



Center for Teaching with Technology

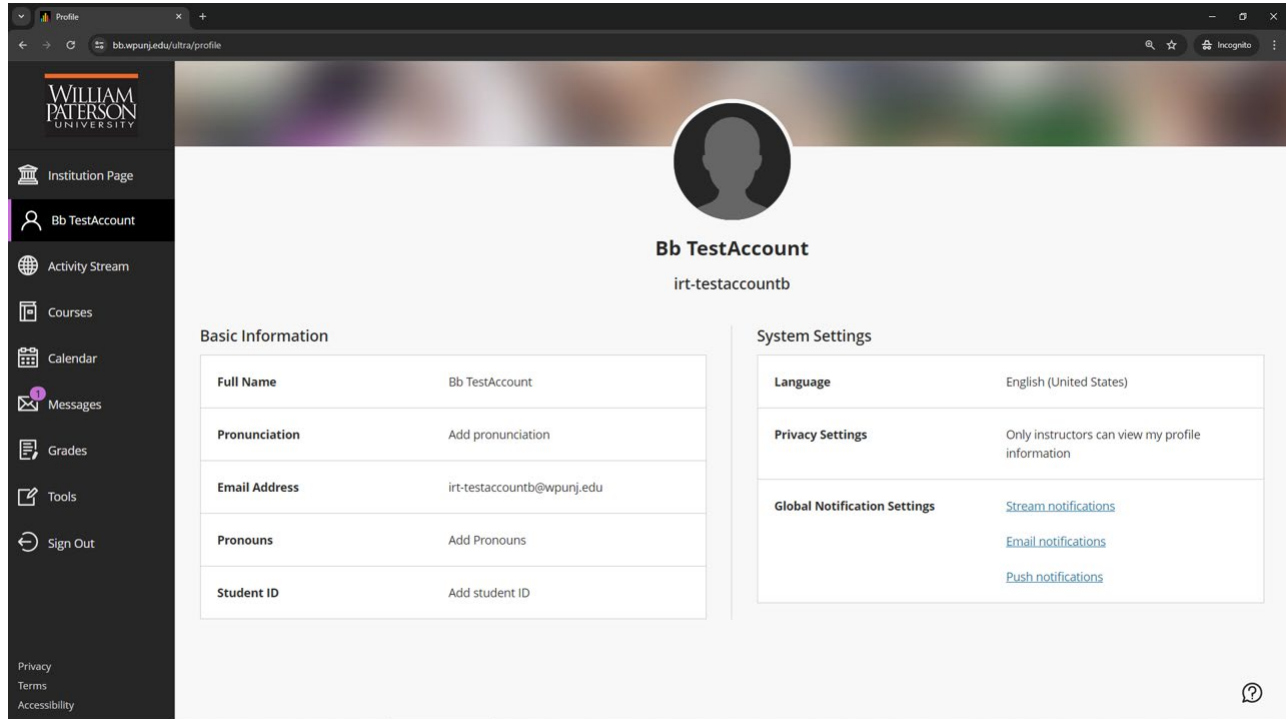
CTT Learning Space: Cheng Library 120k
Office: Library 120e – Phone: 973-720-2659

Blackboard Ultra's Base Navigation Menu

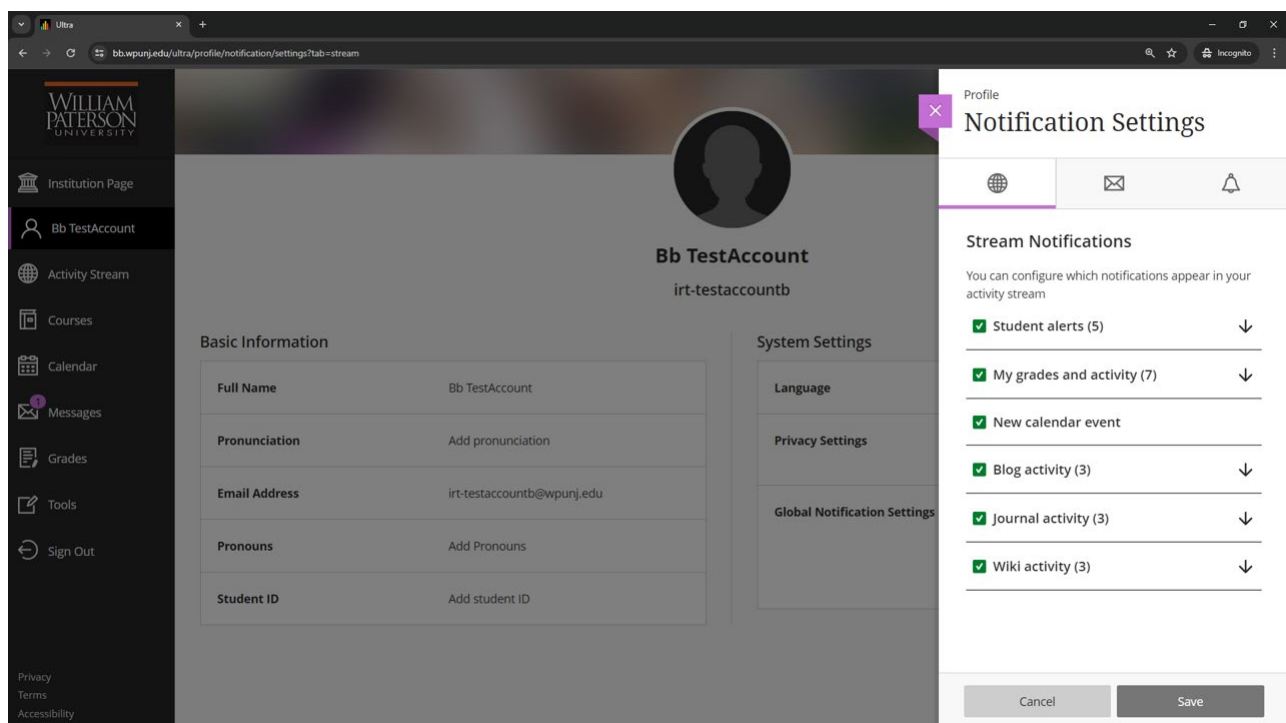
Appearing along the left-hand side of the screen, the Base Navigation Menu is your primary means of accessing the different areas within Blackboard Ultra. When you first enter Blackboard, you start off in the top area appearing in the Base Navigation Menu, the Institution Page. On this page, you will find timely information, including announcements, along with support and resources, including tutorials on how to use Blackboard for both faculty and students.

The screenshot shows the Blackboard Ultra Institution Page. On the left is a dark navigation sidebar with icons for Institution Page, Bb TestAccount, Activity Stream, Courses, Calendar, Messages, Grades, Tools, and Sign Out. At the bottom of the sidebar are links for Privacy, Terms, and Accessibility. The main content area features a survey prompt: "We would love to hear about your experience with technology. Fill out a quick survey". Below this is a section titled "Blackboard Ultra Online Orientation for Students" with a large "Orientation" graphic. A text block explains that for the Fall 2023 semester and beyond, course shells are in the latest version of Blackboard Ultra, and an orientation course shell named "Blackboard Ultra Online Orientation" has been added for all students. A link to the help desk is provided: <http://www.wpunj.edu/helpdesk>. The "Support and Resources" section contains two columns of links: "Blackboard Support and Resources" (including Blackboard, Faculty, Students, IT Helpdesk, Mobile Learn, Web Conferencing, and Lockdown Browser) and "Other Campus Resources" (including Cheng Library, Writing Center, Science Enrichment Center, Accessibility Resource Center, ITwiki, and IT Web Help Desk).

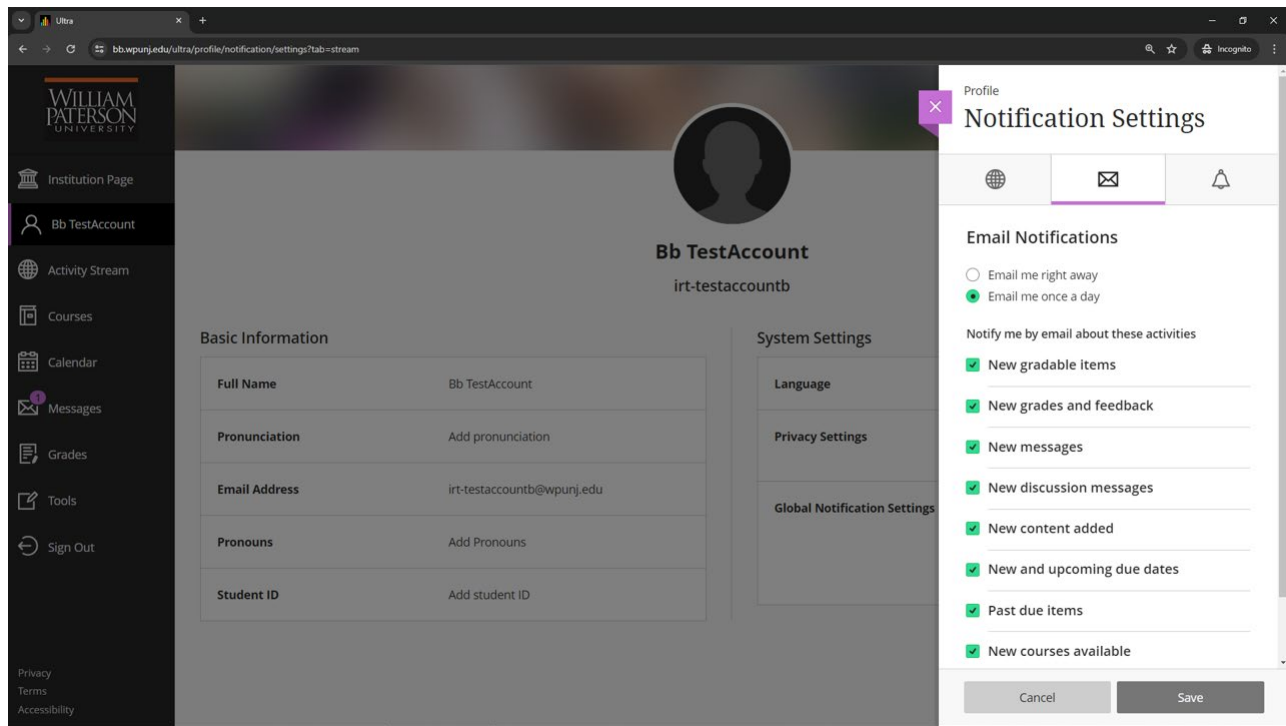
The next area in the Base Navigation Menu allows you to customize your profile in Blackboard Ultra. While many of these fields are populated automatically using the information that appears in WP Connect, including your full name, your email address, your pronouns, your student ID, you are able to make some customizations, including the notification settings for stream notifications, email notifications, and push notifications.



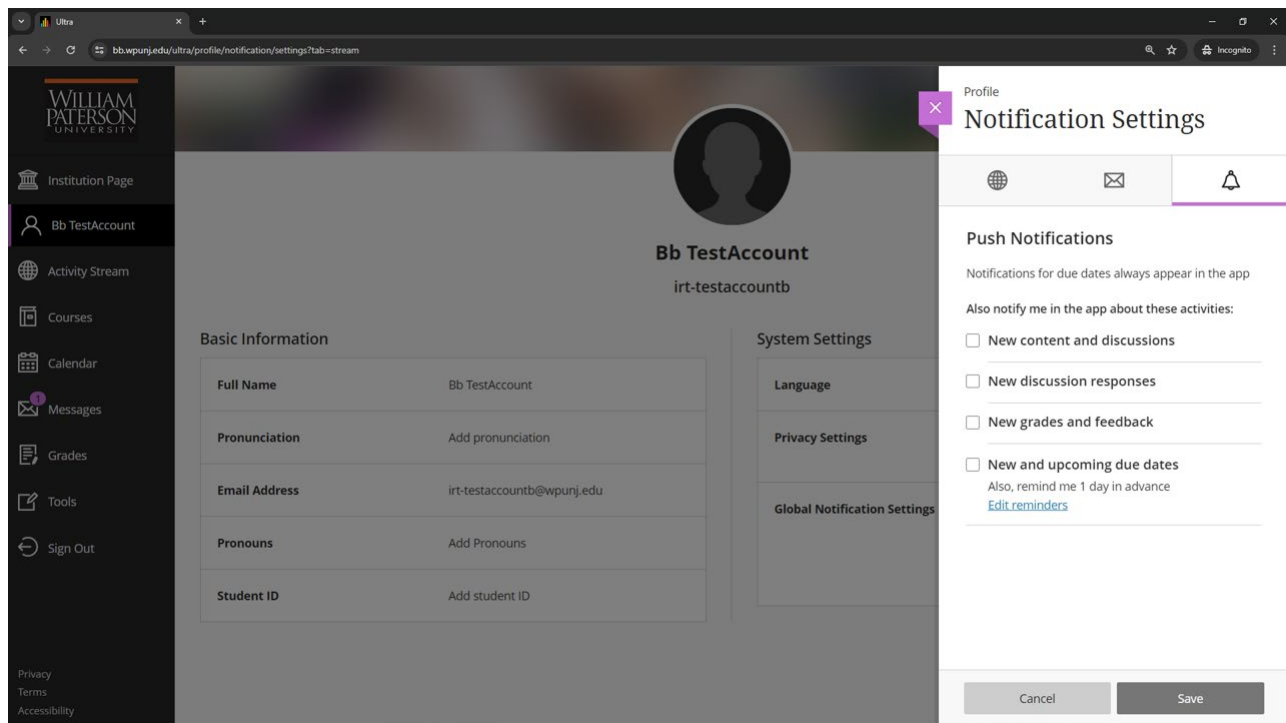
Stream Notifications are notifications that appear in your activities stream in the Base Navigation Menu. The notification settings area for Stream Notifications allows you to control what types of notifications you wish to receive.



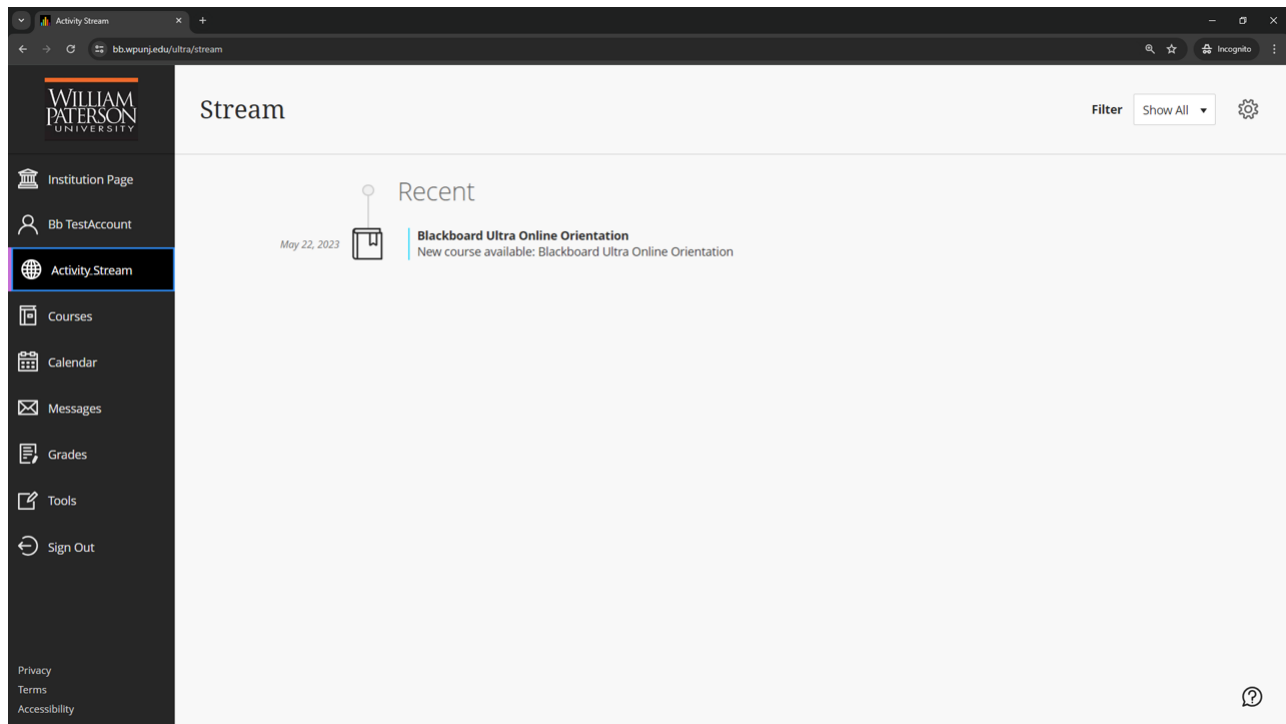
The next section of the Notification Settings panel lets you control when, and how often, you receive email notifications regarding events in Blackboard.



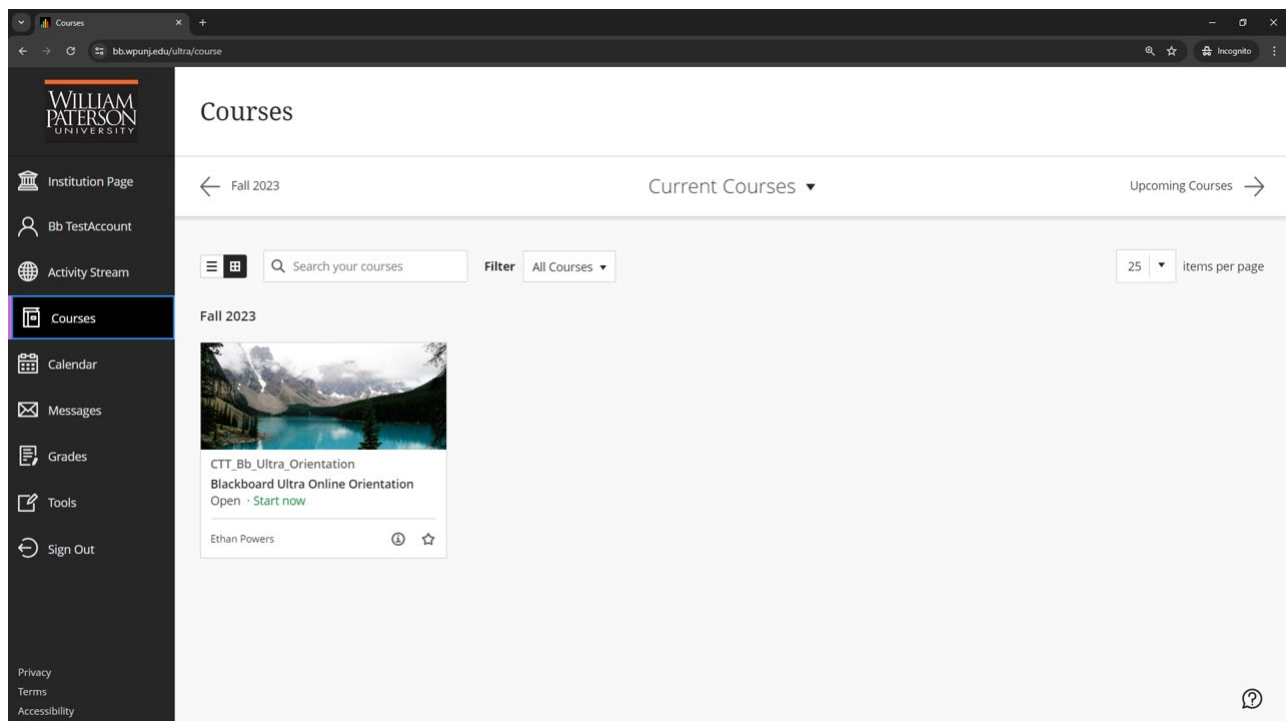
And if you're using the Blackboard mobile app, available to download from the Apple and Google Play app stores, the push notification section will allow you to customize what types of notifications you receive.



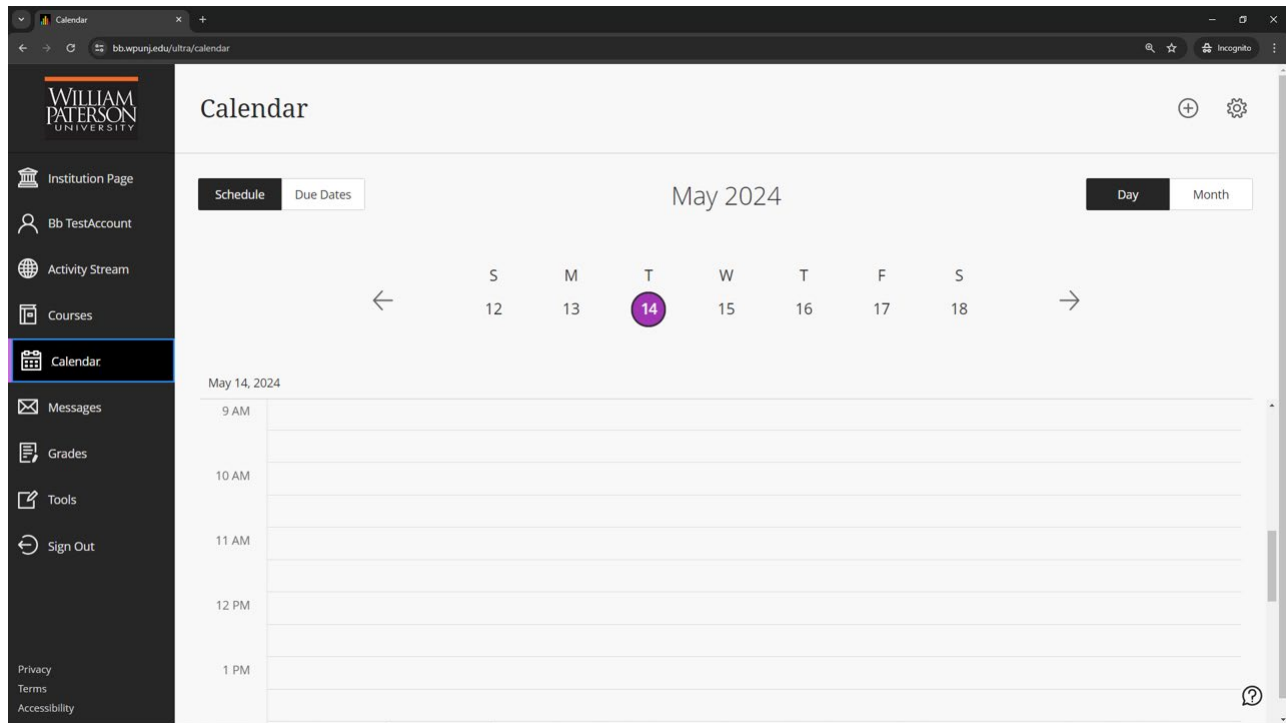
In the Activity Stream area, you'll receive notifications about recent activity in the course shelves in which you are enrolled, either as a student or an instructor.



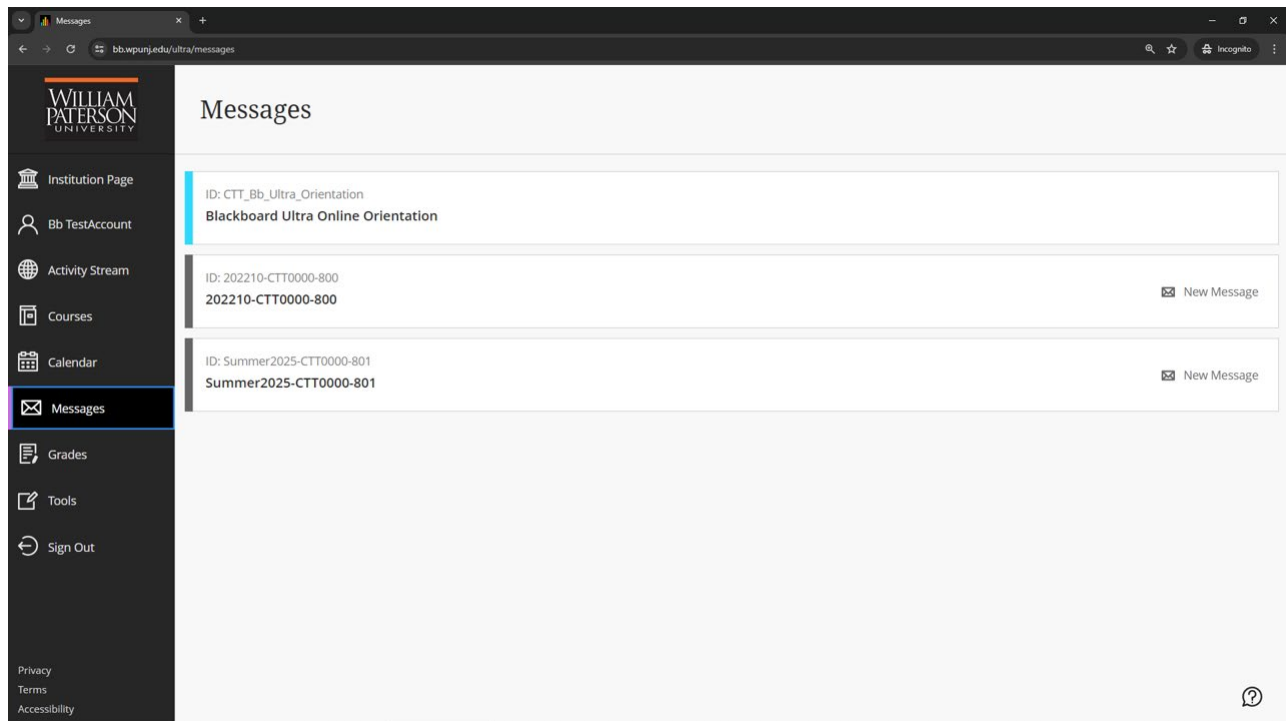
The Courses area in the Base Navigation Menu courses is likely where you will spend most of your time in Blackboard. Here, you will find links to all course shells in which you are either an instructor or a student. If you are enrolled in or leading an organization shell, which works like a course shell, but is used for non-credit bearing purposes at the university, you will also find a link for an Organizations area.



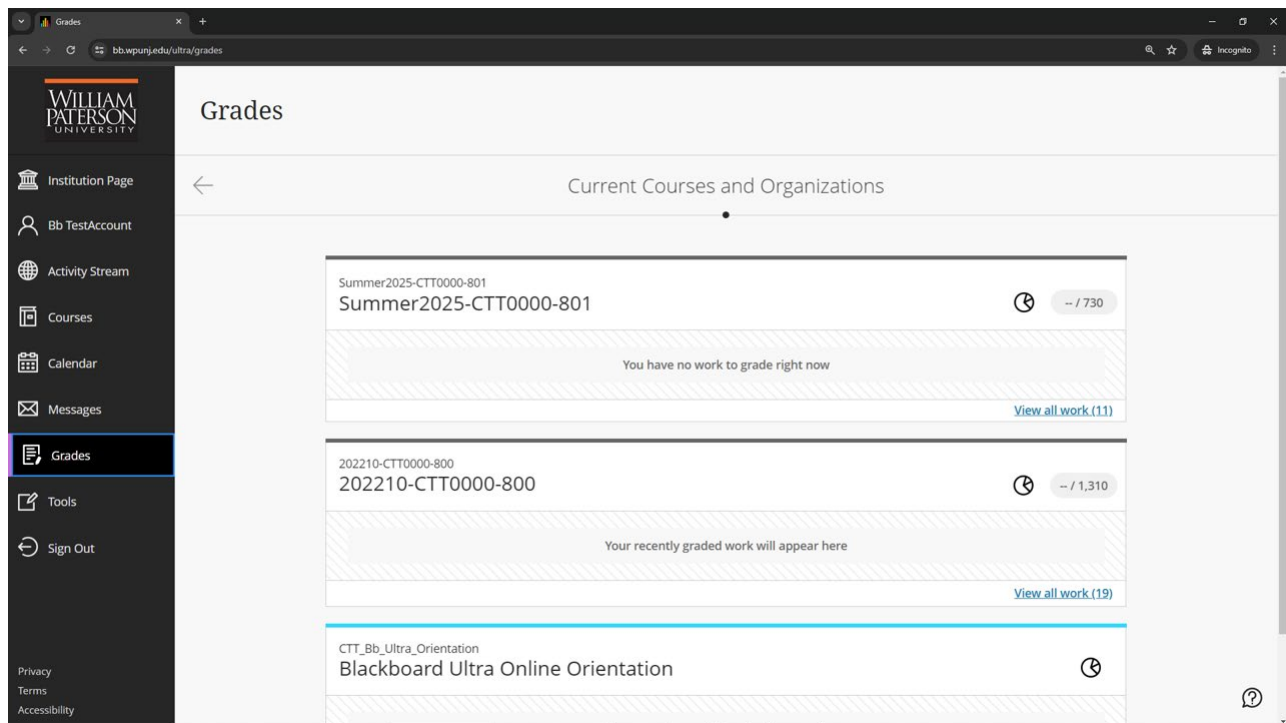
The Calendar area, when you access it from the Base Navigation Menu, collects due dates and other dates of importance from all course shells. Additionally, it allows you to add dates of importance to you by clicking on the circle with the plus sign appearing near the top right corner of the page.



Similarly, the Messages area, when you access it from the Base Navigation Menu, collects messages from all of the course shells in which you are enrolled as a student or an instructor. The Messages tool is used to send messages through Blackboard and to send emails to students and other members of a course shell.



The Grades area allows students and instructors to access the grade books from all of their course shells from a central location. Grades can also be accessed by going into individual course shells and clicking on the link for the grade book.



And finally, the tools area has links to a handful of tools that can be accessed from outside of any individual course shells. These include links to the content collection and to tutor.com, which your students might make use of in your courses.

