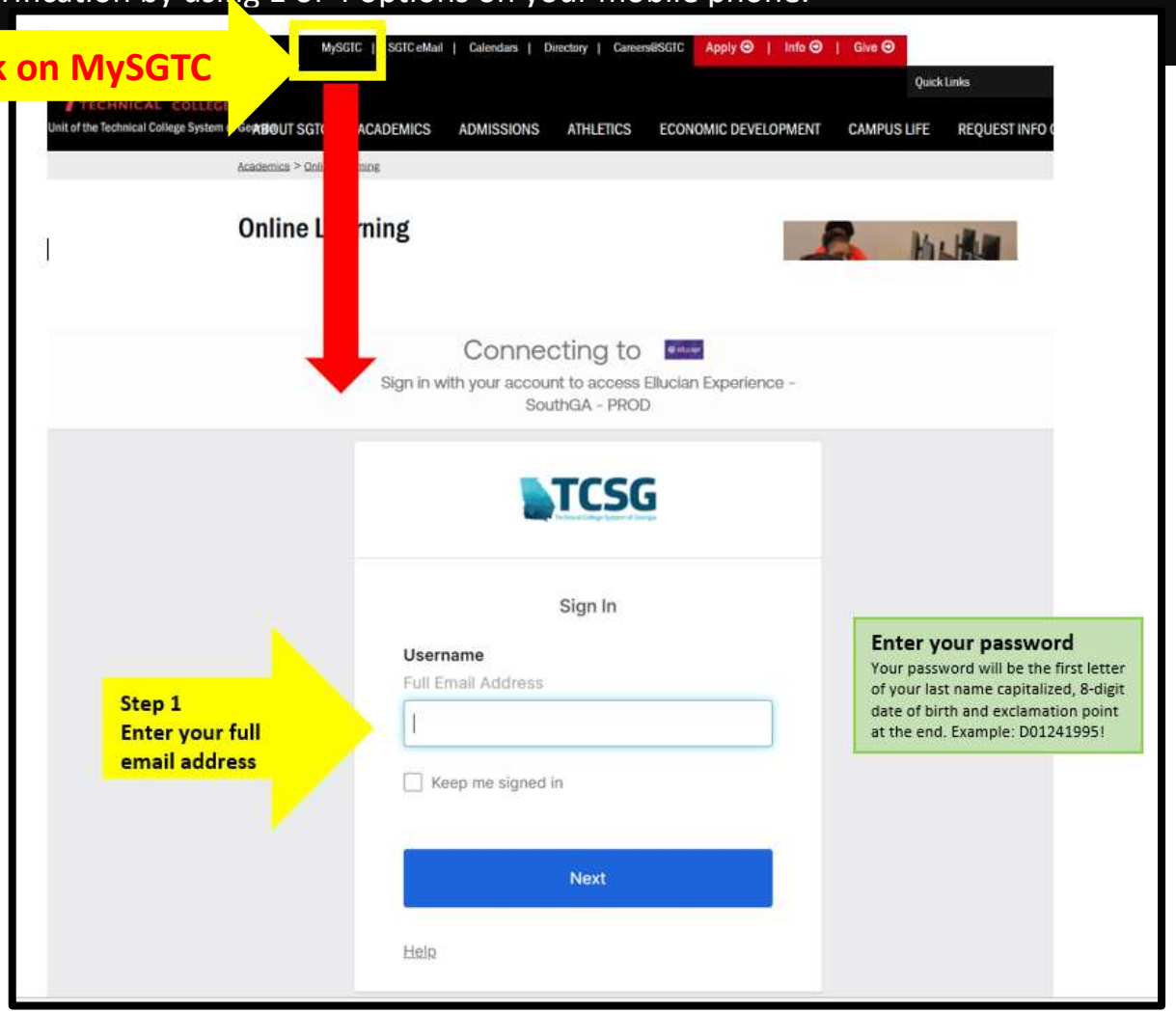
Navigating Blackboard Ultra 2025

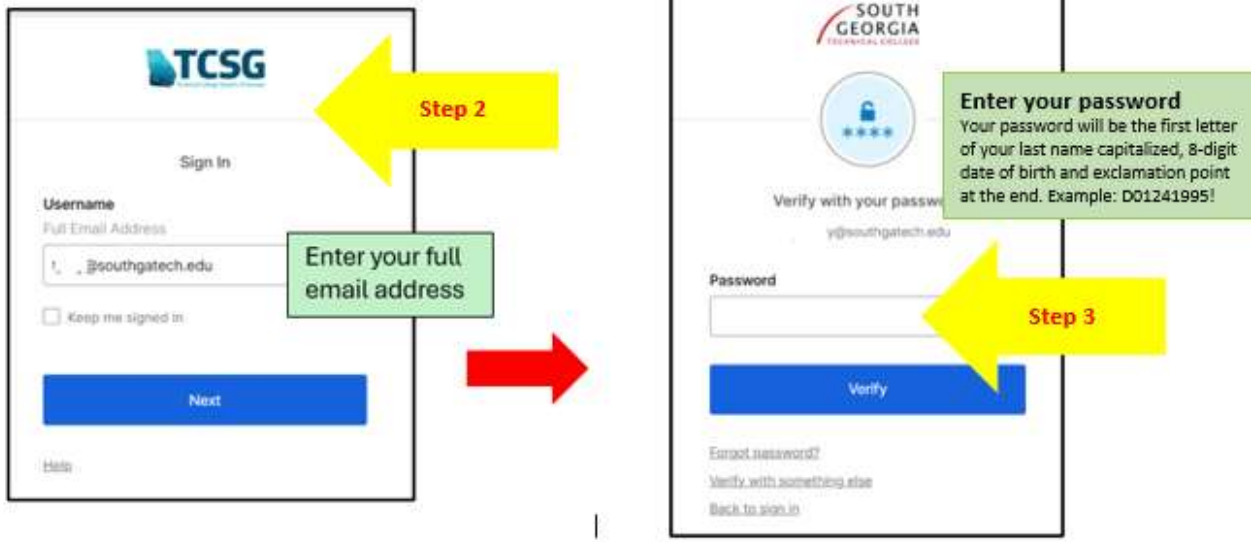
Blackboard Login

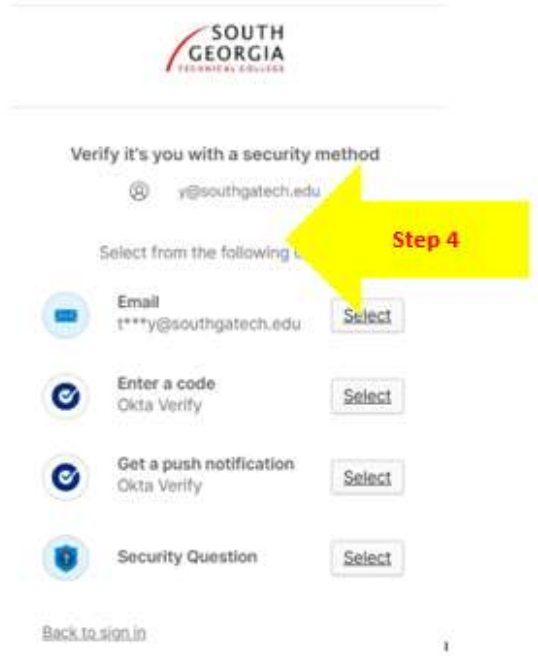
1. USE YOUR FULL EMAIL ADDRESS
2. Use your SGTC email password
3. Set up Okta verification by using 1 of 4 options on your mobile phone.

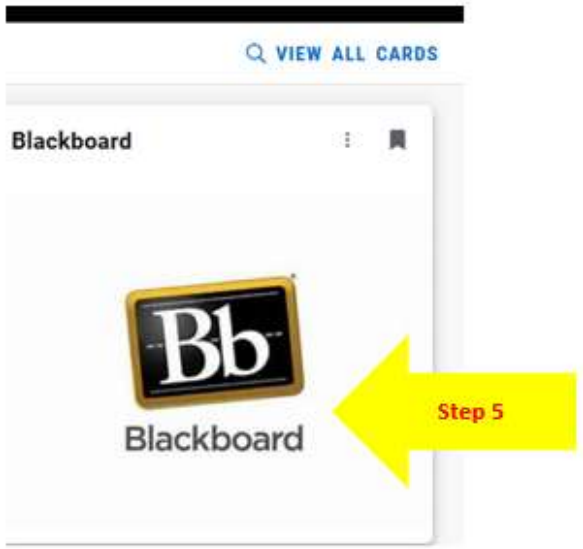


Blackboard Login Part 2

1. Click on the MySGTC 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 Blackboard Card



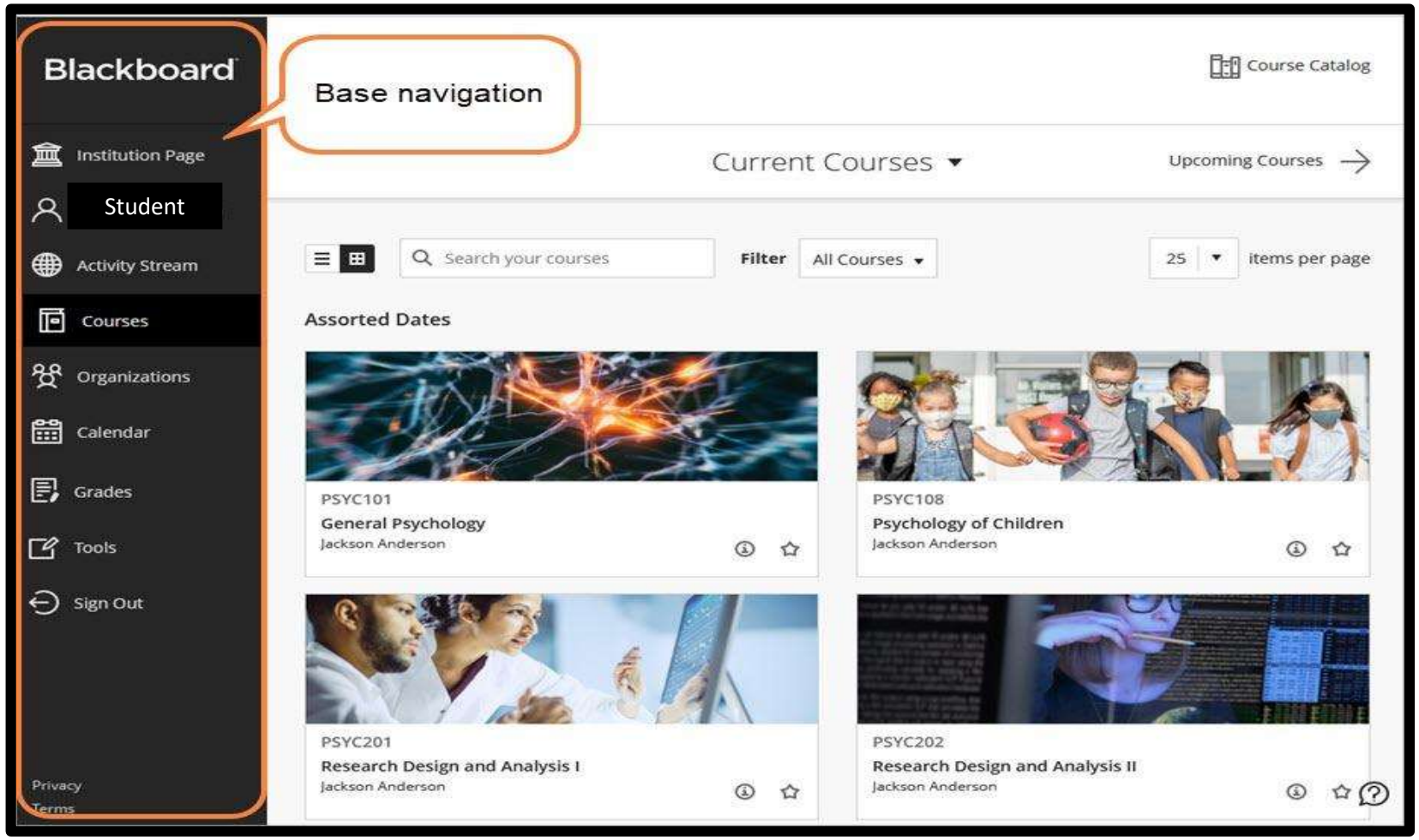




Blackboard Navigation Page

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.



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:

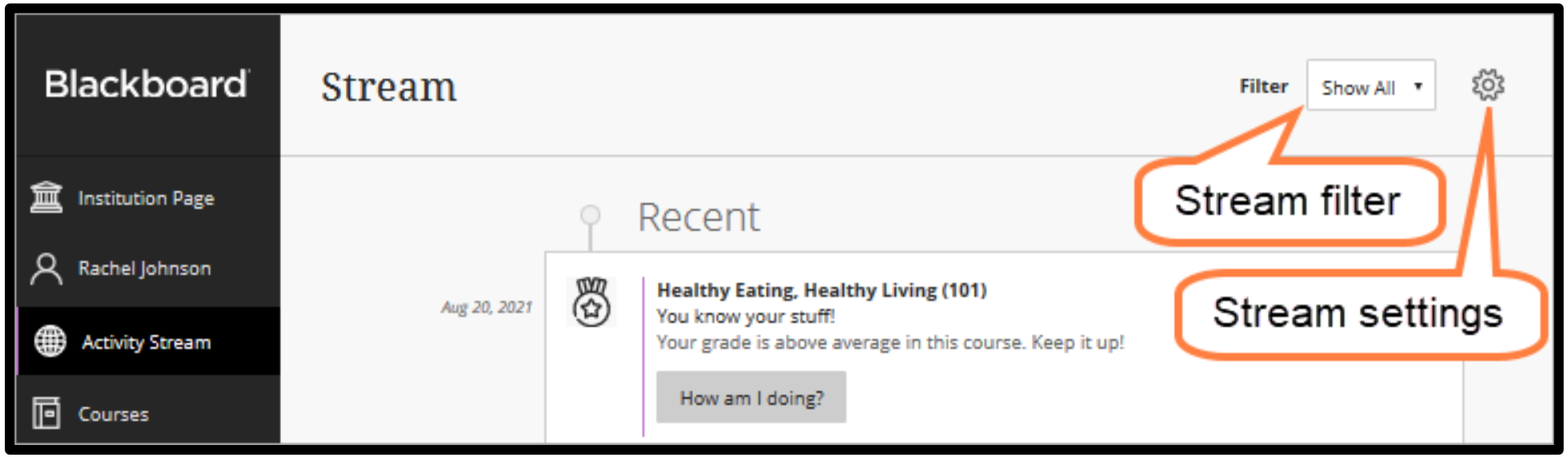
Select a stream item to go directly to the relevant content or activity. For example, you can view items in which the instructor recently graded.

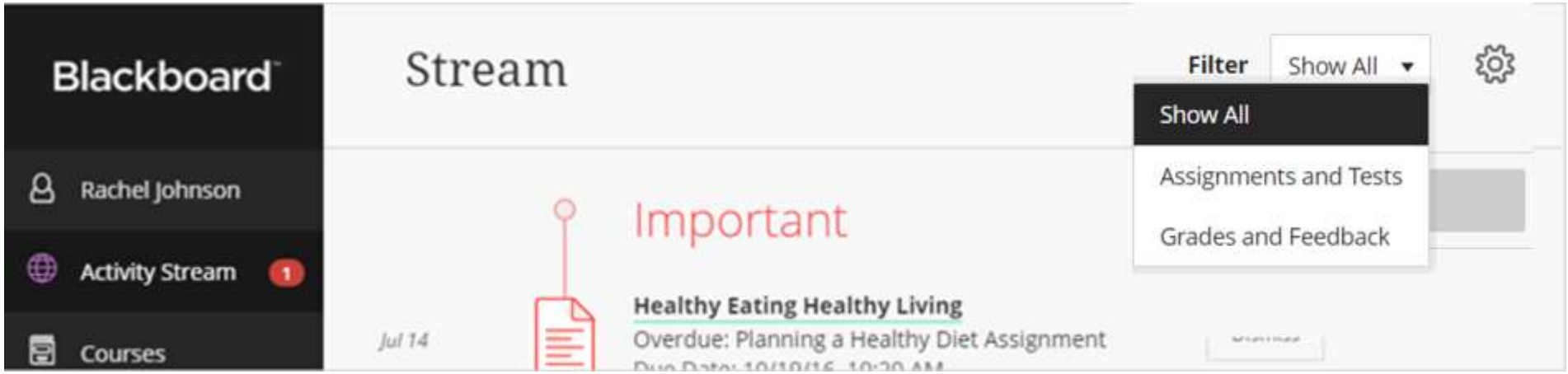
View alert-based iconography and visual treatment depending on the urgency of the event.

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.



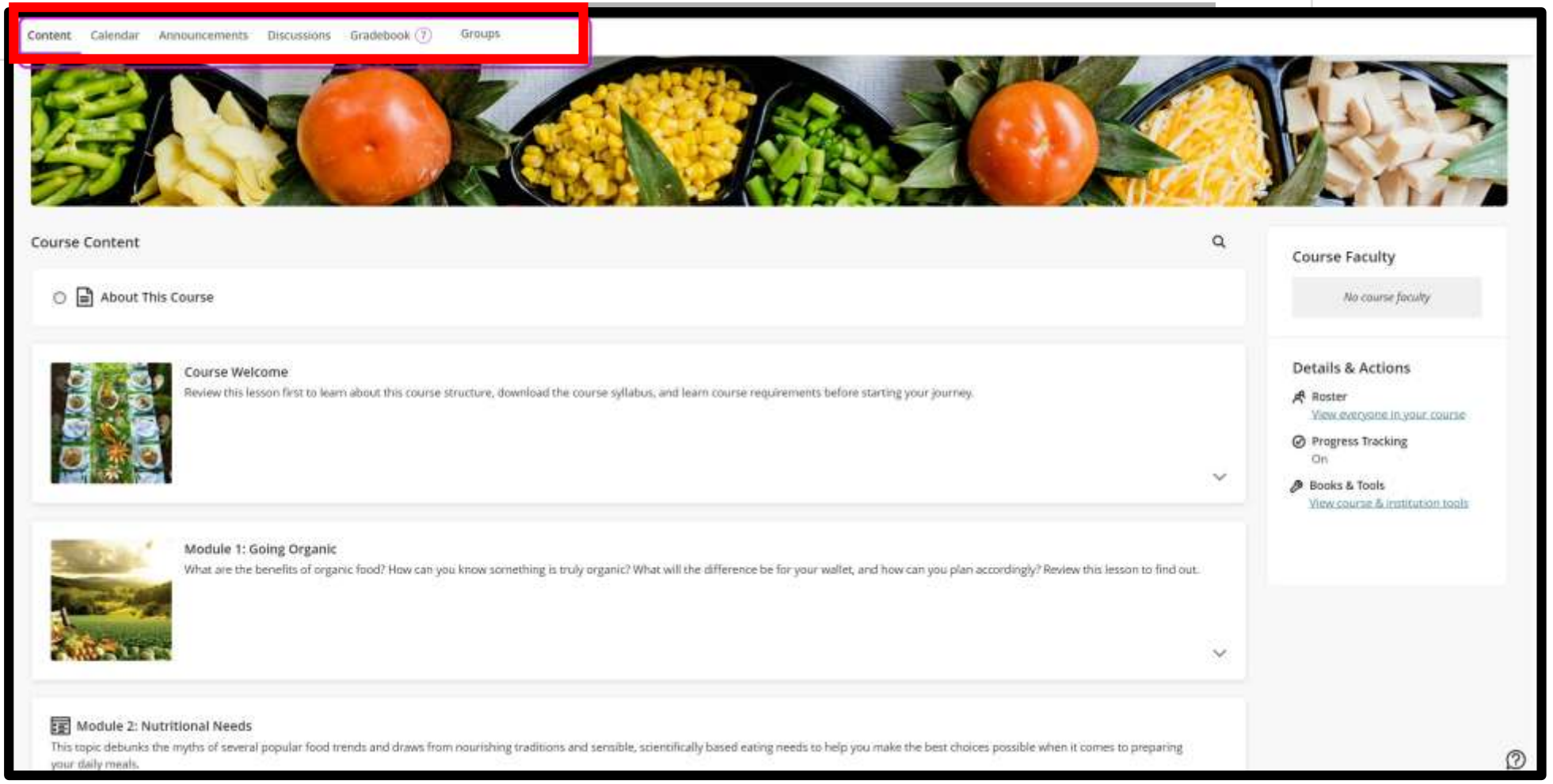


Navigation Course Menu

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.

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.

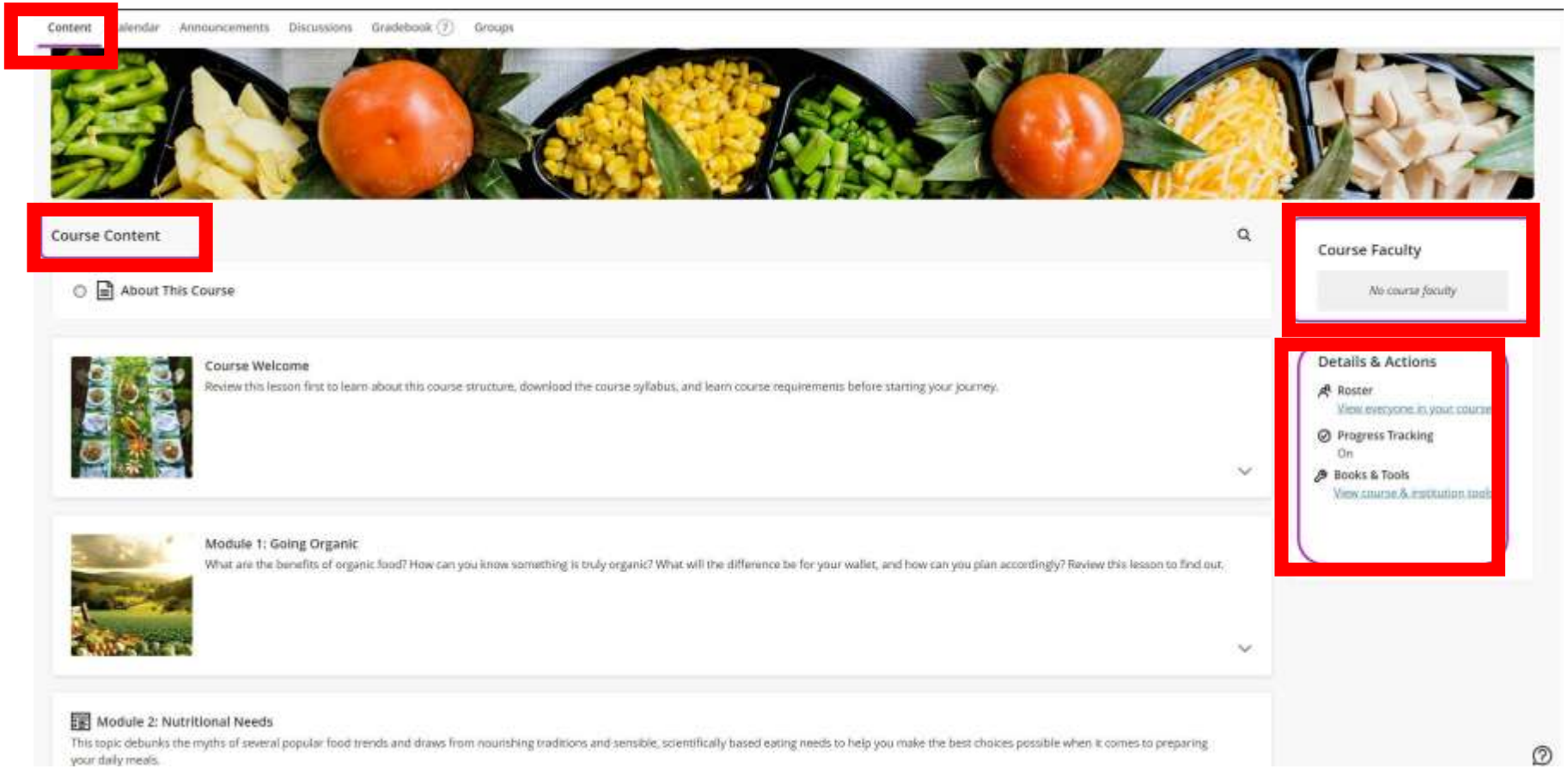


Course Content Tool

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

There are three main areas on this page:

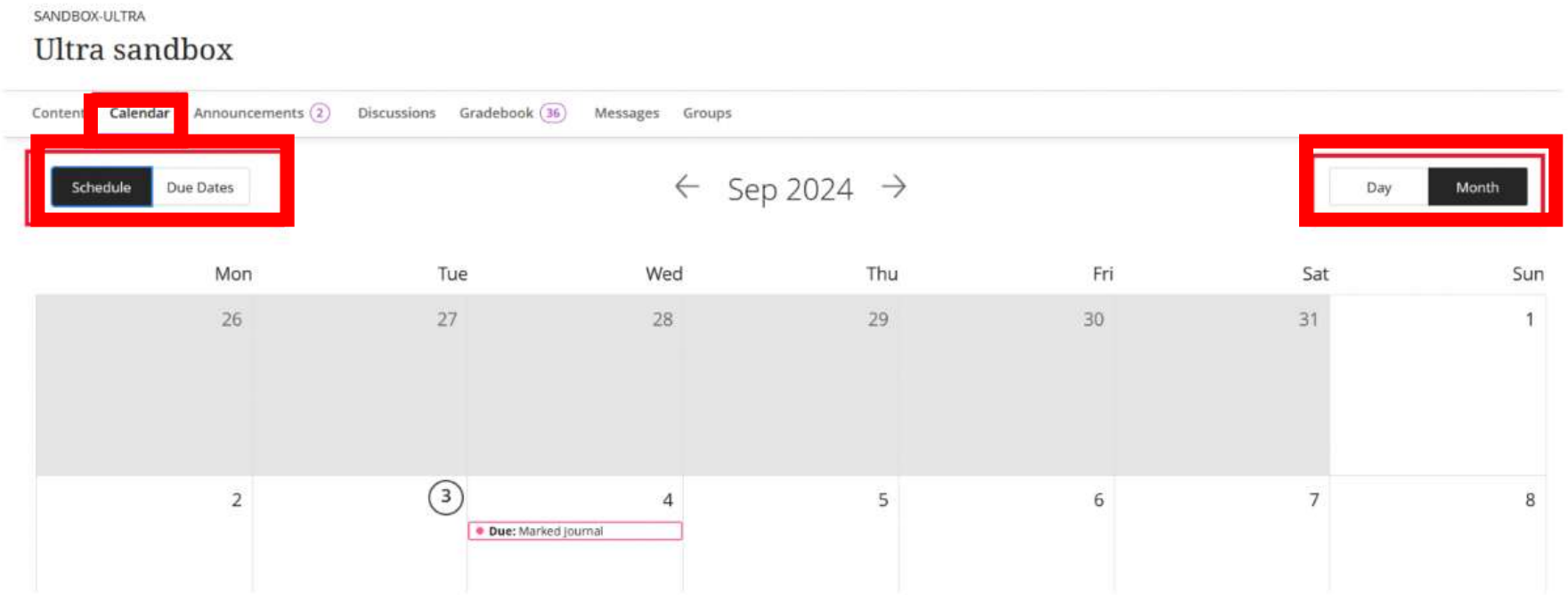
1. Course Faculty
2. Details & Actions
3. Course Content Outline



Calendar Tool

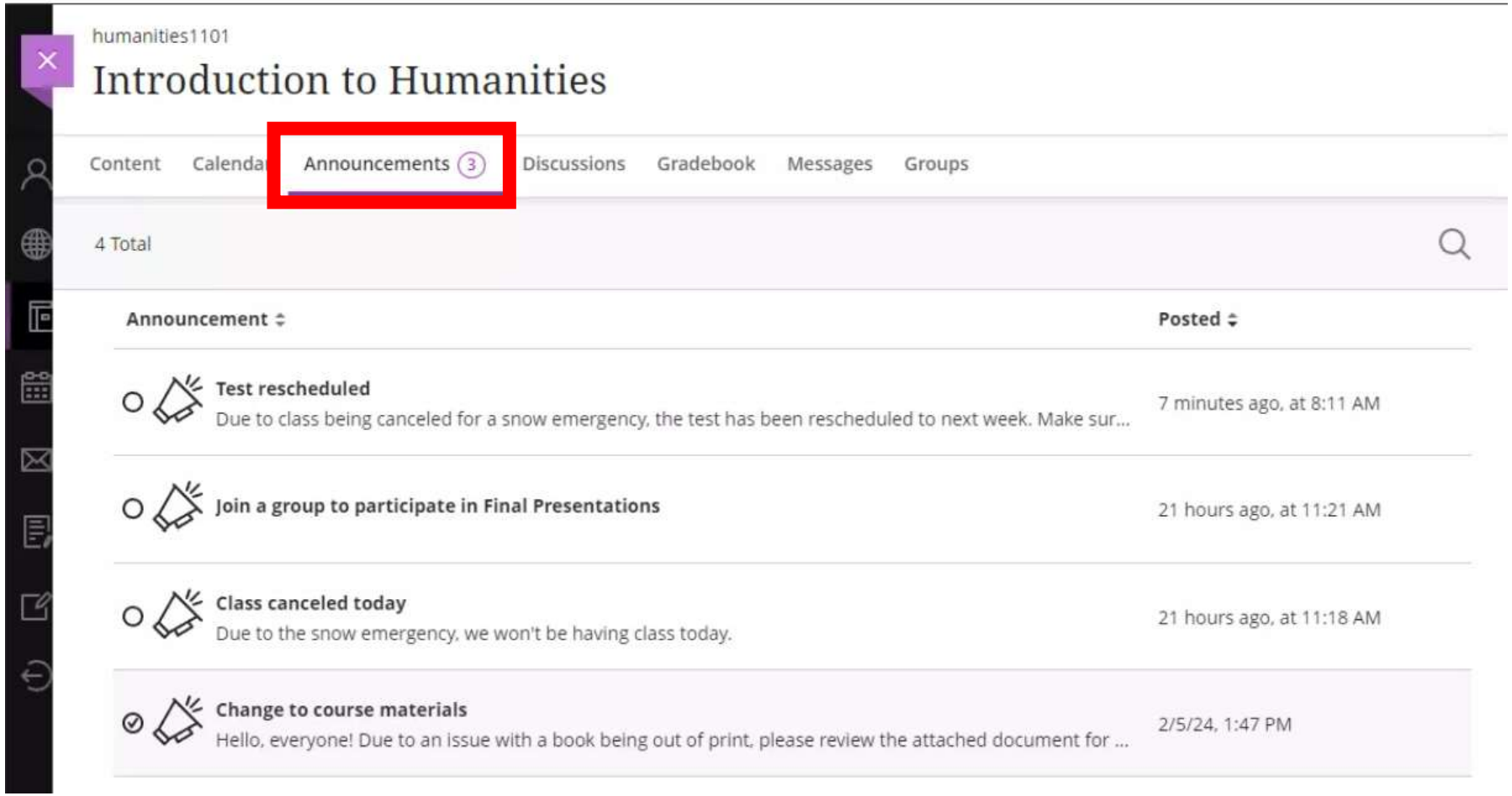
You can view the calendar of a specific course by selecting Calendar fr om the top course menu. This will show only the events and due dates for this course as set by the instructor.

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



Announcement Tool

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

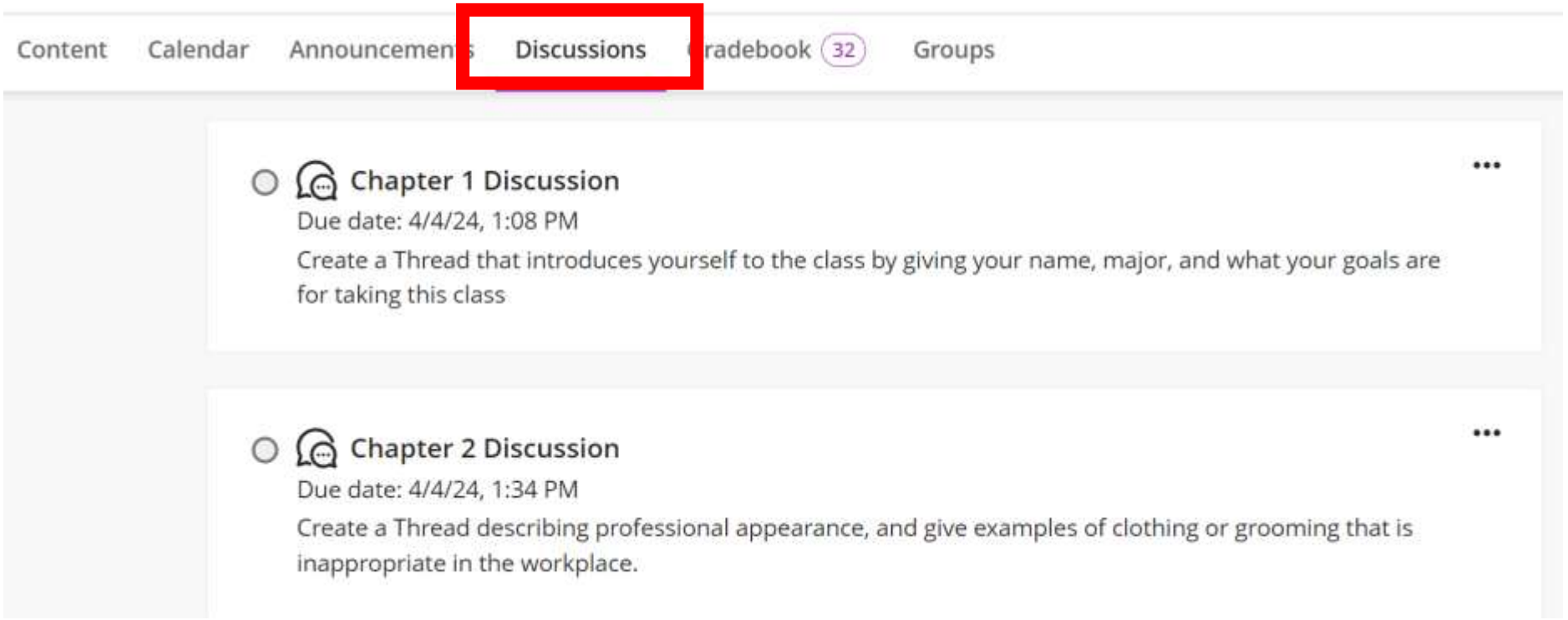


Discussion Tool

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

Access a Discussion

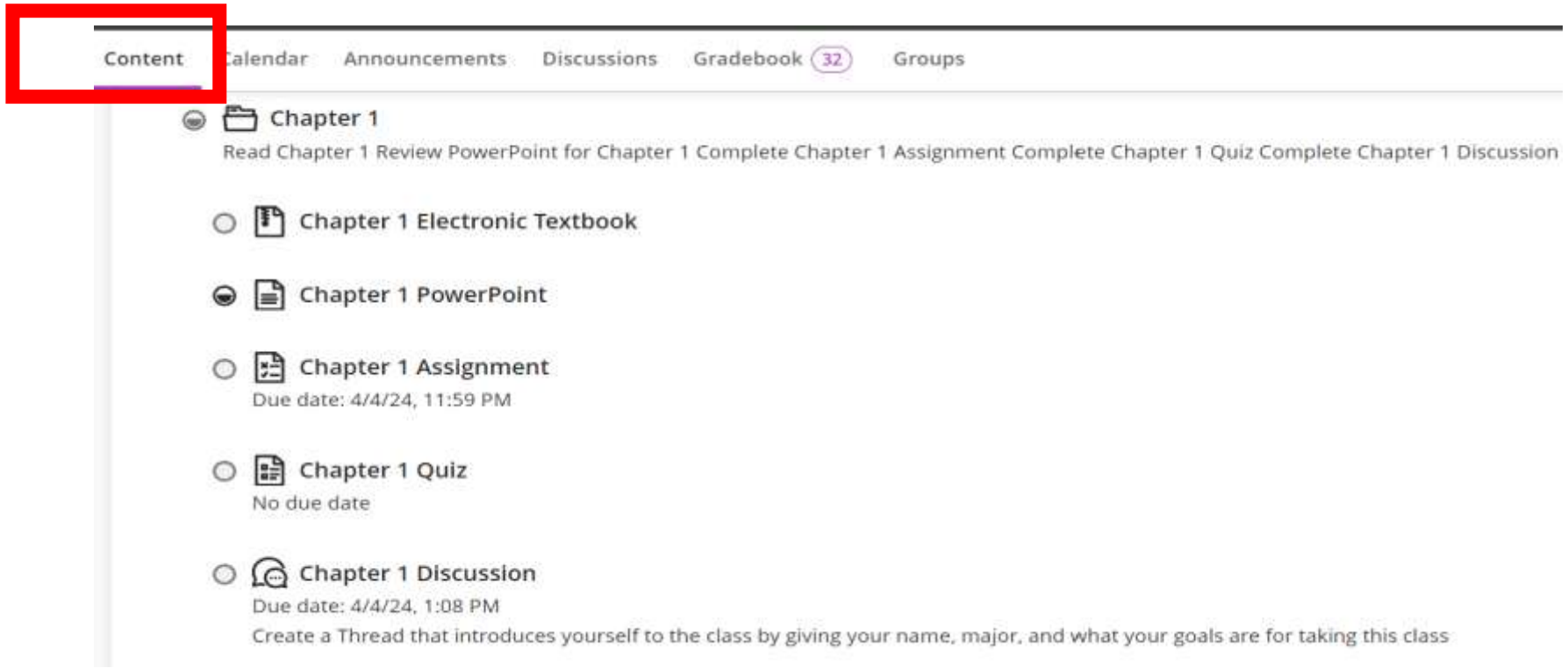
Option 1: Select the *Discussion tab* on your course's navigation bar from a course. Select the discussion from the list that appears.



Access Discussion OPTION 2

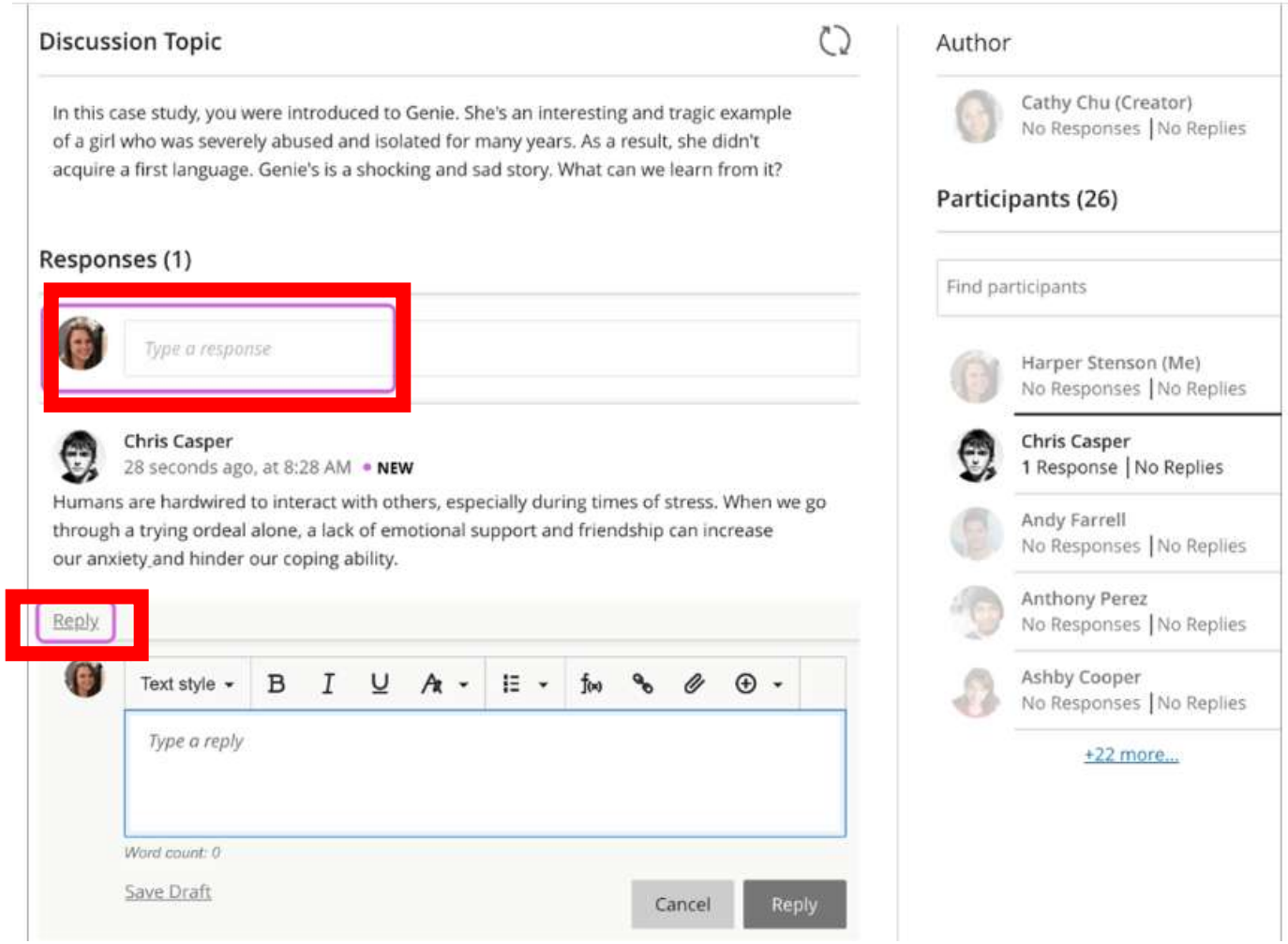
Discussion Tool 2

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



Reply to a Discussion

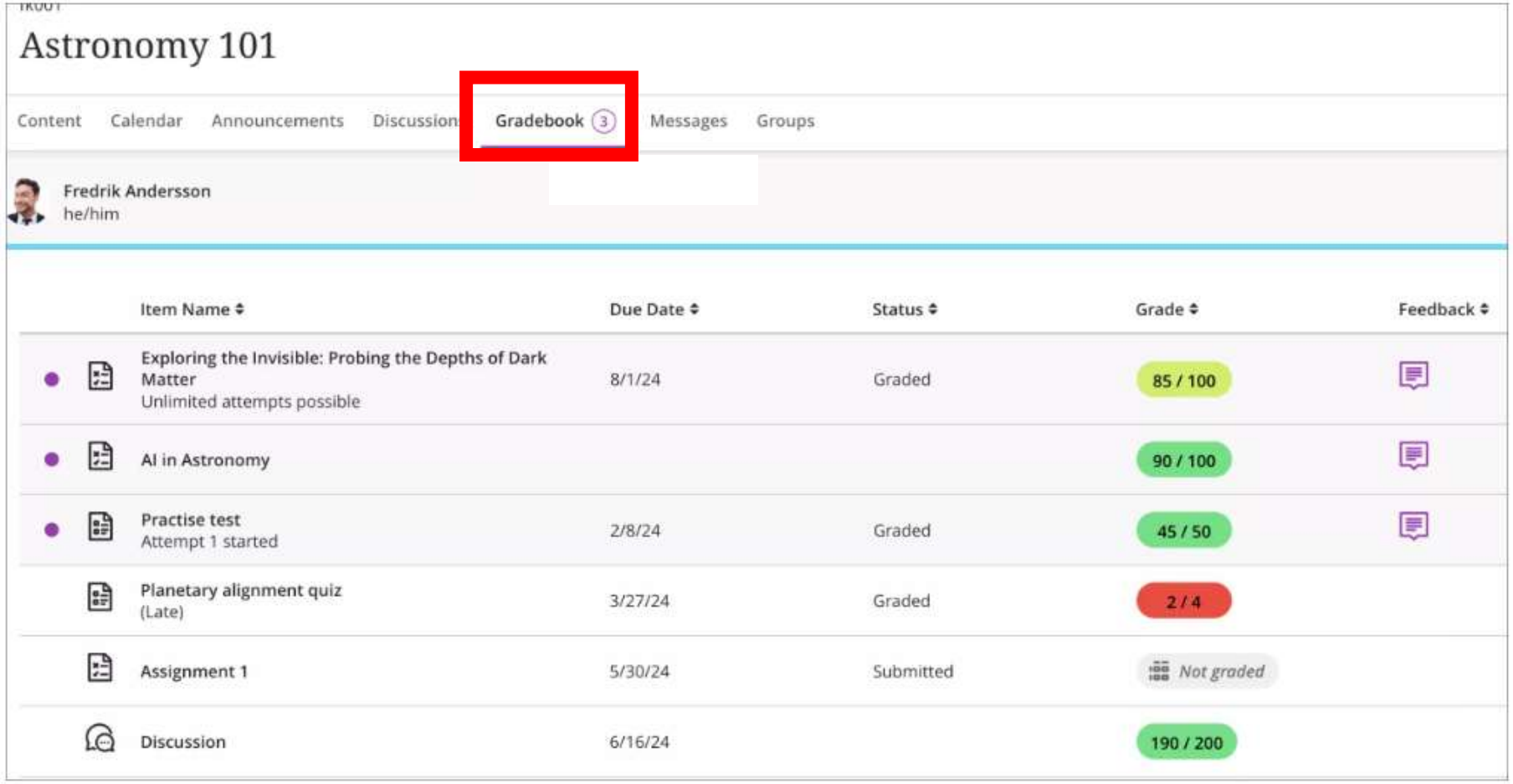
- Each time you open a discussion, new responses and replies appear with "*New*" to show any activity since your last visit. After you open a discussion, you can add a response, reply or even reply to reply.
- You can use the options in the editor to format text, attach files, and embed media. Select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



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.

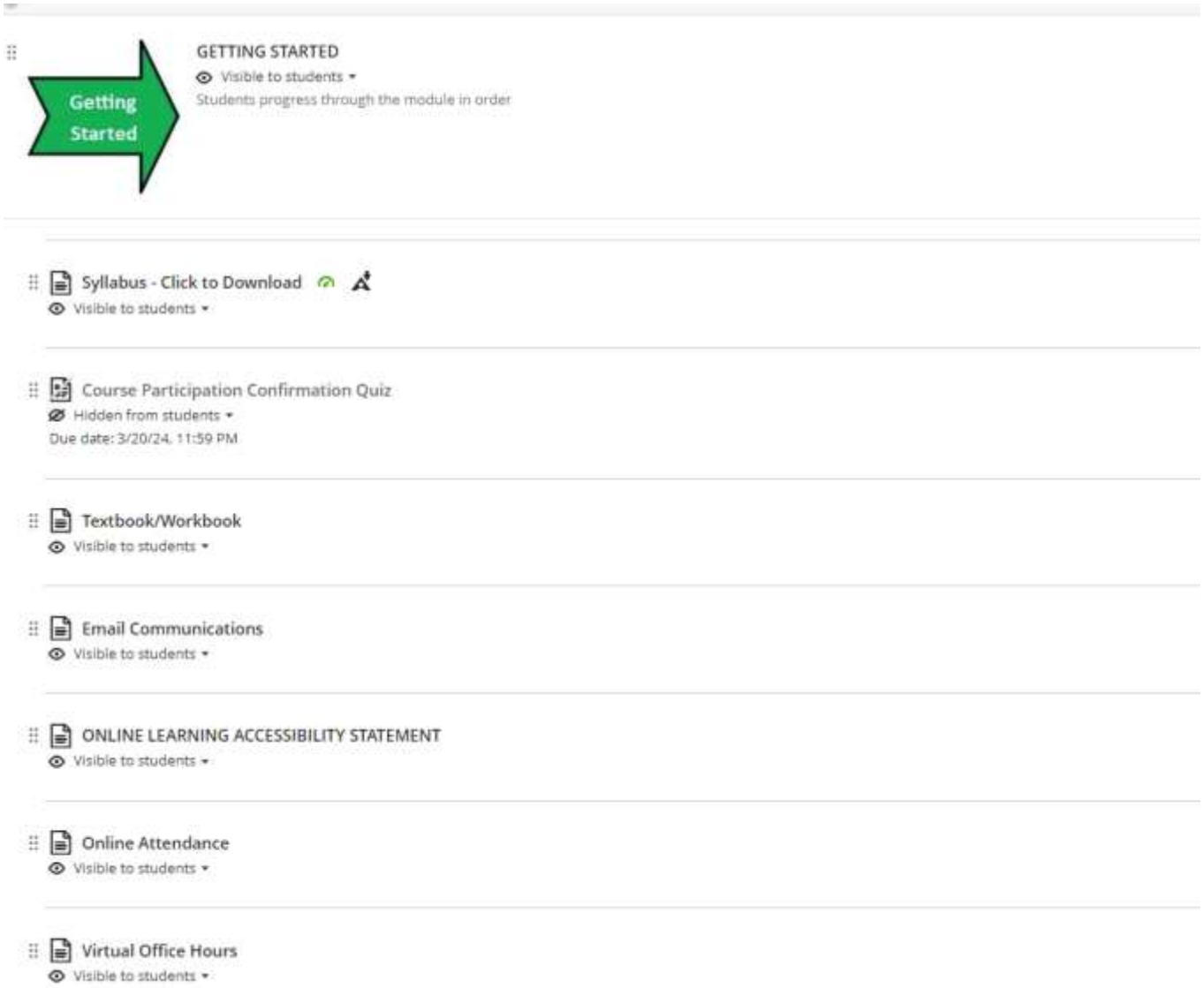
If you have new grades, an indicator appears on the Gradebook tab with the number of new grades, and a purple dot appears in the list for each assessment that was recently graded. You also receive an update in your activity stream when a new grade is posted.



Getting Started Module

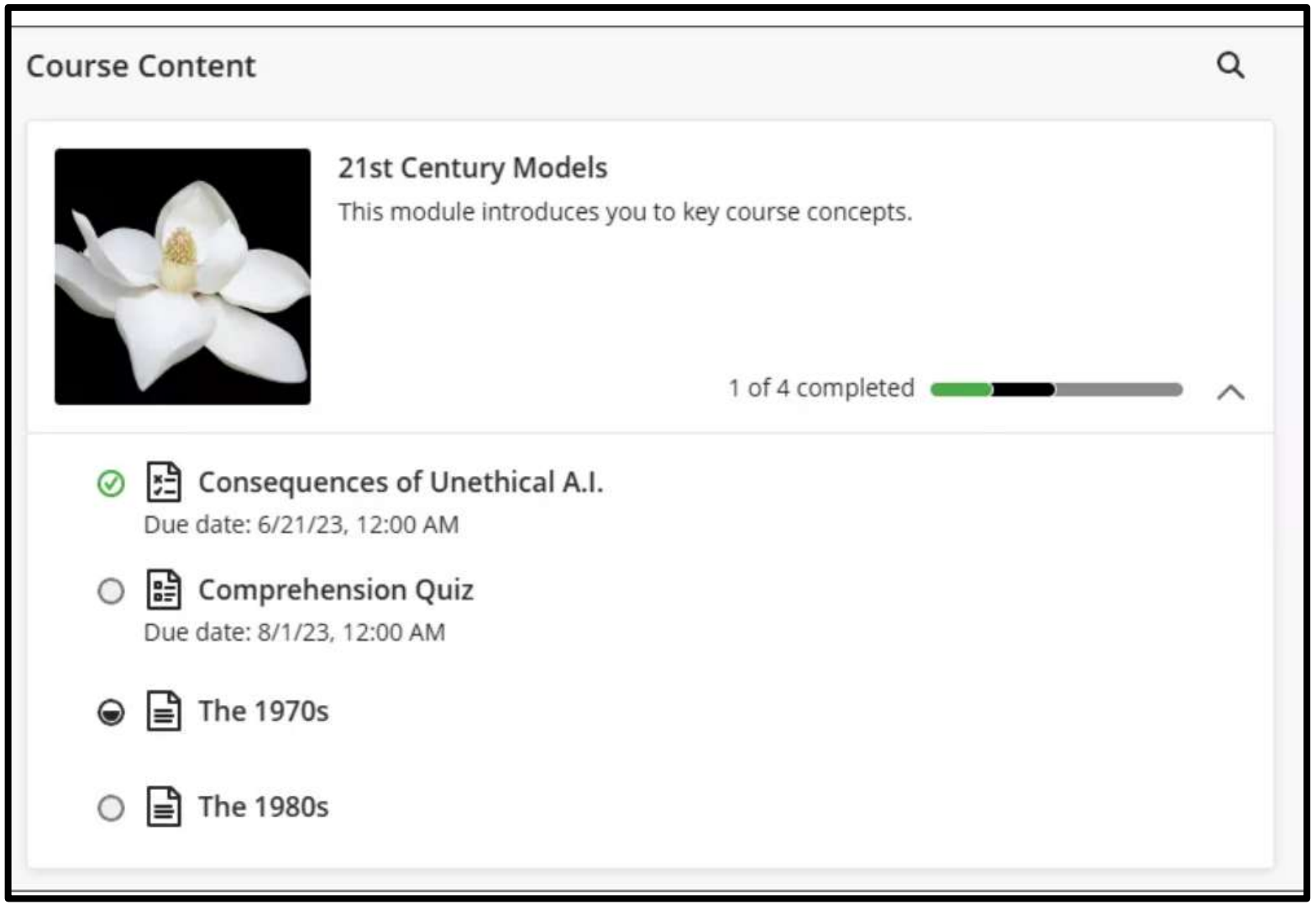
The Getting Started Module includes all the material you need to get started in the course:

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



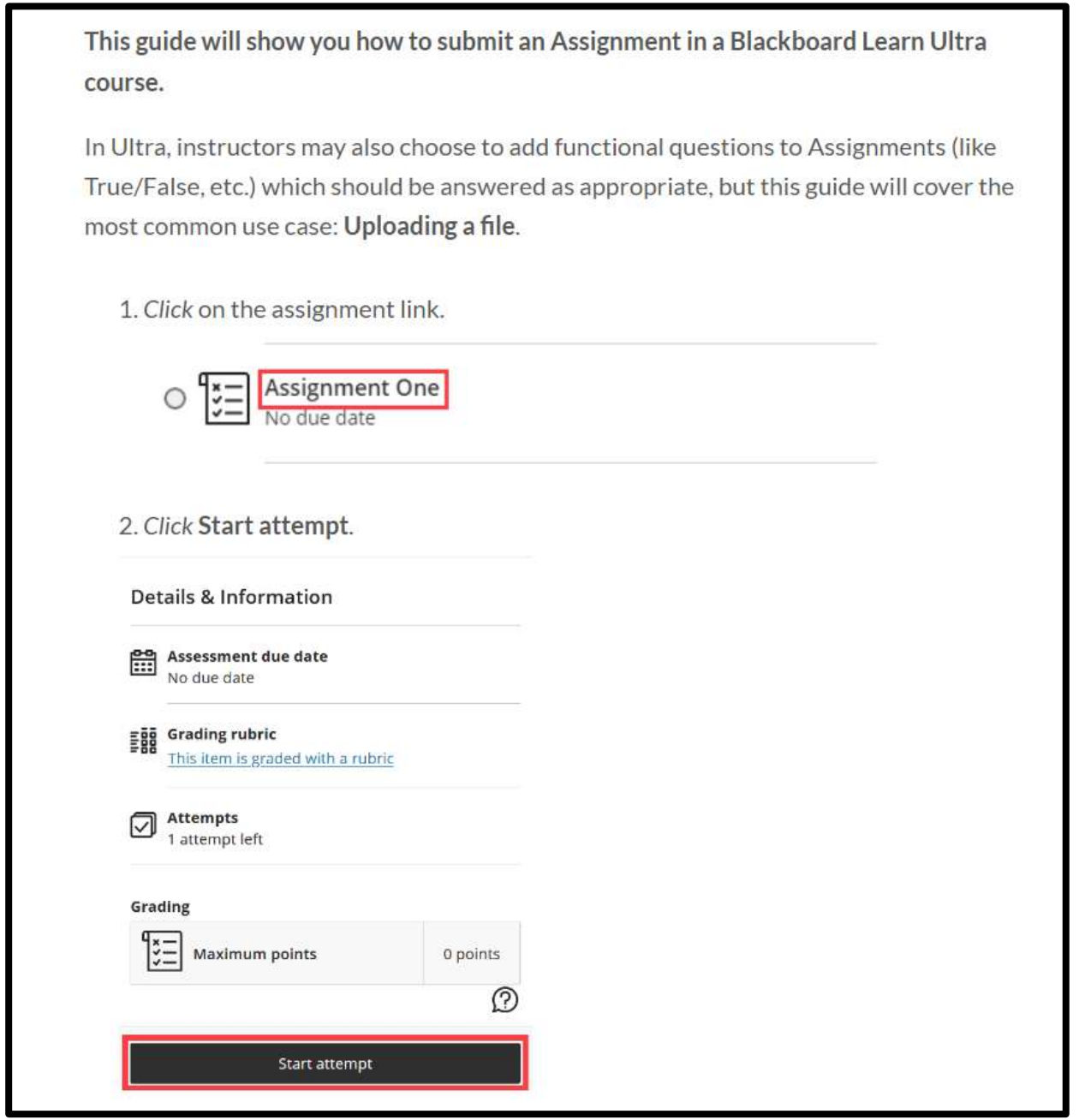
Content Learning Modules

- 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 the 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



Submitting an Assignment

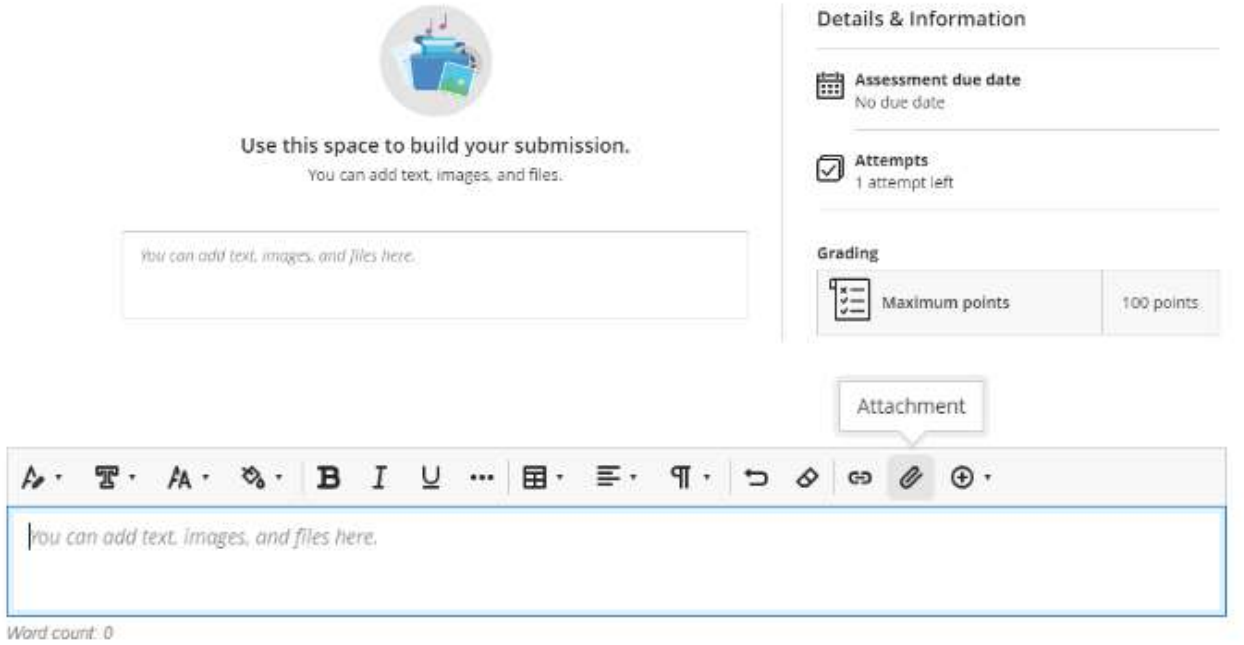
Step 1 and 2



Submitting an Assignment

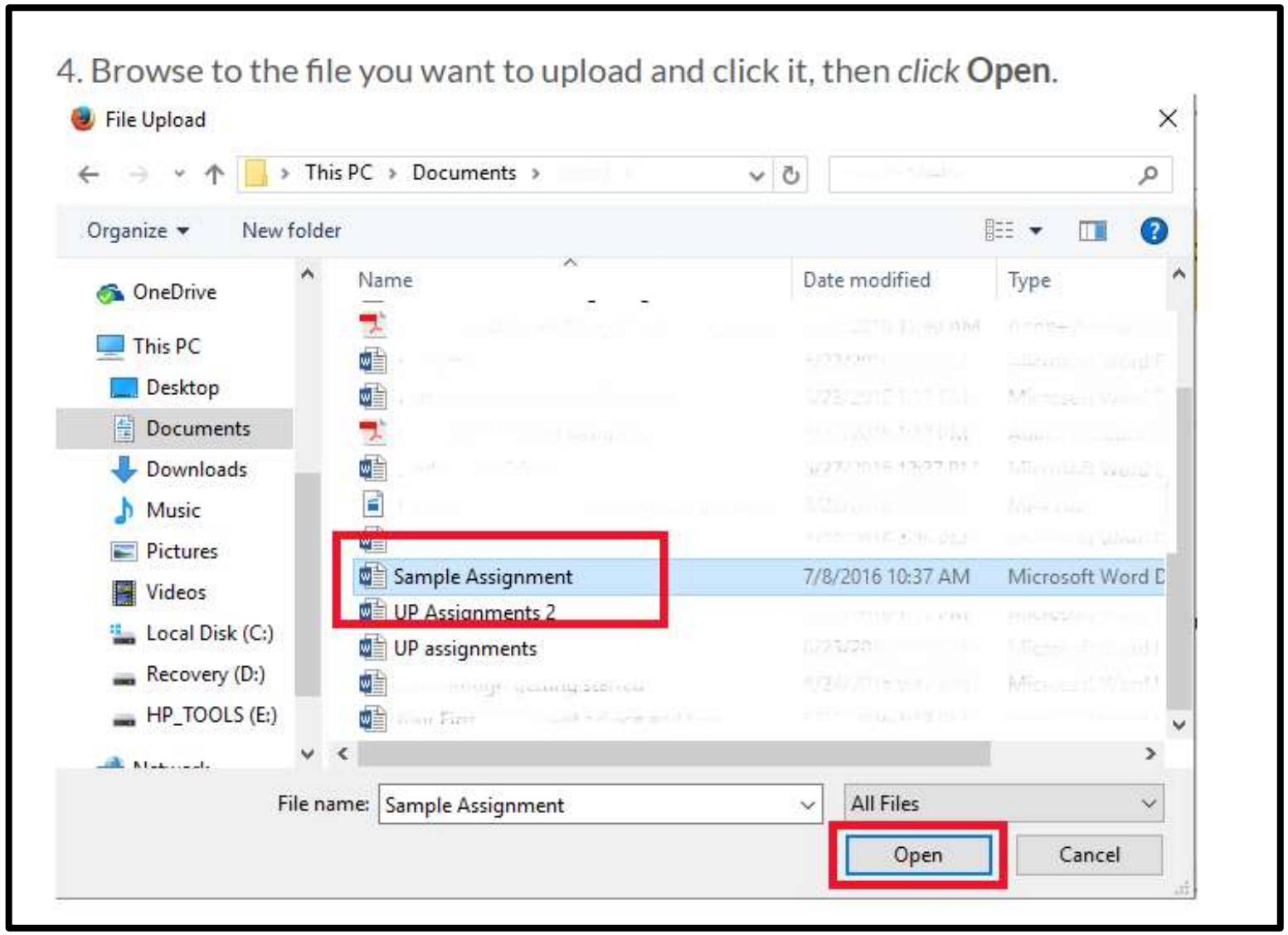
Step 3

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.



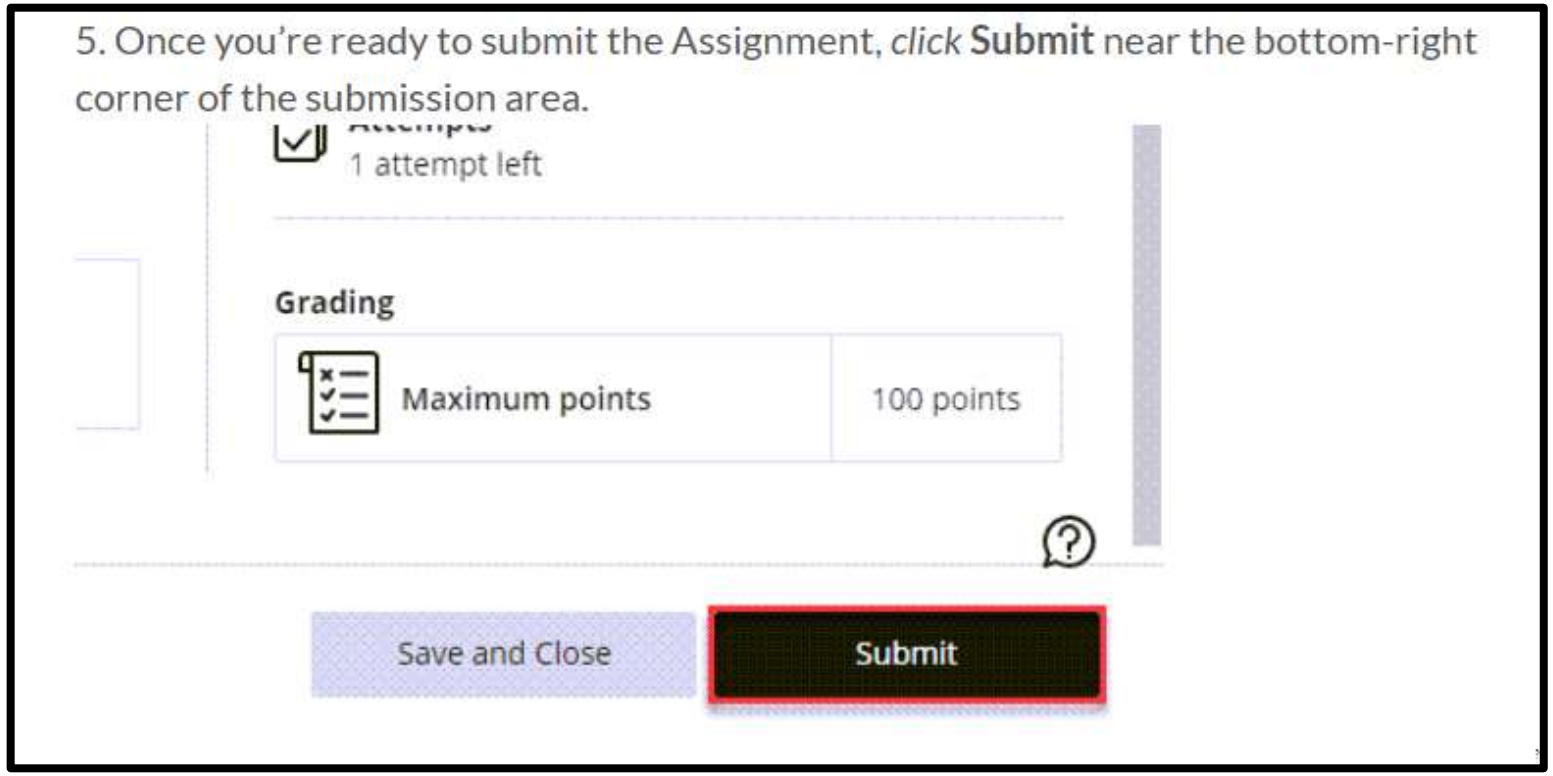
Submitting an Assignment

Step 4



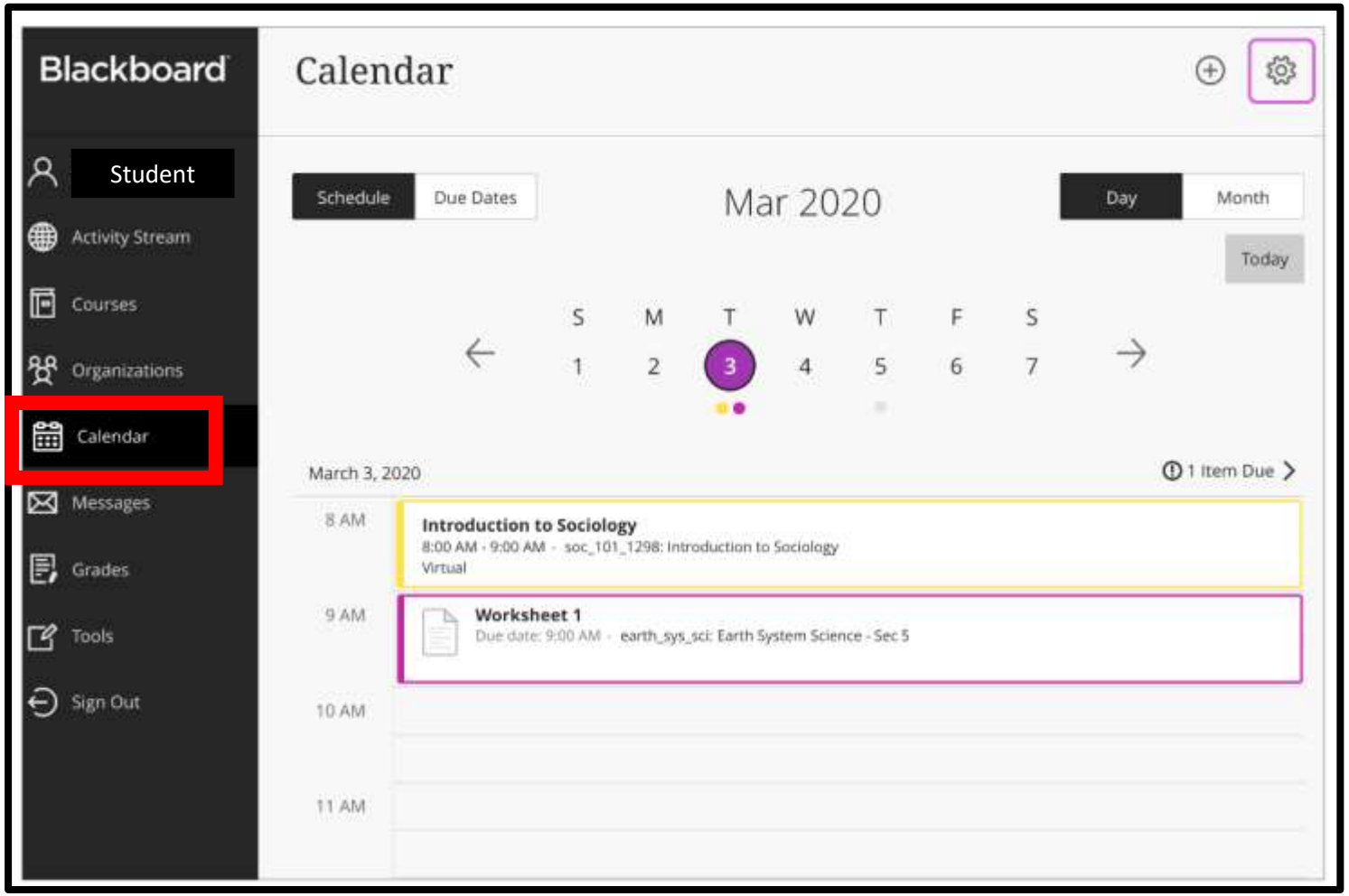
Submitting an Assignment

Step 5



Calendar

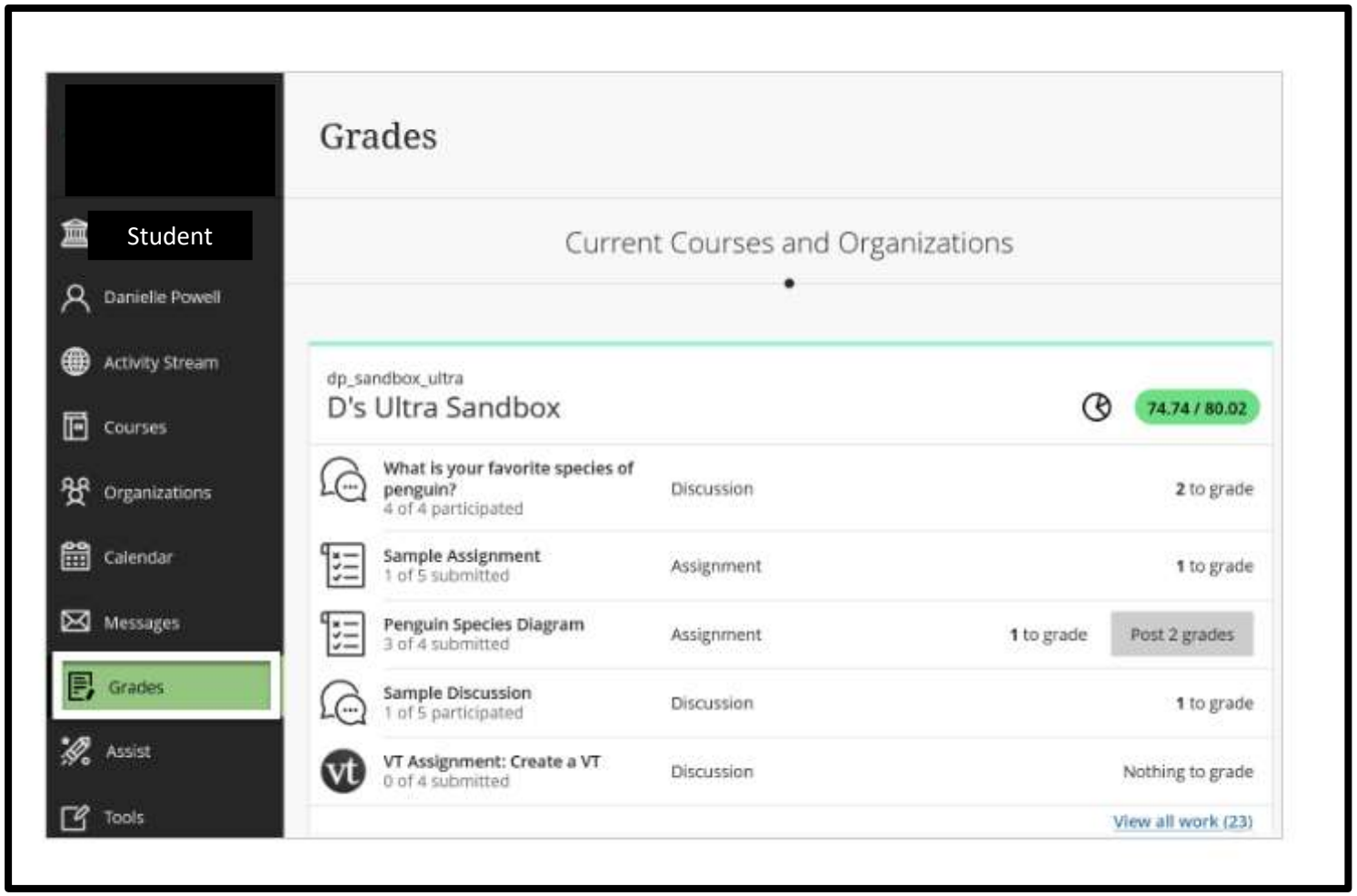
The calendar in the Navigation Page shows when all your assignments are due.



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.



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.

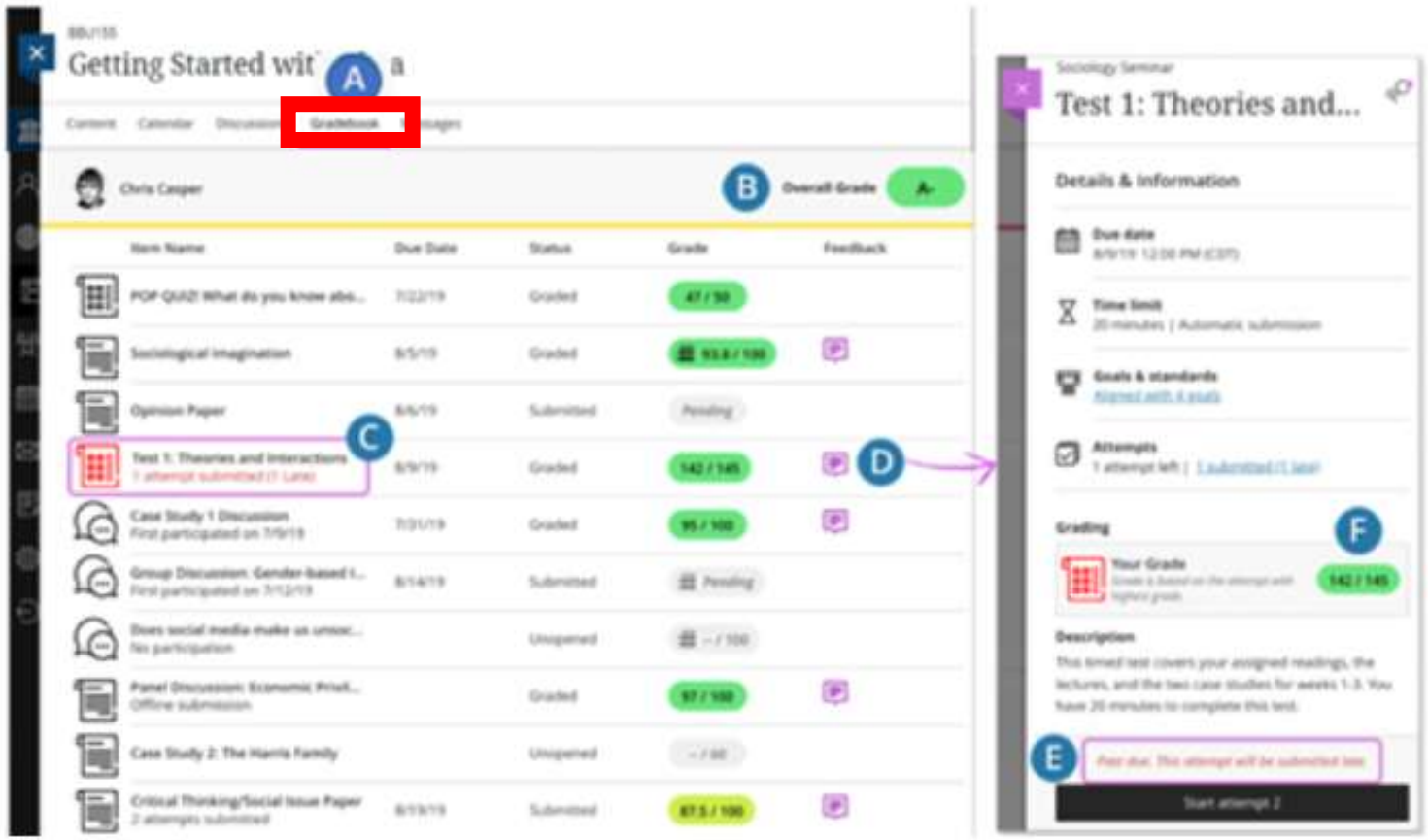
C. For each item, you can view the status and how many attempts you have. View which attempts you've started, submitted before the due date, and if any submissions are or will be late. After the due date passes, submission info appears in red.

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.

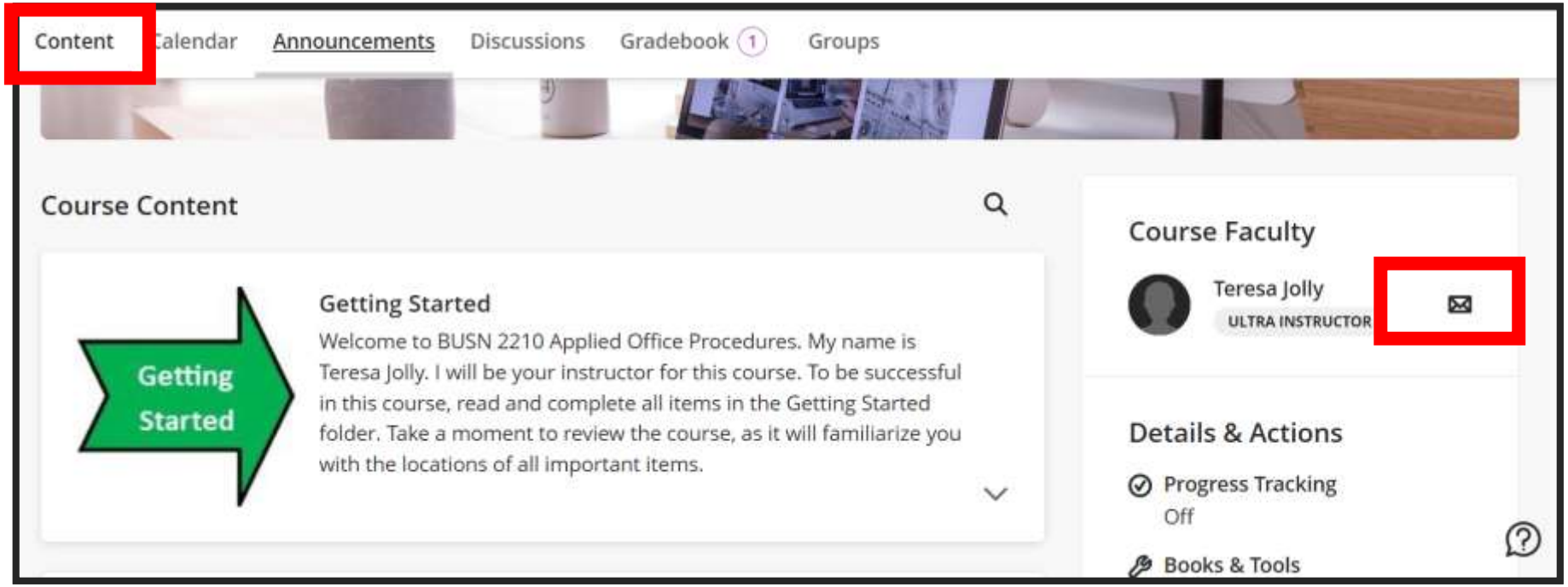
F. Select the grade pill to access your submission. If you made multiple submissions, the Submission panel opens. If your instructor annotated a file you uploaded as your submission, you can view the annotations inline. Visit the assignment grades topic to see how multiple comments appear in your annotated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



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.

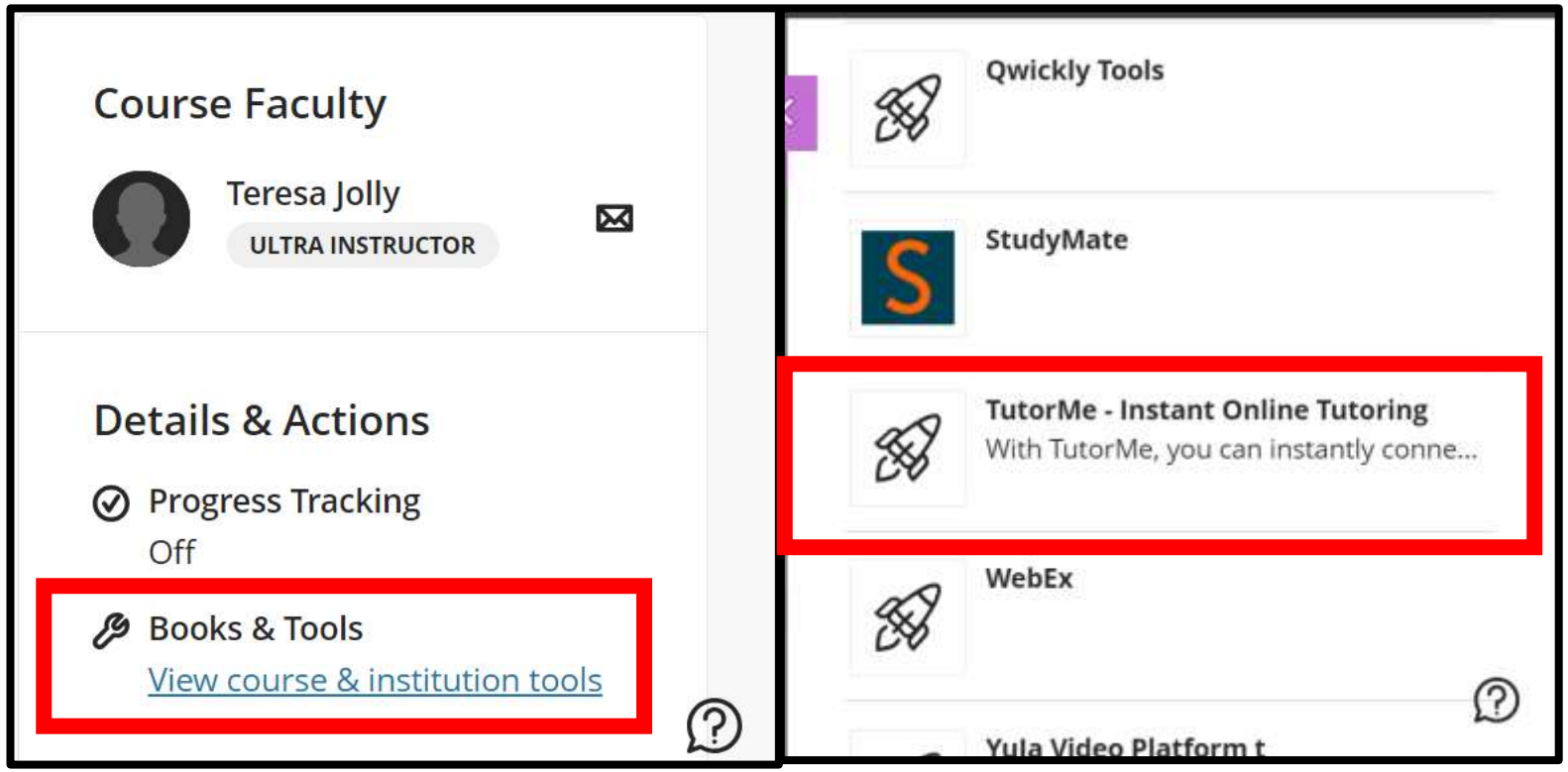


TutorMe

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.



Have A Great Semester!