

Navigating Blackboard Ultra 2025

Blackboard Login

1. USE YOUR FULL EMAIL ADDRESS
2. Use your SGTC email password
3. Set up Okta verification by using 1 of 4 options on your mobile phone.

The screenshot shows the South Georgia Technical College website. The top navigation bar includes links for BannerWeb, Blackboard (highlighted with a yellow box), Student eMail, Calendars, Directory, Careers@SGTC, Apply, Visit, and Give. Below this is a secondary navigation bar with links for ABOUT SGTC, ACADEMICS, ADMISSIONS, ATHLETICS, BUSINESS & INDUSTRY, CAMPUS LIFE, CONTACT US, and FINANCIA. The main content area features a large black box with the word "Blackboard" in white, circled in blue. Below this is a smaller black box with the South Georgia Technical College logo and the text "CLICK HERE TO LOGIN". A blue arrow points from the "Blackboard" link in the top navigation bar to the "Blackboard" text in the main content area. To the right of the main content area, there is a green box with the text "Enter your password" and a yellow arrow pointing left with the text "Step 1".

Blackboard

Blackboard

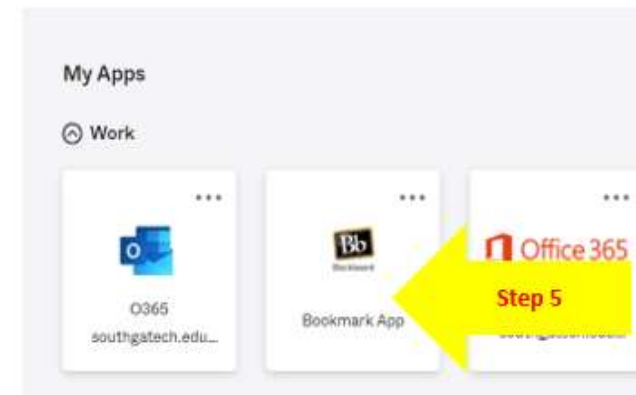
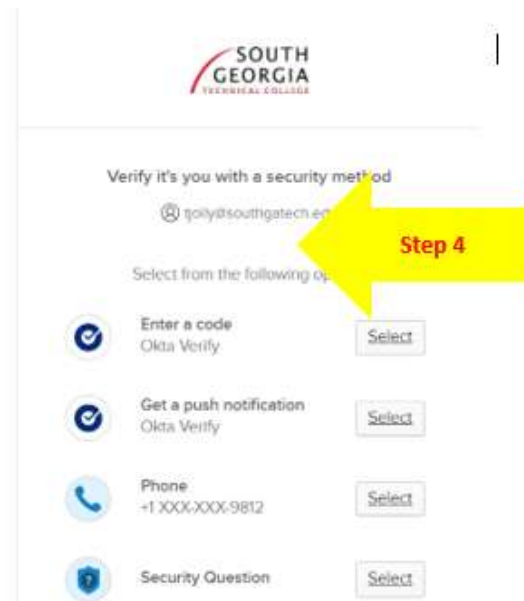
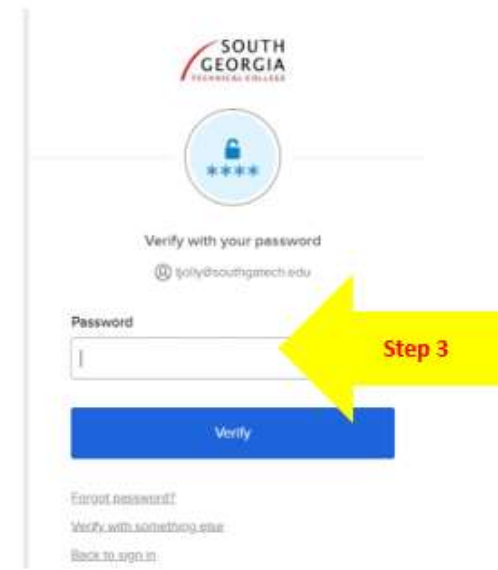
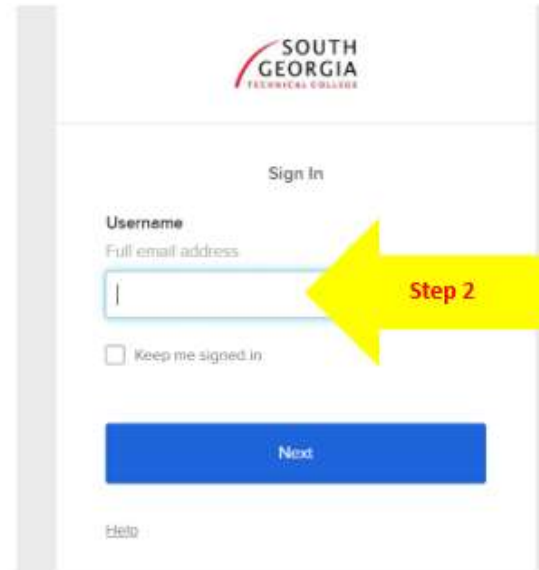
SOUTH GEORGIA TECHNICAL COLLEGE
CLICK HERE TO LOGIN

Enter your password
Your password will be the first letter of your last name capitalized, 8-digit date of birth and exclamation point at the end. Example: D01241995!

Step 1

Blackboard Login Part 2

1. Click on the Blackboard Link on the SGTC Home page
2. Enter your full SGTC email
3. Enter your SGTC email password
4. Set up Okta verification by using 1 of 4 options on your personal mobile phone.
5. Click on the Bb BookMark App



Blackboard Navigation Page

The new Ultra Base Navigation will include menu items such as the Institution Page, your profile page, Activity Stream, Courses, Organizations, Calendar, Grades, and Tools.

As you navigate Blackboard, the menu will always be visible on the left side of the screen.

The screenshot displays the Blackboard navigation interface. On the left, a dark sidebar contains the 'Blackboard' logo and a list of navigation items: Institution Page, Student (highlighted), Activity Stream, Courses, Organizations, Calendar, Grades, Tools, and Sign Out. At the bottom of the sidebar are links for Privacy and Terms. A callout box labeled 'Base navigation' points to the top of this sidebar. The main content area features a 'Course Catalog' link in the top right, 'Current Courses' and 'Upcoming Courses' tabs, a search bar with the text 'Search your courses', a filter dropdown set to 'All Courses', and a '25 items per page' selector. Below this is a section titled 'Assorted Dates' containing four course cards. Each card includes a representative image, a course ID (PSYC101, PSYC108, PSYC201, PSYC202), the course title, the instructor's name (Jackson Anderson), and icons for a lock and a star.

Activity Stream

Once logged into the system, you will immediately see the Activity Stream. Here you will receive real-time notifications of new activity in all courses you are enrolled in, any messages sent, grades/submissions, announcements, and important messages from your institution. This landing page shows activity since the last time you logged in, upcoming events, and other relevant information.

The Activity stream displays group content to make the list easier to scan: important, upcoming, today, and recent.

The Activity Stream allows you to complete various actions, such as:

Select a stream item to go directly to the relevant content or activity. For example, you can view items in which the instructor recently graded.

View alert-based iconography and visual treatment depending on the urgency of the event.

Track items as new or viewed.

Filter the stream based on the information they would like to see.

Control the types of notifications you receive.

The screenshot shows the Blackboard Activity Stream interface. On the left is a dark sidebar with the Blackboard logo and navigation options: Institution Page, Rachel Johnson, Activity Stream (selected), and Courses. The main content area is titled 'Stream' and shows a 'Recent' activity item from August 20, 2021. The activity is titled 'Healthy Eating, Healthy Living (101)' and includes the text 'You know your stuff! Your grade is above average in this course. Keep it up!' and a button 'How am I doing?'. In the top right corner, there is a 'Filter' dropdown menu set to 'Show All' and a gear icon for settings. Two orange callout boxes with arrows point to these elements, labeled 'Stream filter' and 'Stream settings'.

This screenshot shows the Blackboard Activity Stream interface with a filter dropdown menu open. The sidebar is the same as in the previous screenshot. The main content area is titled 'Stream' and shows an 'Important' activity item from July 14. The activity is titled 'Healthy Eating Healthy Living' and includes the text 'Overdue: Planning a Healthy Diet Assignment' and 'Due Date: 10/10/16 10:30 AM'. The 'Filter' dropdown menu is open, showing options: 'Show All', 'Assignments and Tests', and 'Grades and Feedback'. The gear icon for settings is also visible in the top right corner.

Navigation Course Menu

Ultra courses use *Course Tools* as the main navigation. When you first enter an Ultra course, you will see the *Content* area of your course tools by default.

The Navigation Menu allows access to Content, Calendar, Announcements, Discussions, and Gradebook.

Courses and other Blackboard content will open in layers in the foreground. To return to the base navigation menu, click the purple X at the top left corner.

Content Calendar Announcements Discussions Gradebook (?) Groups

Course Content

About This Course

Course Welcome
Review this lesson first to learn about this course structure, download the course syllabus, and learn course requirements before starting your journey.

Module 1: Going Organic
What are the benefits of organic food? How can you know something is truly organic? What will the difference be for your wallet, and how can you plan accordingly? Review this lesson to find out.

Module 2: Nutritional Needs
This topic debunks the myths of several popular food trends and draws from nourishing traditions and sensible, scientifically based eating needs to help you make the best choices possible when it comes to preparing your daily meals.

Course Faculty
No course faculty

Details & Actions

- Roster
[View everyone in your course](#)
- Progress Tracking
On
- Books & Tools
[View course & institution tools](#)

Course Content Tool

Content page is the default screen you will see when you enter a course.

There are three main areas on this page:

1. Course Faculty
2. Details & Actions
3. Course Content Outline

The screenshot shows the Course Content Tool interface. At the top, a navigation bar includes 'Content' (highlighted with a red box), 'Calendar', 'Announcements', 'Discussions', 'Gradebook', and 'Groups'. Below this is a banner image of various fresh vegetables. The main content area is titled 'Course Content' (highlighted with a red box) and features a search icon. Underneath, there's a section for 'About This Course' with a document icon. The main content area displays three modules: 'Course Welcome' (with a red box around the title and description), 'Module 1: Going Organic' (with a red box around the title and description), and 'Module 2: Nutritional Needs' (with a red box around the title and description). On the right side, there's a 'Course Faculty' section (with a red box around the title and 'No course faculty' text) and a 'Details & Actions' section (with a red box around the title and list of actions: 'Roster', 'Progress Tracking', and 'Books & Tools').

Calendar Tool

You can view the calendar of a specific course by selecting **Calendar** from the top course menu. This will show only the events and due dates for this course as set by the instructor.

- Select **Day** or **Month** to zoom in on one day's tasks or plan for the weeks ahead.
- Select **Due Dates** to focus only on your upcoming deadlines

The screenshot shows the Canvas LMS interface for a course named 'Ultra sandbox'. At the top, there is a navigation bar with 'Calendar' highlighted in red. Below the navigation bar, there are two buttons: 'Schedule' and 'Due Dates', both highlighted in red. To the right of these buttons is a calendar navigation area showing 'Sep 2024' with left and right arrows, and a zoom control with 'Day' and 'Month' buttons, also highlighted in red. The main calendar grid shows days of the week (Mon to Sun) and dates (26 to 31 for the first row, 2 to 8 for the second row). A red circle highlights the number '3' on Tuesday, which has a pink box below it containing the text 'Due: Marked journal'.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Announcement Tool

Your instructors will use announcements to share important information with you, such as reminders about course events and due dates.

The screenshot shows a user interface for a course named 'humanities1101 Introduction to Humanities'. At the top, there are navigation tabs: 'Content', 'Calendar', 'Announcements' (highlighted with a red box and a '3' notification badge), 'Discussions', 'Gradebook', 'Messages', and 'Groups'. Below the tabs, it indicates '4 Total' announcements. The main area displays a list of announcements, each with a megaphone icon, a title, a description, and a timestamp. The announcements are:

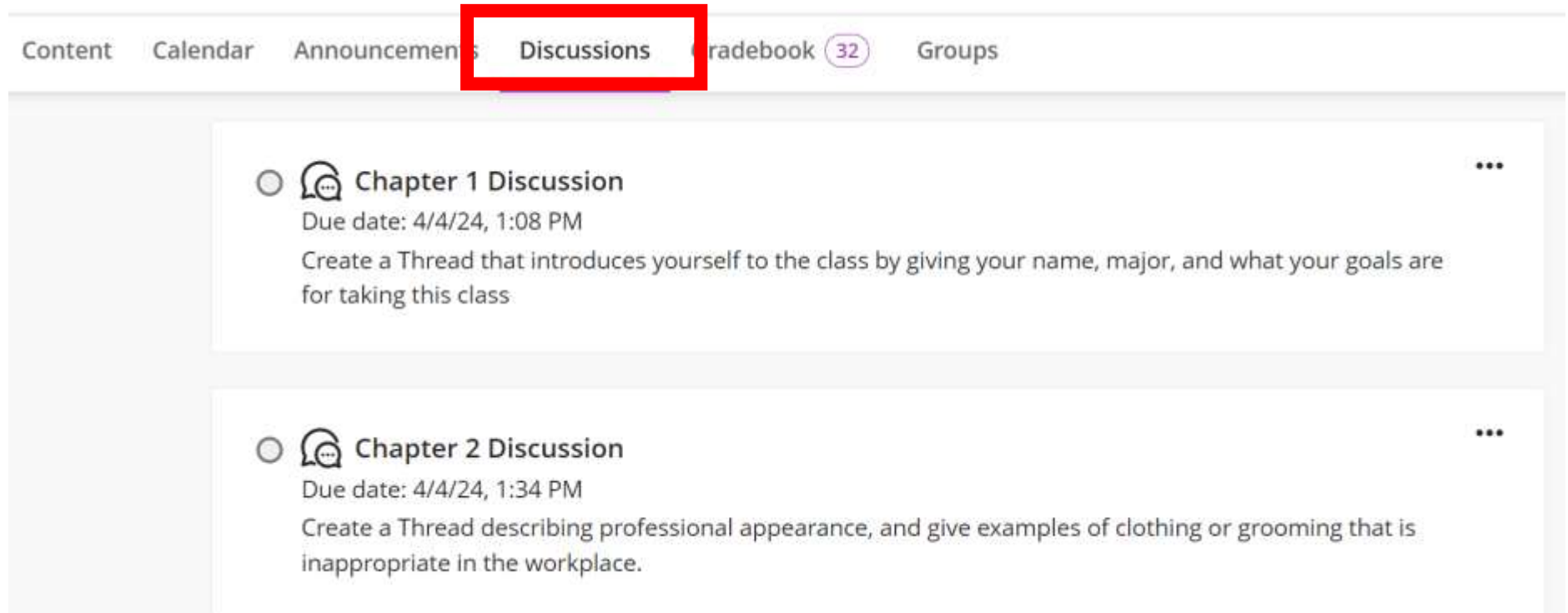
- Test rescheduled**: Due to class being canceled for a snow emergency, the test has been rescheduled to next week. Make sur... (7 minutes ago, at 8:11 AM)
- Join a group to participate in Final Presentations** (21 hours ago, at 11:21 AM)
- Class canceled today**: Due to the snow emergency, we won't be having class today. (21 hours ago, at 11:18 AM)
- Change to course materials**: Hello, everyone! Due to an issue with a book being out of print, please review the attached document for ... (2/5/24, 1:47 PM)

Discussion Tool

Access a Discussion

Option 1: Select the *Discussion tab* on your course's navigation bar from a course. Select the discussion from the list that appears.

Discussions are an online forum about course concepts. Your instructor may expect you to participate in discussions. Your instructor can also grade your contributions.



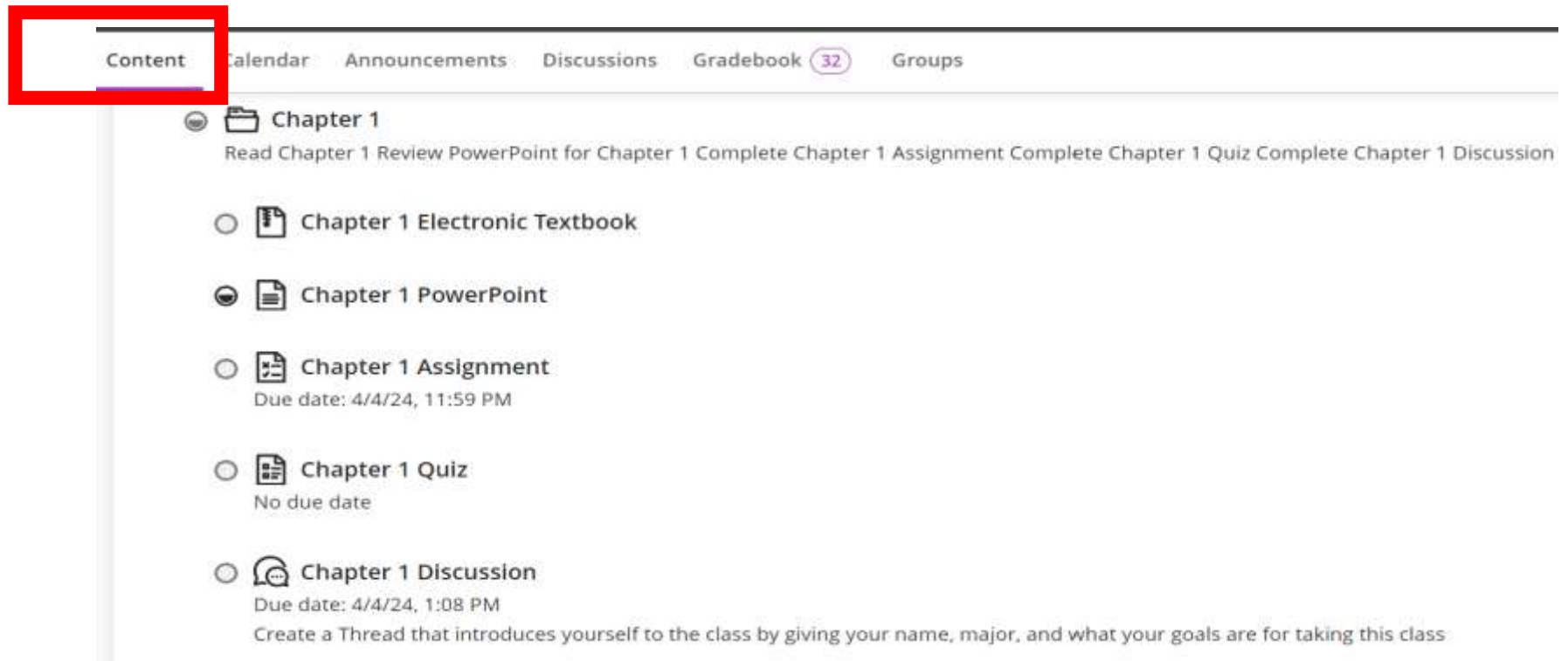
The screenshot shows a course navigation bar with the following items: Content, Calendar, Announcements, Discussions (highlighted with a red box), Gradebook (32), and Groups. Below the navigation bar, there is a list of two discussions:

- Chapter 1 Discussion**
Due date: 4/4/24, 1:08 PM
Create a Thread that introduces yourself to the class by giving your name, major, and what your goals are for taking this class
- Chapter 2 Discussion**
Due date: 4/4/24, 1:34 PM
Create a Thread describing professional appearance, and give examples of clothing or grooming that is inappropriate in the workplace.

Access
Discussion
OPTION
2

Discussion Tool

Option 2: Discussions can also appear alongside other course materials on the *Course Content* page.



Reply to a Discussion

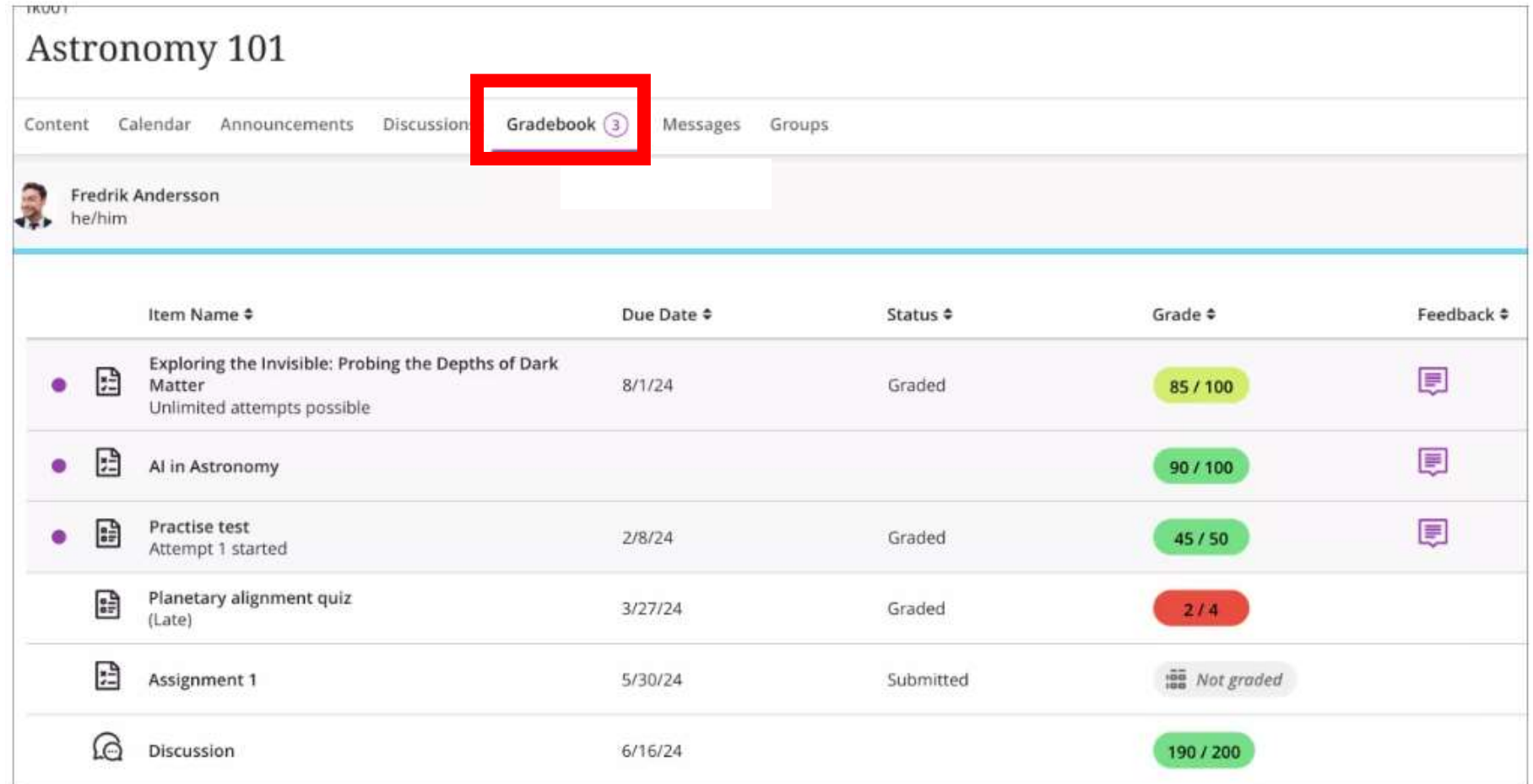
- Each time you open a discussion, new responses and replies appear with "New" to show any activity since your last visit. After you open a discussion, you can add a response, reply or even reply to reply.
- You can use the options in the editor to format text, attach files, and embed media. Select the plus icon to view the options menu if you view the editor on a smaller screen.














The screenshot displays a discussion interface. At the top, the "Discussion Topic" is shown with a refresh icon. The topic text reads: "In this case study, you were introduced to Genie. She's an interesting and tragic example of a girl who was severely abused and isolated for many years. As a result, she didn't acquire a first language. Genie's is a shocking and sad story. What can we learn from it?". Below the topic, the "Responses (1)" section shows a response from "Chris Casper" posted "28 seconds ago, at 8:28 AM" with a "NEW" indicator. The response text is: "Humans are hardwired to interact with others, especially during times of stress. When we go through a trying ordeal alone, a lack of emotional support and friendship can increase our anxiety, and hinder our coping ability." Below the response, a "Reply" button is highlighted with a red box. The reply editor is open, showing a text area with "Type a reply" and a toolbar with options for text style, bold, italic, underline, text color, list, link, unlink, insert, and a plus icon. At the bottom of the editor, there is a "Word count: 0" indicator, a "Save Draft" link, and "Cancel" and "Reply" buttons. On the right side, the "Author" section lists "Cathy Chu (Creator)" with "No Responses | No Replies". Below that, the "Participants (26)" section includes a search bar and a list of participants: "Harper Stenson (Me)" (No Responses | No Replies), "Chris Casper" (1 Response | No Replies), "Andy Farrell" (No Responses | No Replies), "Anthony Perez" (No Responses | No Replies), and "Ashby Cooper" (No Responses | No Replies). A "+22 more..." link is at the bottom of the participants list.

Gradebook Tool

To view all the grades for a specific course, from the Grades page, select the course to view. Then select the Gradebook tab.

If you have new grades, an indicator appears on the Gradebook tab with the number of new grades, and a purple dot appears in the list for each assessment that was recently graded. You also receive an update in your activity stream when a new grade is posted. tab.

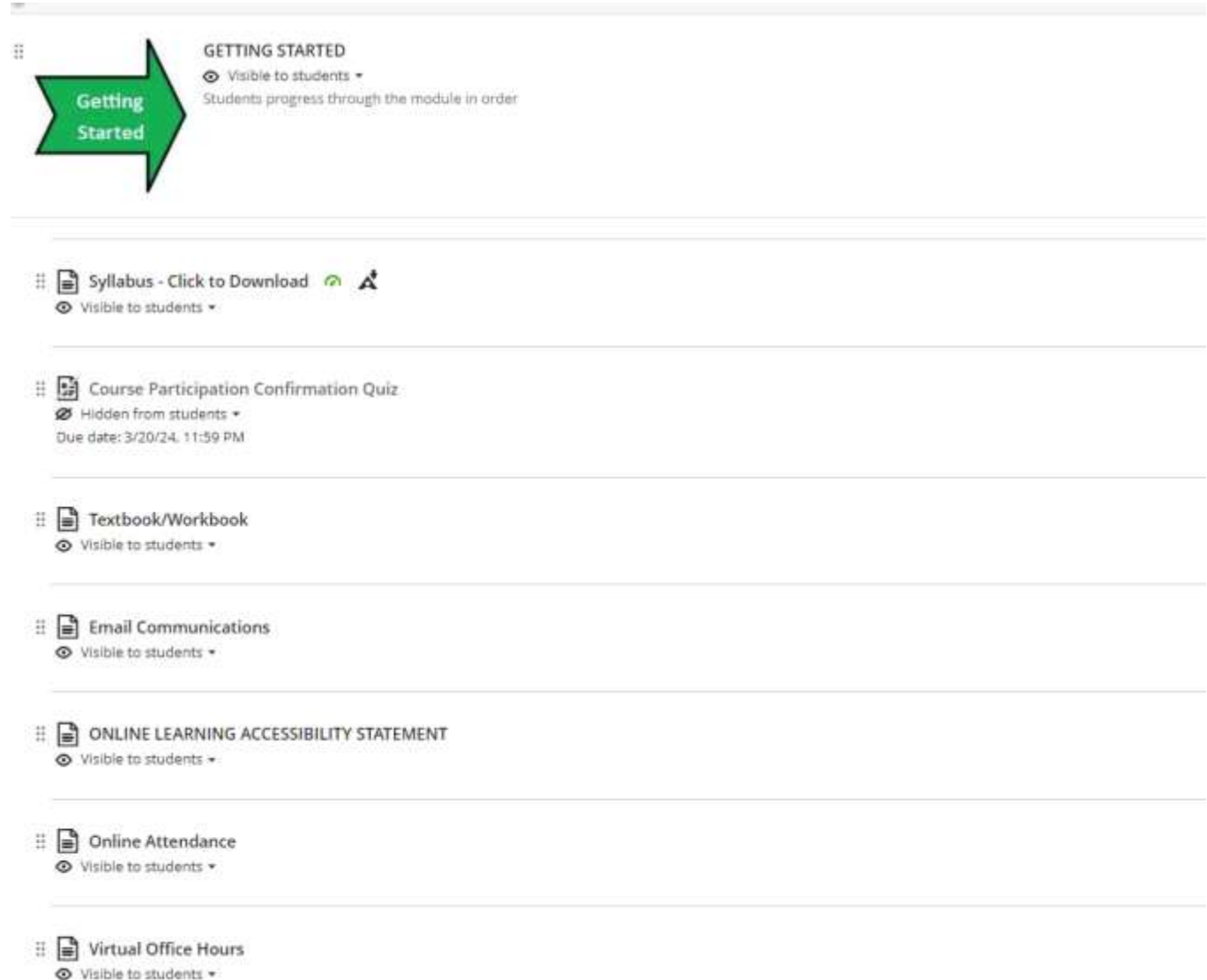


Item Name	Due Date	Status	Grade	Feedback
  Exploring the Invisible: Probing the Depths of Dark Matter Unlimited attempts possible	8/1/24	Graded	85 / 100	
  AI in Astronomy			90 / 100	
  Practise test Attempt 1 started	2/8/24	Graded	45 / 50	
 Planetary alignment quiz (Late)	3/27/24	Graded	2 / 4	
 Assignment 1	5/30/24	Submitted	 Not graded	
 Discussion	6/16/24		190 / 200	

Getting Started Module

- The Getting Started Module includes all the material you need to get started in the course:

1. Syllabus
2. Course participation confirmation quiz
3. Textbook information
4. Instructor's contact information
5. Virtual, office, or class hours
6. Accessibility information
7. Email communication instructions




The screenshot displays a course navigation menu with the following items:

- GETTING STARTED**
 - Visible to students
 - Students progress through the module in order
- Syllabus - Click to Download**
 - Visible to students
- Course Participation Confirmation Quiz**
 - Hidden from students
 - Due date: 3/20/24, 11:59 PM
- Textbook/Workbook**
 - Visible to students
- Email Communications**
 - Visible to students
- ONLINE LEARNING ACCESSIBILITY STATEMENT**
 - Visible to students
- Online Attendance**
 - Visible to students
- Virtual Office Hours**
 - Visible to students

Content Learning Modules


- A learning module appears similar to a folder on the *Course Content* page. Select the title or arrow to open the module and view the *content*.
- Your instructor will add activities and tools that promote interactive learning and collaboration to the content items, files, documents, assignments, discussion boards, web links, and assessments.
- You can view all visible content within the module, including due dates. You can open the content in any order. If your instructor requires a content order, a message appears. Other conditions such as an access date are also included.
- Icons show which content is complete, in process, and not started.
- A green circle with a check mark means that content is complete
- A partially filled black circle means the content is in process
- An empty circle means that you haven't started the content
- A lock icon means that you do not meet the conditions to access the content





Course Content



21st Century Models

This module introduces you to key course concepts.

1 of 4 completed 

-  Consequences of Unethical A.I.
Due date: 6/21/23, 12:00 AM
-  Comprehension Quiz
Due date: 8/1/23, 12:00 AM
-  The 1970s
-  The 1980s

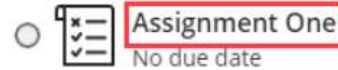
Submitting an Assignment

Step 1 and 2

This guide will show you how to submit an Assignment in a Blackboard Learn Ultra course.


In Ultra, instructors may also choose to add functional questions to Assignments (like True/False, etc.) which should be answered as appropriate, but this guide will cover the most common use case: **Uploading a file.**

1. Click on the assignment link.



2. Click Start attempt.

Details & Information

 **Assessment due date**
No due date

 **Grading rubric**
[This item is graded with a rubric](#)

 **Attempts**
1 attempt left

Grading

 **Maximum points** 0 points



Start attempt

Submitting an Assignment

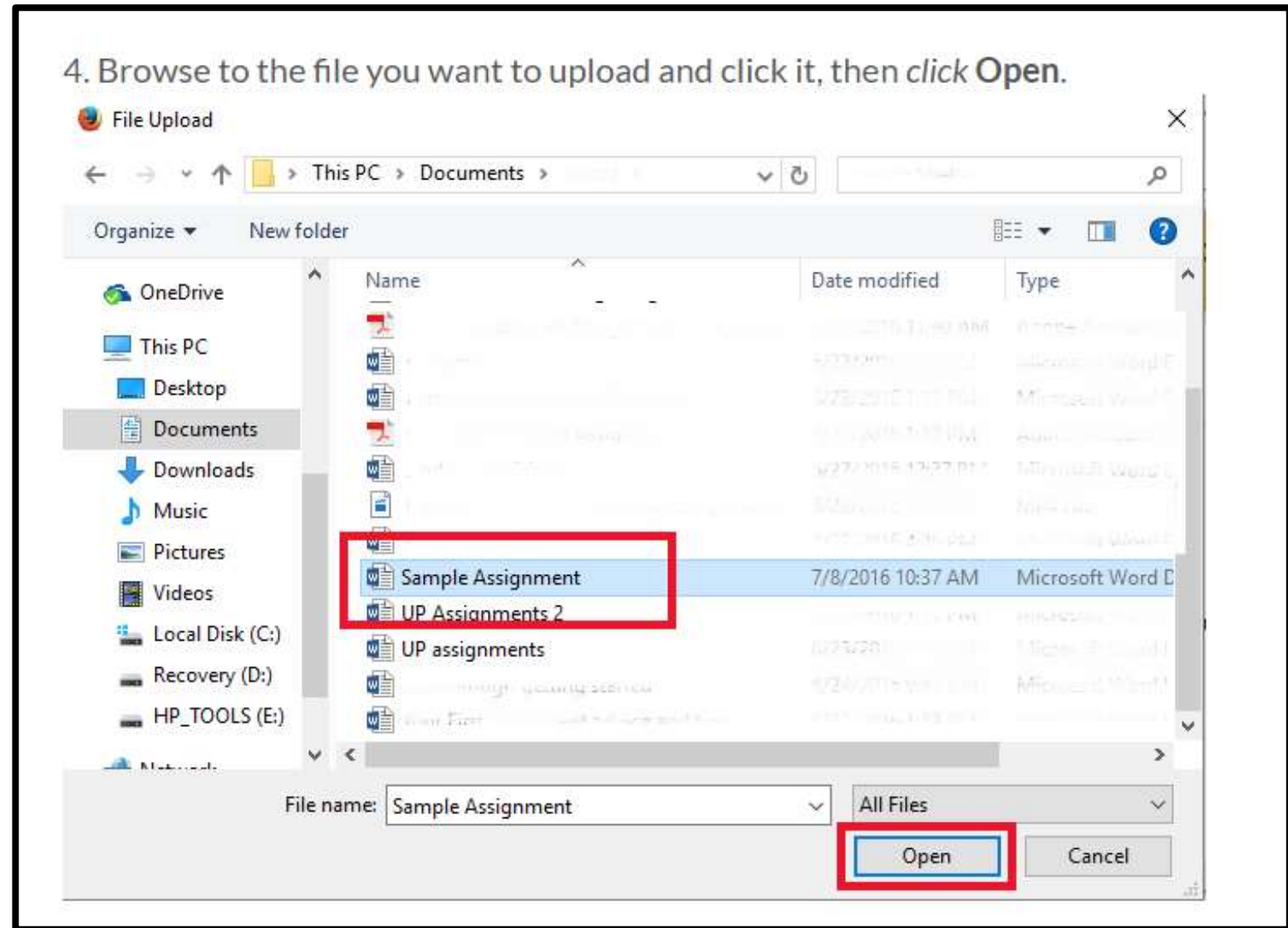
Step 3

3. That takes us to the submission area which contains a textbox where you can type a response and/or upload a file. When you click on the textbox, a toolbar appears above it (illustrated below). Click the **Paperclip** (Attachment) button in that toolbar to open the file attachment window.

The screenshot shows the submission area for 'Assignment One'. At the top, there is a header 'Assignment One' and a circular icon with a paperclip and a document. Below this, a message says 'Use this space to build your submission. You can add text, images, and files.' A large text input area contains the placeholder text 'You can add text, images, and files here.' To the right, there is a 'Details & Information' sidebar with 'Assessment due date' (No due date) and 'Attempts' (1 attempt left). Below that is a 'Grading' section showing 'Maximum points' as 100 points. A callout box labeled 'Attachment' points to a paperclip icon in a rich text editor toolbar. The toolbar includes icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and attachment. The text input area below the toolbar contains the same placeholder text. At the bottom left, it says 'Word count: 0'.

Submitting an Assignment

Step 4



Submitting an Assignment


Step 5

5. Once you're ready to submit the Assignment, *click **Submit*** near the bottom-right corner of the submission area.

~~Attempts~~
1 attempt left

Grading

<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Maximum points	100 points
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Calendar

The calendar in the Navigation Page shows when all your assignments are due.

Blackboard Calendar

Student

Activity Stream

Courses

Organizations

Calendar

Messages

Grades

Tools

Sign Out

Schedule Due Dates

Mar 2020

Day Month

Today

S M T W T F S

1 2 3 4 5 6 7

March 3, 2020 1 Item Due >

8 AM **Introduction to Sociology**
8:00 AM - 9:00 AM - soc_101_1298: Introduction to Sociology
Virtual

9 AM **Worksheet 1**
Due date: 9:00 AM - earth_sys_sci: Earth System Science - Sec 5

10 AM

11 AM

Grades

To view your grades for all courses in a single list, from the Navigation Page bar, select Grades.

Your grades are organized by course name and term in alphabetical order. You can select most items in any course to view details.

The screenshot displays the 'Grades' page in a learning management system. The left sidebar contains navigation options: Student, Danielle Powell, Activity Stream, Courses, Organizations, Calendar, Messages, Grades (highlighted), Assist, and Tools. The main content area is titled 'Grades' and shows 'Current Courses and Organizations'. A course named 'D's Ultra Sandbox' (dp_sandbox_ultra) is listed with a grade of 74.74 / 80.02. Below the course name, a list of assignments is shown:

Assignment Name	Type	Grade	Additional Info
What is your favorite species of penguin?	Discussion	2 to grade	4 of 4 participated
Sample Assignment	Assignment	1 to grade	1 of 5 submitted
Penguin Species Diagram	Assignment	1 to grade	3 of 4 submitted, Post 2 grades
Sample Discussion	Discussion	1 to grade	1 of 5 participated
VT Assignment: Create a VT	Discussion	Nothing to grade	0 of 4 submitted

A link 'View all work (23)' is located at the bottom right of the assignment list.

Grades Inside a Course

A. In a course, you can access your Course Grades page on the navigation bar. Select the Gradebook icon to view the grades that your instructor posted.

B. Your Overall Grade calculates your performance to date. Select the grade pill to learn more about how your overall grade is calculated. Your instructor may choose not to add an overall grade.

C. For each item, you can view the status and how many attempts you have. View which attempts you've started, submitted before the due date, and if any submissions are or will be late. After the due date passes, submission info appears in red.

If you're allowed only one attempt and submit before the due date, you won't see the second line of text for the item.

D. Select an item to open the Details & Information panel and view your current grade and how it was calculated. You can also view how many attempts you have and if any submissions are or will be late.

E. If the due date has passed, you're informed the next attempt will be marked late.

F. Select the grade pill to access your submission. If you made multiple submissions, the Submission panel opens. If your instructor annotated a file you uploaded as your submission, you can view the annotations inline. Visit the assignment grades topic to see how multiple comments appear in your annotated PDF.

The screenshot shows a course interface with a gradebook and a details panel. The gradebook table is as follows:

Item Name	Due Date	Status	Grade	Feedback
POP QUIZ: What do you know abo...	7/22/19	Graded	47 / 50	
Sociological Imagination	8/5/19	Graded	93.8 / 100	P
Opinion Paper	8/5/19	Submitted	Pending	
Test 1: Theories and Interactions 1 attempt submitted (1 Late)	8/9/19	Graded	142 / 145	P D
Case Study 1 Discussion First participated on 7/9/19	7/31/19	Graded	95 / 100	P
Group Discussion: Gender-based E... First participated on 7/12/19	8/14/19	Submitted	Pending	
Does social media make us unsmo... No participation		Unopened	- / 100	
Panel Discussion: Economic Prick... Offline submission		Graded	87 / 100	P
Case Study 2: The Harris Family		Unopened	- / 60	
Critical Thinking/Social Issue Paper 2 attempts submitted	8/19/19	Submitted	87.5 / 100	P

The details panel for 'Test 1: Theories and...' shows:

- Due date: 8/9/19 12:00 PM (EST)
- Time limit: 20 minutes | Automatic submission
- Goals & standards: Signed, AMO, A, plus
- Attempts: 1 attempt left | 1 submitted (1 late)
- Grading: Your Grade: 142 / 145
- Description: This timed test covers your assigned readings, the lectures, and the two case studies for weeks 1-3. You have 20 minutes to complete this test.
- Alert: Past due. This attempt will be submitted late.

Send Email to Instructor

In your course, click the **Content** link from the top navigation menu.
Select the **Email** button to compose and send an email to your instructor.

The screenshot shows a course interface with a top navigation menu containing 'Content', 'Calendar', 'Announcements', 'Discussions', 'Gradebook (1)', and 'Groups'. The 'Content' link is highlighted with a red box. Below the navigation is a banner image of a desk with a laptop and a coffee cup. The main content area is titled 'Course Content' and features a 'Getting Started' section with a green arrow icon and the text: 'Welcome to BUSN 2210 Applied Office Procedures. My name is Teresa Jolly. I will be your instructor for this course. To be successful in this course, read and complete all items in the Getting Started folder. Take a moment to review the course, as it will familiarize you with the locations of all important items.' To the right, the 'Course Faculty' section shows a profile for 'Teresa Jolly' with the role 'ULTRA INSTRUCTOR'. An email icon next to her name is highlighted with a red box. Below this, the 'Details & Actions' section includes 'Progress Tracking' (Off) and 'Books & Tools'.

TutorMe

In your course, click the **Content** link from the top navigation menu.

Books and Tools is where you will find institution **tools** such as **TutorMe**, as well as other **tools** required for your courses.

You will find a link to Books & Tools in the Details & Actions menu on your Content page.

The screenshot displays the TutorMe interface. On the left, the 'Course Faculty' section shows 'Teresa Jolly' with the role 'ULTRA INSTRUCTOR'. Below this, the 'Details & Actions' section includes 'Progress Tracking' (Off) and a red-bordered box around the 'Books & Tools' link, which includes the text 'View course & institution tools'. On the right, a list of tools is shown, with a red-bordered box around the 'TutorMe - Instant Online Tutoring' entry, which includes the text 'With TutorMe, you can instantly conne...'. Other tools listed include 'Quickly Tools', 'StudyMate', 'WebEx', and 'Yula Video Platform t'.

Have A Great Semester!