.*

Below is a link to Blackboard's [web browser support page](#), which is continually updated to reflect the current web browsers officially supported by Ultra, including noting some limitations when using Mozilla

Ultra is fully responsive—Using it seamlessly from your phone, tablet, or PC

The Ultra interface is designed to be "fully responsive". What this means is that Ultra will automatically determine and optimize its user interface to the device (i.e. smart phone, tablet, PC, or even a large monitor) you are using when accessing

In addition to accessing Ultra from any device via its fully-responsive design, Blackboard also offers a native mobile application for students, in which some, but not all features in Ultra are available.

Currently, students can receive pertinent system and course notifications, view their activity stream, see upcoming assignments or tests and when they are due, view course content, use Collaborate (for real-time synchronous

The first menu option you will see will contain your full name and the link will go to your user profile. You will see links to update personal information and to manage settings for activity stream and notifications. <u>Please do NOT use the links to update your personal information, as this information will be managed in a different system.</u> But you can use this area to manage which types of events you would wish to receive notifications. See the figure below.

*   [

Note that a filter is visible in the upper right and that you can use this filter to limit the notifications you see in the Activity Stream. See the figure below.

The next menu option you will see is your course list. Here you will see the list of current courses or completed courses. You can click on the links for the course to navigate to the desired course. <u>Please note that you will only see courses that you will or have taken in Ultra in this list. You will NOT see courses from New Classroom.</u> See the figure below.

Also note that you can search using the search text box in the upper left and that you can mark courses using the star on the right to make them stay at the top of the course list.

Please note that we are not using this functionality at this time so you can skip this

The next menu option

The next menu option you will see is for grades. You can use this area to get a global view of any grades you have received for any of your courses. See the figure below.

Please note that we are not using this functionality at this time so you can skip this menu option.

The final menu option should be used to sign out of Ultra. Please note that even if you log out of Ultra, your common session for all campus resources is still active, so you can return to any of those

Using the editor in Ultra

You will find various areas in Ultra where you can author responses in the web browser, such as assignments, tests, discussion boards, class and Learning Team conversations, messages, etc. Figure 14 shows the full view of the editor and the buttons you can use when authoring text. Note that you can do things such as change the size of text via the text, mark text as bold, italicized, and underlined. For math or financial notations, you can denote superscript and subscript notations or use the math editor. You can also mark lists with numbers or bullets. And finally,

You can also use the editor to attach or embed documents. Use the plus icon to attach any files that you wish. Note that you can choose documents from your local machine, from web content, or from files stored with external cloud storage providers such Microsoft OneDrive, GoogleDrive, Dropbox, or Box. Over time this list will continue to grow as support is added to include additional providers.

SMS Notifications in UItra

SMS notifications of activity in your Ultra course are available for your mobile device. You can receive notification of receiving new grades and feedback, as well as new messages.

To enable notifications:

Access your profile page within Blackboard UItra by selecting your name in the main navigation, which is located on the left hand side of the screen when you log in to your classroom.

Add or update your phone number in the Contact Information, located in the bottom left hand section of your profile by selecting the edit button

Enter your mobile number and select the "Done" button on the bottom titled "done".
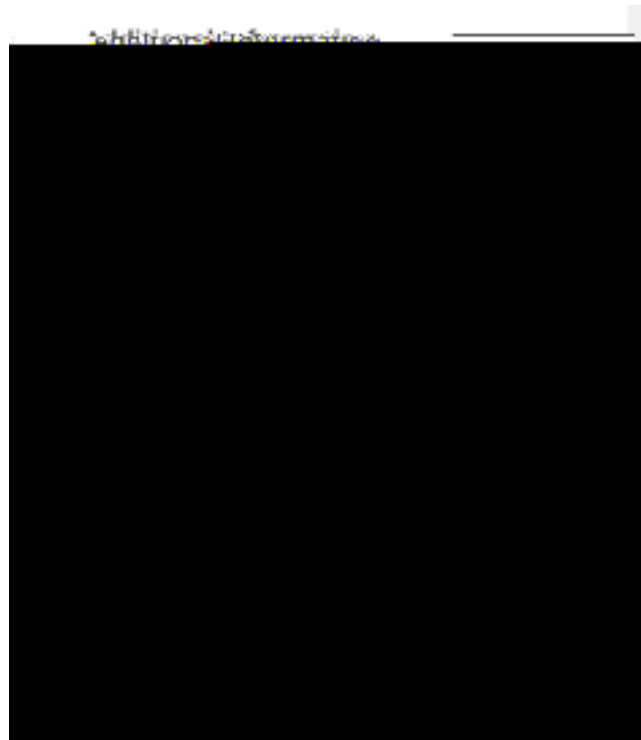
Confirm your mobile number is now displayed on your profile page.

Almost done! Go to System Settings on your profile page and select the "SMS notifications" link listed in the Global Notifications Settings in the bottom right hand side.
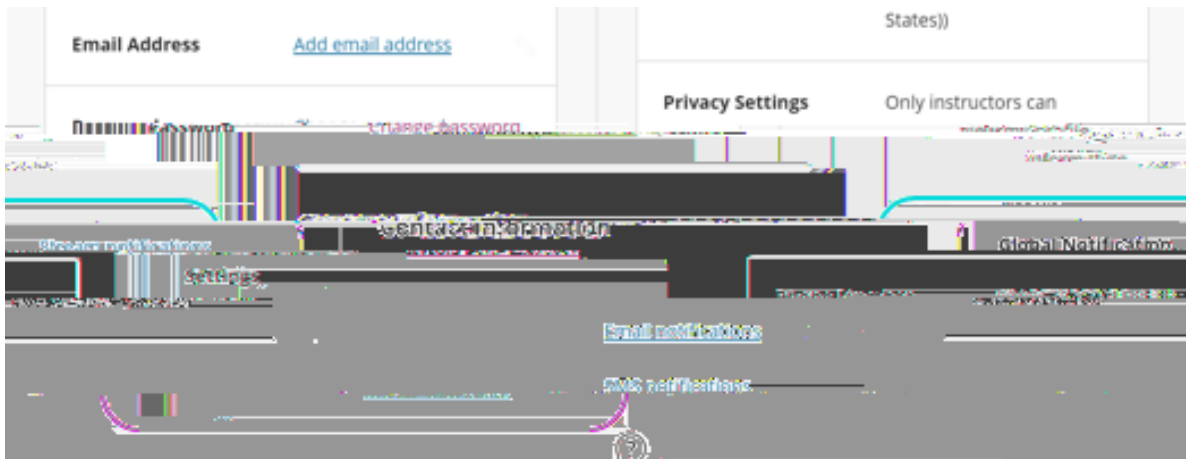
Once you select "SMS notifications", a notification settings panel will appear. In the SMS Notifications options, "Notify me by SMS about these activities" list, select the SMS notifications you want to get and then select save:

** a a t c c o   ou don t ant to c   t t   a   a out t   act t   nt   t.

Not   If you do not add a phone number to your profile page, you won't see any options in the SMS Notification Settings tab. Once you add your phone number, you will then be able to select which course activities you wish to receive SMS notifications for.

In addition, it is important to note that entering your mobile number within the Blackboard Ultra settings will only update your profile within Ultra.

, so please keep this in mind as you keep your contact information current.

Reviewing Your Coursework

This section will help you understand the detailed steps you will need to find, complete, and review your coursework.

Determining what you need to do

You can access the coursework by clicking on the first icon in the upper left. See the figure below.

When you open a course, you will see the course content in the lower right. Initially you will see a list of folders denoted by *Week, Day, Workshop*, or *Module* depending on the type of course that you are taking. Clicking on these folders opens them and when you open each week, day, workshop, 1 36 Tf15.p 7d-5(w.)]TJET00

Reviewing your coursework

To review the coursework for a given item you just need to click on the link. Depending on the item you might see information in the same browser window or tab or for some external links, you might see a new browser window or tab. For some items known as *Learning Tools*, you might see an intermediate window titled *Launch LTI Link* displayed while the external site is launched. See the figure below.
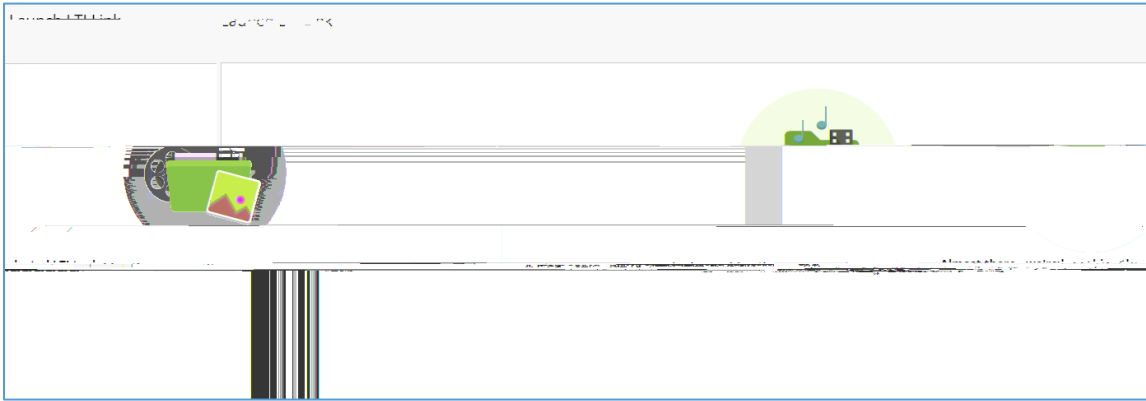
Please be patient, in most cases, after a few seconds the external content will launch. If you do not see anything happen, check if your popup blocker is enabled and keeping the content from opening.

Once launched, you might see something as shown below. Here you see a chapter of a book made available from an external content provider.
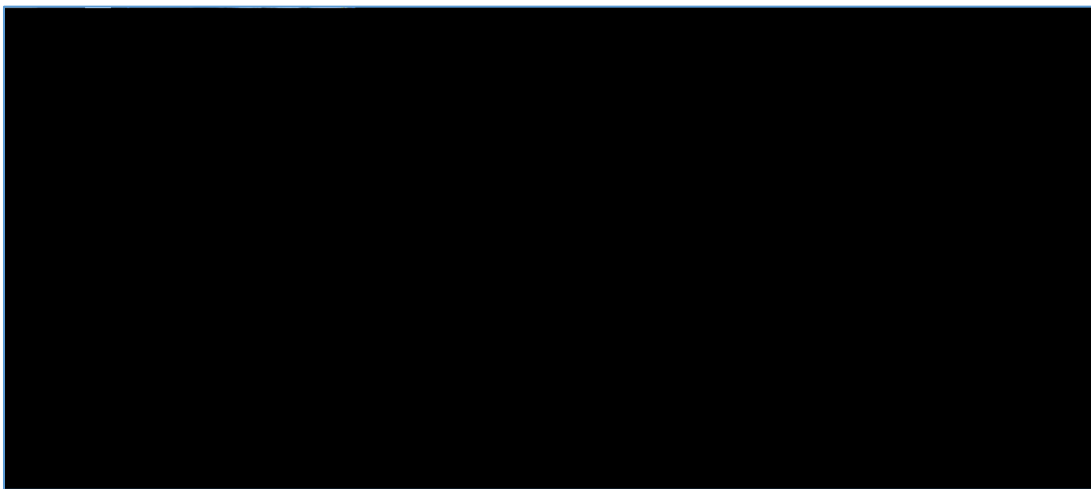
Each time you log in, you will see a
list of *Upcoming Activities*

The text editor then appears and you can enter the desired text and/or add a document by clicking on the plus icon in the upper left, choosing the link to *Insert Local Files, Insert Web Content,* or *Insert from Cloud Storage*

If you want to send a private message to any class member or the Instructor, you can click on this icon, choose the *Recipients*, and then draft the *Message*. When you are done, hit *Send*. Return later to then read any replies. See the figure below.
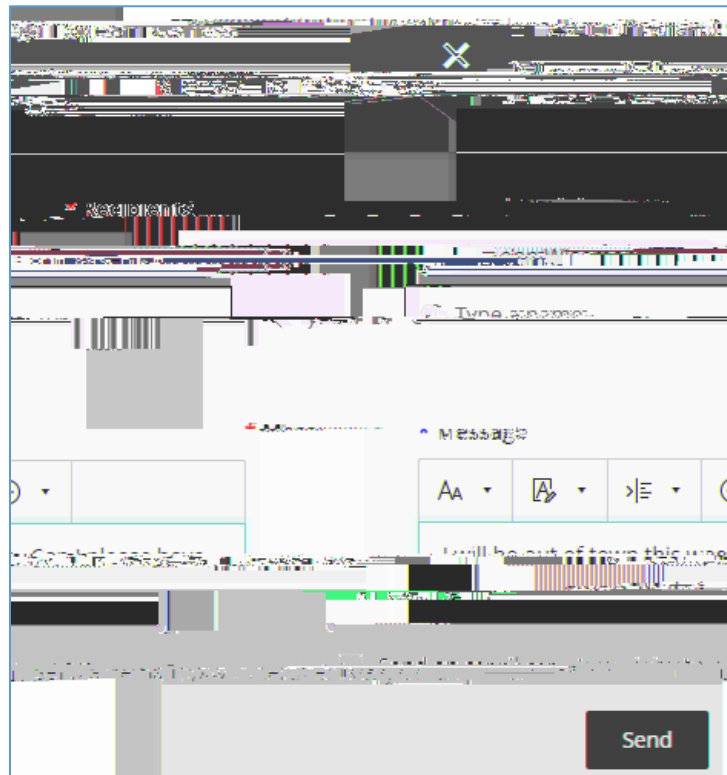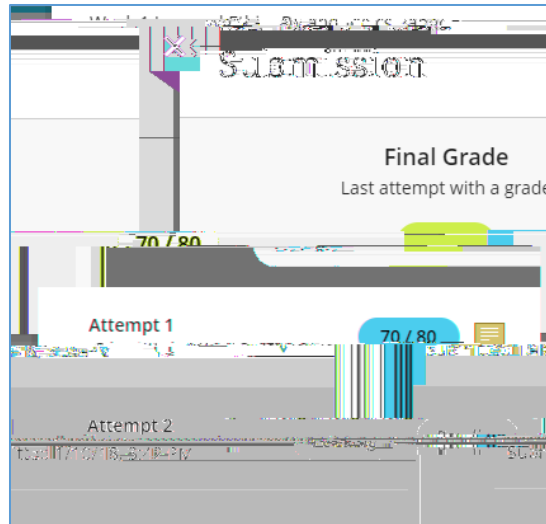

Submitting your assignment or test

Once you have read any replies to your questions or answers in the class conversation area and have completed your assignment or test, you can submit the assignment by clicking on the *Submit* button in the lower right. If you click on the assignment or test again, you will see a date and time in your local time zone when you submitted the assignment or test along with a status message of *Pending* until the Instructor posts a grade. See the figure below.
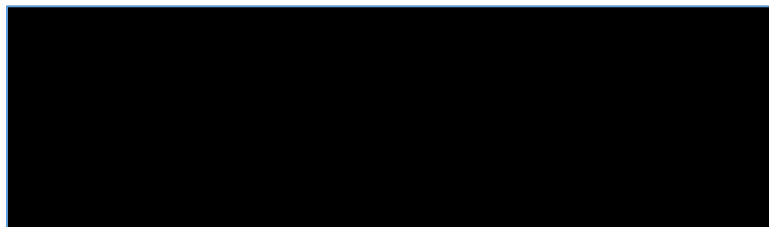
Special status messages for late submissions

Note that you may see additional messages when you continue or submit an assignment or test that is past its due date. On both the *Details & Information* panel and the Assignment or Test submission page, you will find the message denoted in the figure below. You will also see the submit button has changed to now be *Submit Late, which means that if you submit this attempt your assignment or test will be marked late to the Instructor.*

Reviewing grades & feedback on your assignment or test

Once your Instructor posts the grade for your assignment or test and posts, you can view the grade using any of the following methods.

. You can navigate to the particular assignment or test and click on it just as you did when you were drafting it for submission. If a grade has been entered and posted for any of your attempts you will see the grade displayed. If feedback has been added, you will see a purple icon on the *Your Grade* icon. If you click on the icon, you will then be able to read any feedback.

ETH/321: Ethical and Legal Topics in Business
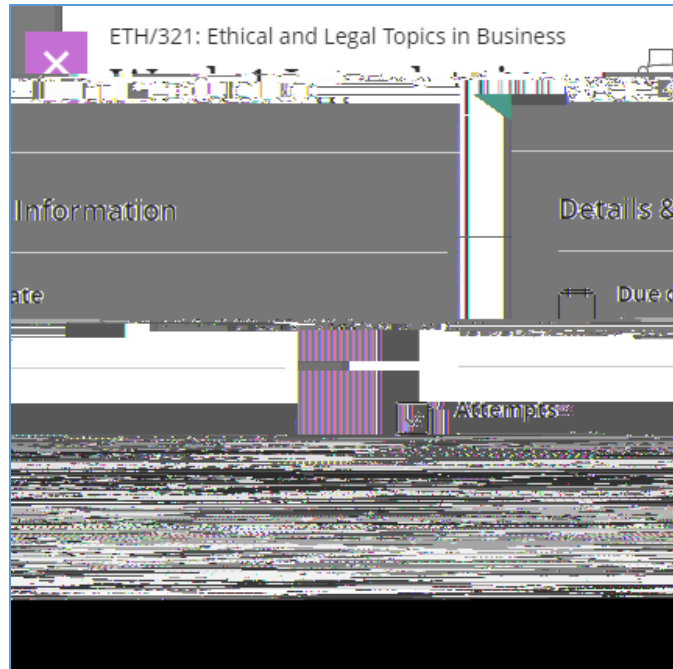
When you open a course you will see a number of icons in the upper right. The fourth icon from the left is the gradebook. See the figure below for the navigation icons.
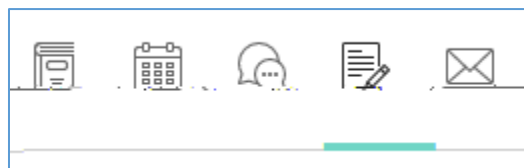

If the grade has been entered and posted you will see the grade displayed. If feedback has been provided by the Instructor, you will see a purple icon on the *Feedback* column. If you click on the icon, you will then be able to read any feedback.
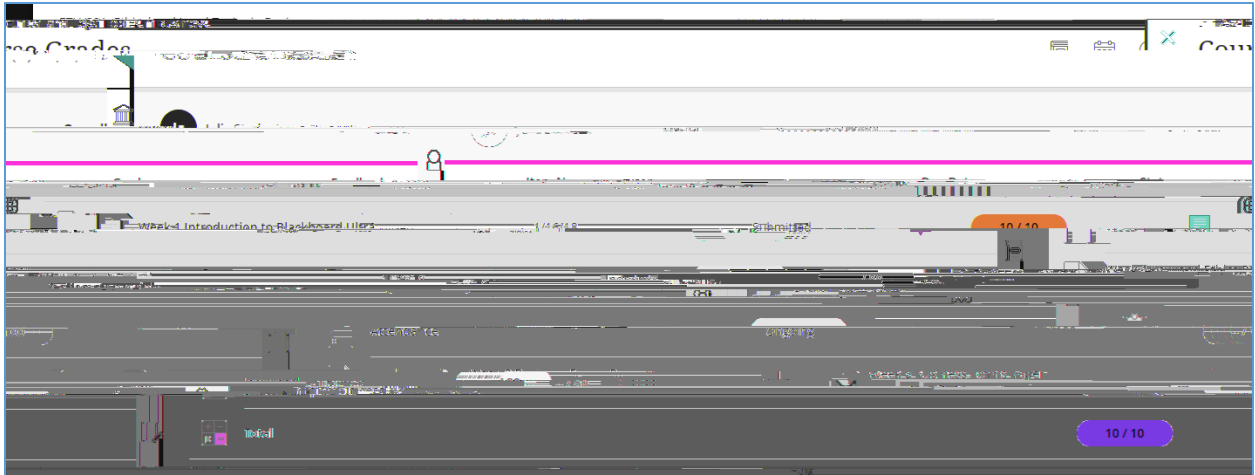
Note that messages will also be shown in the activity stream when your Instructor updates grades and posts them. You can click on the *View my grade* button in an activity message to see your grade and feedback.
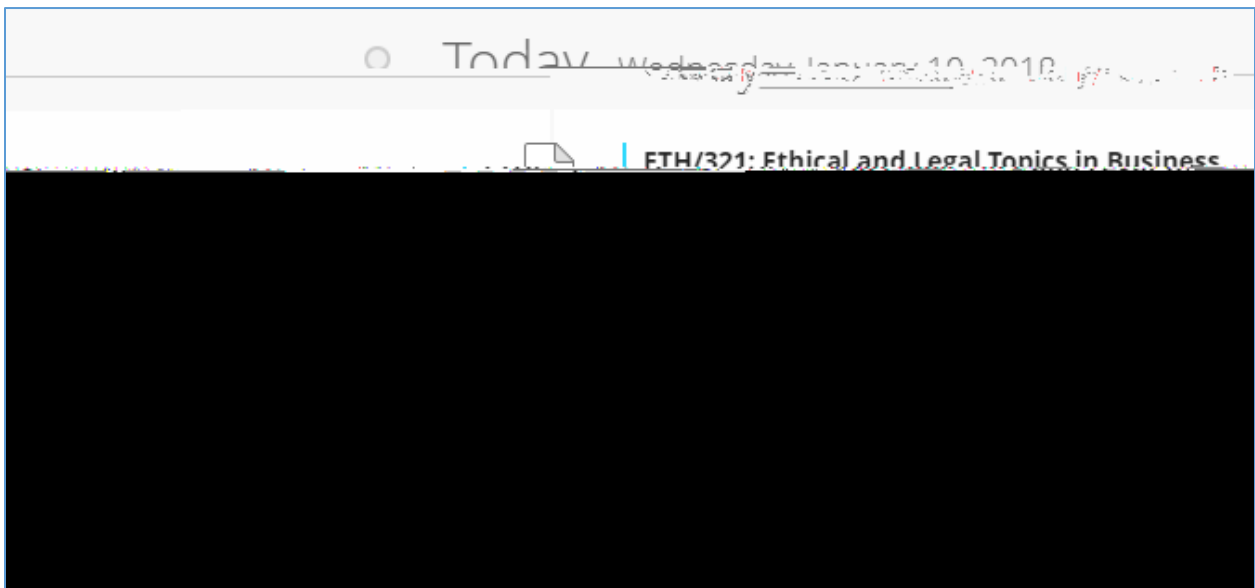
Working with Learning Team Assignments or Tests in Ultra

This section will help you understand the detailed steps you will need to find, complete, and review status, grades, and feedback on your Learning Team assignments or tests. Please note that Ultra uses the word *Groups* instead of Learning Team, so anywhere that you see group in Ultra you should think Learning Team.

Determining what you need to do

This icon opens up to the group conversation area, which is similar to the class conversations area discussed above for individual assignments or tests, but this conversation is limited to your Learning Team and the Instructor only. When you click on this icon, you can see any conversations that have been happening with your Learning Team and you can post a new question, make comments, and share files such as assignment or test drafts, just as you could do with the entire class in a class conversation. Also note that the drop down initially says *My Group*. You can use this drop down to toggle back and forth between your Learning Team conversation when *My Group* is selected and the class conversation with the entire class when *Class Conversations* is selected.
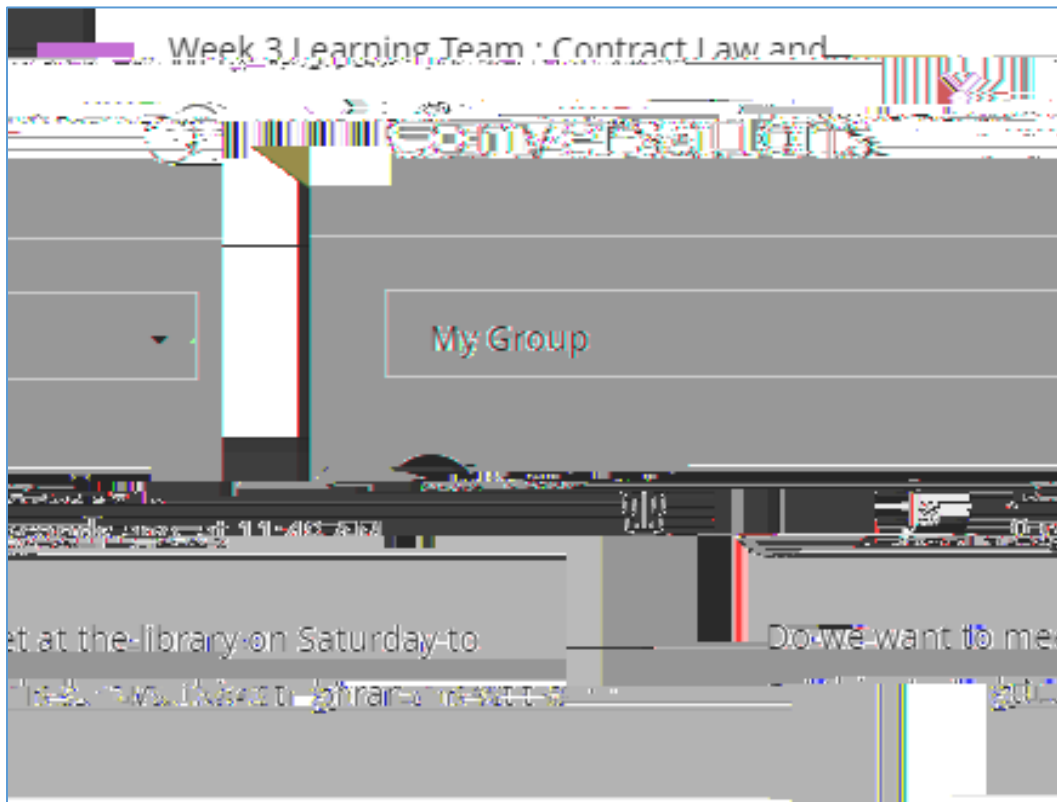
Submitting your discussion post

In the response area you can draft your post using the editor as described earlier, which also includes the ability to add links or a file attachment to your post. You can save a draft by clicking on *Save Draft* if you are not ready to post your discussion post yet to the rest of the class and want to return and work on it later or you can post your post by clicking on *Respond*. See the figure below. Note that you can respond to the main prompt as well as to any of the other response, including those posts of your classmates.

When you return you may see responses from the Instructor and/or the other class members below your post. To view these replies, just click on the link. Any replies that are new since the last time you reviewed them will be highlighted and will be noted as *NEW*.

Viewing discussion post activity and filtering

On the right side of the page you will see the list of the Instructors and the other class members and their activity in this Discussion. You can filter the view to only see the responses for a given individual by clicking on the name of the Instructor or class member. See the figure below.

Q   ]   ]

Note that each time youooQ0.0048032 reiv508.rc5C qeWi̊rs and

Reviewing grades & feedback on your discussion post

Some discussion boards might be graded. Reviewing grades and feedback for discussion boards is the exact same process as for individual and Learning Team assignments or tests as previously discussed above.
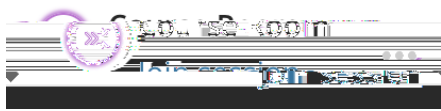
Participating in learning team discussions

Blackboard Course Room

Some users may be presented with a screen asking to select from joining by browser or mobile app. Please select 'Join from a browser' option to connect. If you do not see this screen, please proceed to the next step.
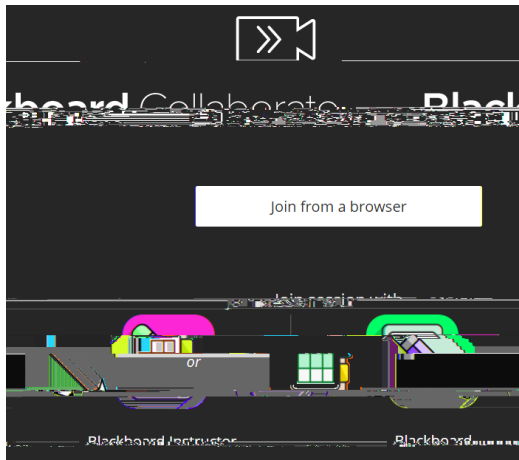

If the Course Room is in use, a purple border will appear around the icon.


When entering a Course Room for the first time, you will have the option to configure your audio/video settings and take a Collaborate tutorial, which will familiarize you with its basic features. If you have never used a course room before, be sure to access this tutorial. You can revisit the tutorial via the session menu on the top-left of the screen.

Room Empty

You are the only one in the room
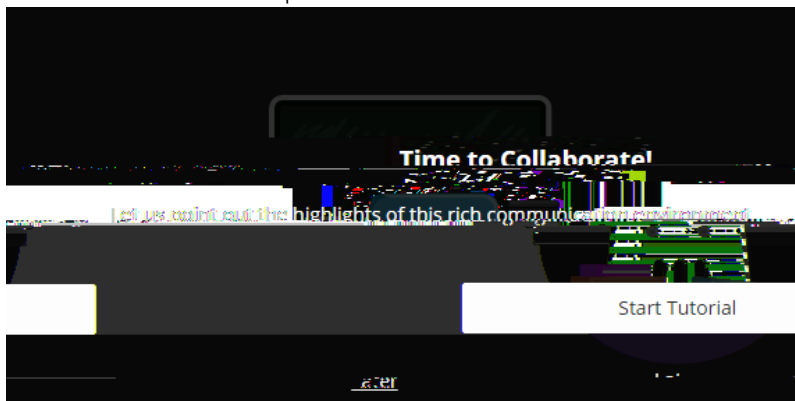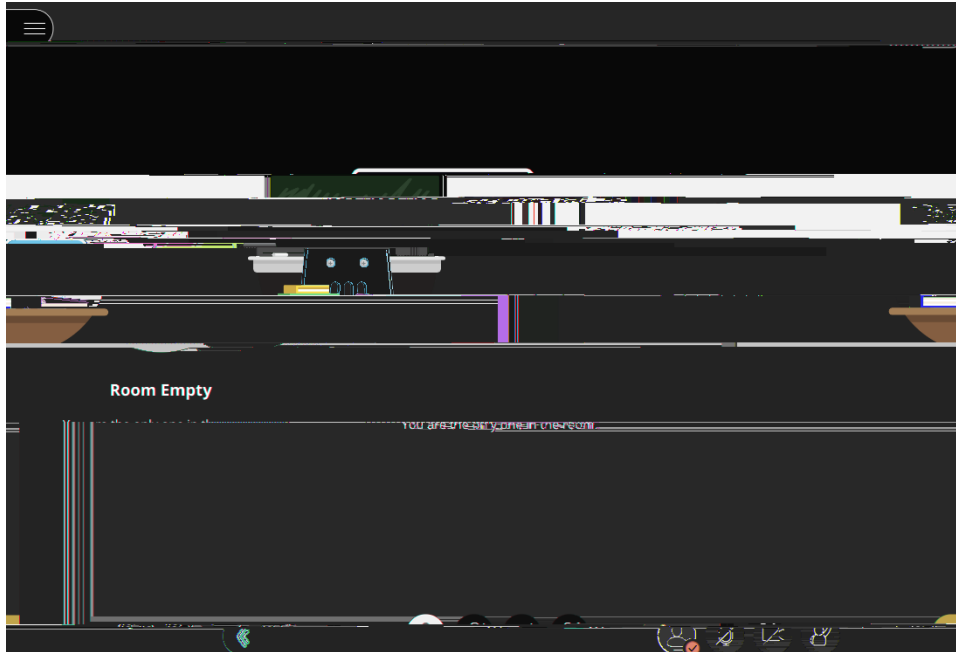
Using Collaborate and Chat for Team Assignments

Each group assignment also includes an option to start a Collaborate session for that group. When you open a learning group assignment, you will have the option to join your group's session by selecting the Collaborate icon.
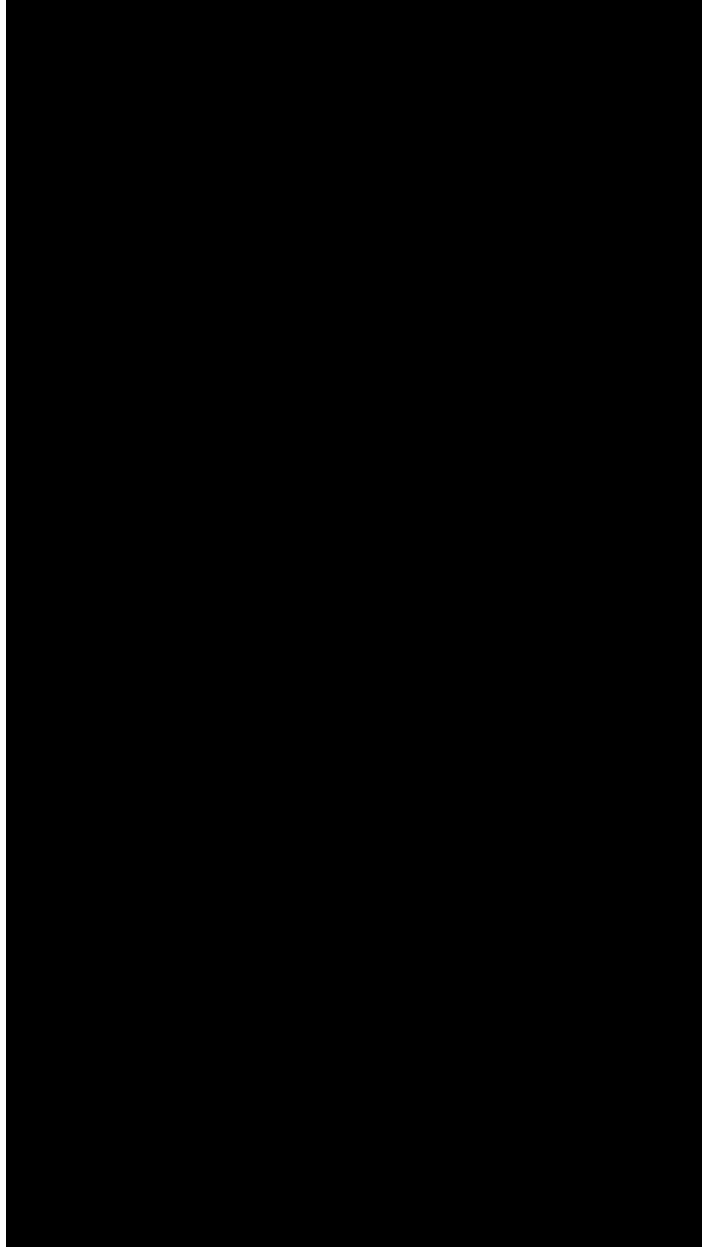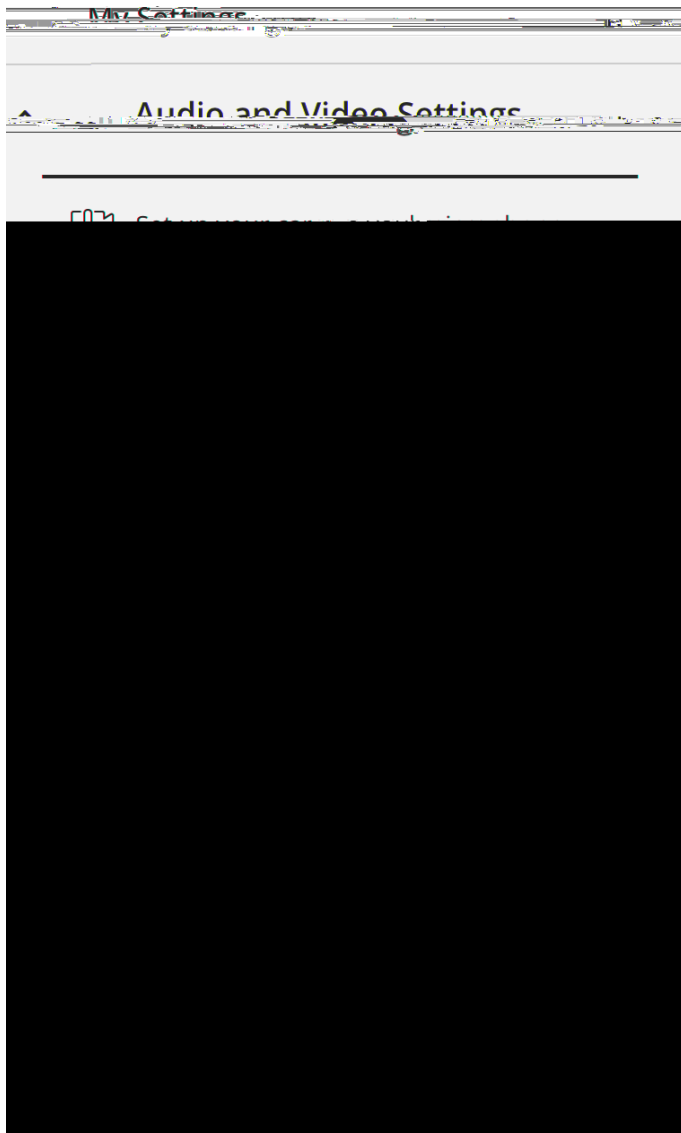
Additional Collaborate Features and Options

From the settings option, you can test your microphone and camera, and give you the option to report any issues.

Code of Conduct

Activity within Collaborate is subject to the same Student Code of Conduct and professionalism standards as other classroom interactions, including the on-camera conduct policy.

Accommodations for Course Room participation

If you are a student who needs captions to participate in a course room session, please contact the disability services office. You may reach an advisor via email (DisabilityADAquestions@phoenix.edu) or via phone (480) 557-1157. Students may also complete the [request for accommodations form](#) (login required) to request captions and any other accommodations that are needed. Please note that the University hires an external agency to provide closed captions and will need sufficient notice to obtain services. Students should contact the disability services office as soon as possible to request accommodations, preferably before or within the first week of the class.