# Introduction to Blackboard Ultra Base Navigation for Charter Oak State College Students and Faculty

Our current Blackboard version has a new "base navigation" called Ultra Base Navigation. If you have used Blackboard previously at Charter Oak State College, your initial view of Blackboard after you log in will be different. (Note that your courses and the way you navigate them will not change.) The first page you will see after logging in is called the Institution page and it is the first item on the new left side navigation menu. The links below will show both students and faculty the basics of the Ultra Base Navigation in Blackboard and assist you in setting your preferences for the options available to you.

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# Visual Comparison of Original/Classic and Ultra Base Navigation Institution Page

## Old navigation view

The following screen-snip shows Blackboard Original/Classic after logging in. This is what you may be used to seeing.

Figure 1 Old navigation view



#### New navigation view

This next screen-snip shows Ultra Base Navigation, on the Institution Page, after logging in. This page shows important Charter Oak information like how to contact Blackboard support, available services such as Brainfuse Tutoring, and college announcements.

Figure 2 New navigation view



# Always available

Ultra Base Navigation menu is always available when you are in your courses. The following snip shows that it appears to the left of the course navigation menu.

Figure 3 Ultra Base Navigation menu shown on left when in a course

COSC_ID5101102324FAC R)		101 ne Seminar
GETTING STARTED	My Announcements	What's New
Course Home Announcements Send Email	No Course or Organization Announcements have been posted in the last 7 days, more announcements	Actors v  Actors v
	Needs Attention	Last Updated: April 24, 2024 7:42 A3
Foculty Information Syllabus Course Policies Course Content	Actions w All Netflections Last Updated: April 24, 2024 742 AM	
Discussion Board Course Materials Grade Center		
Brainfuse Online Tutoring Virtual Library Wrking Resources Accessibility Resources	© 1997-2024 Nacionard Inc. al Repro Reserved.	
COSC Policies Plaglarism Policy		

# Profile

In the new Ultra Base Navigation, all users have a profile page that is accessed from the Ultra Base Navigation menu. Users select their names to access their personal information and settings. In Charter Oak's courses, user profile pictures appear in the roster, and in discussions, blogs, journals, wikis, and group activity. Instructor profile pictures appear in all the locations mentioned and also appear in notifications. When no profile picture has been set up, the generic silhouette appears, as shown in the following snip.

Figure 4	Profile	page
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CharterOak STATE COLLEGE A Higher Degree of Online Learning	-		6		-	
a Institution Page						
Activity Stream			Devin Tests	student		
Courses			la_cosc_test	student		
Calendar	Basic Information			System Settings		
Messages	Full Name	Devin Teststudent		Language	System Default (English (United States))	
Grades	Email Address	Add email address		Privacy Settings	Only instructors can view my	
Tools	Student ID	Add student ID			profile information	
⊖ Sign Out	Additional Information			Global Notification Settings	Stream notifications	
	Additional information				Email notifications	
	Gender	Add gender			Push notifications	
l.	Additional Name	Add additional name				
Privacy	Birthday	Add birthday				
Terms Accessibility	Education Level	Add education level				$\bigcirc$

# Profile picture

If you wish to add a profile picture, you can move your mouse over the profile image and click on the pencil icon that appears, shown in the following snip. Then follow the prompts in the next window to upload a picture.

Figures 5-6 Adding or updating profile photo

CharterOak STATE COLLEGE Aligher Dignee of Oreine Learning	-			-	×	Profile Settings Change Profile Picture
Institution Page     Devin Teststudent		De	vin Teststudent			
Activity Stream     Courses	Basic Information	i.	a_cosc_teststudent System Settings		gs	
Messages	Full Name Email Address	Devin Teststudent Add email address	Language	System Default (English (United States))		
C Tools	Student ID	Add student ID	Privacy Settings Global Notification Settings	Only Instructors can view my profile information Stream notifications	gs ation Se	Upload new profile picture
	Additional Information	Add gender		Email notifications Push notifications		
	Additional Name Birthday	Add additional name Add birthday				
Privacy Terms Accessibility	Education Level	Add education level			Ø	

## Editing your profile

You can see which information in your profile you are allowed to edit by moving your mouse over information boxes. A pencil will appear in the right side of the box if you are able to edit. Click on the pencil, enter the information and click "Save." For example, students may want to inform faculty of a preferred name other than their legal name.

Figure	7	Example	of	editing	profile	information
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CharterOak STATE COLLEGE Aligher Degree of Define Learning			Jevin leststudent ia_cosc_teststudent
<u>~</u>	Basic Information		System Settings
Devin Teststudent	Full Name	Devin Teststudent	Language System Default (English (United States))
Activity Stream	Email Address	Add email address	Privacy Settings Only instructors can view my profile Information
Courses	Student ID	Add student ID	Global Netification Settings Stream notifications
Calendar	Additional Information		Email notifications
Messages	Gender	Add gender	Push notifications
Grades	Additional Name	Add additional name	
G Tools G Sign Out	Birthday	Add birthday	
	Education Level	Add education level	
	Website	Add website	
Drivary	Contact Information		
Terms Accessibility	Mailing Address	Add mailing address	Ø

## Global Notification Settings

The Global Notification Settings appear on the Profile page under System Settings as shown in Figure 7. These allow students and faculty to choose what course-related information is included in the Activity Stream, Email notifications, or Push notifications (if the Blackboard mobile apps are used). For each of the three items, a checklist of options will appear showing the options available. Uncheck or check the options you prefer and click "Save" at the bottom right of the window.

#### Student view vs Faculty view

The following snips show this checklist for the Email Notifications section for a student in the first and then an instructor in the next. Notice that "New Gradable Items" appears for faculty as an Email notification option.



# **Activity Stream**

The "Activity Stream" is a view of recent changes and/or activity throughout your Blackboard courses. This could include assignments, exams, discussion posts, grades and feedback, etc. For faculty, you may see messages about student performance in the class, while students may see grading information. Important Charter Oak college-wide announcements will also appear in the stream. The following snip shows that there is a filter dropdown menu in the upper right, which can be used to show only certain kinds of activity.

CharterOak Stream វល្ល័រ Filter Show All 🔻 Show All Assignments and Tests mail Institution Page Recent Grades and Feedback Q Devin Teststudent ENG101: English Composition 1 (COSC\_ENG101012324FACR) ГП Aug 17, 2023 New course available: ENG101: English Composition Activity Stream IDS101: Cornerstone Seminar (COSC IDS101102324FACR) Aug 9, 2023 Courses New course available: IDS101: Cornerstone Se Calendar SOC101: Sociology (COSC\_SOC101012324FACR) Aug 7, 2023 Messages Charter Oak State College Announcement Feb 21, 2023 IMPORTANT: COVID-19 Mask & Social Distancing Guidelines Grades Connecticut State Colleges & Universities COVID-19 Mask & Social Distancing Guidelines C Tools Effective fo... ← Sign Out Charter Oak State College Announcement Jan 3, 2023 timelycare TOP QUALITY /IRTUAL CARE  $\odot$  $\mathcal{D}$ Charter Oak State College has partnered with TimelyMD, a leading virtual health and well-being so

Figure 10 Activity Stream view

There is also a gear wheel icon in the far upper right; that is for setting notifications preferences for the Activity Stream. You can click on the gear and choose the Stream notifications icon as shown below. Clicking the downward arrow next to an item will provide additional options for that item.

#### Student view vs Faculty view

The following snips show examples of a down-arrow to click, after which students will see checkboxes including the type of course items shown. Faculty will see a different list of items and checkboxes.

#### Figure 11 Student view



Figure 12 Faculty view

×	stream Notificat	ion Set	tings		
			4	7	
	Stream Notif You can configure activity stream	ications which notification rts (5)	ons appear in y	our V	
L	<ul> <li>New calendar event</li> <li>Blog activity (3)</li> </ul>				
L	Journal acti	vity (3)		$\downarrow$	
L	Wiki activity	(3)		$\downarrow$	
	Cancel		Save		

# Courses

By clicking on the Courses item in Ultra Base Navigation, you can see a listing of your courses, which you can customize. The following snip shows that by using the "Current Courses" drop down, you can select either current or upcoming courses.

CharterOak STATE COLLEGE ANGINE Cogne of Ordine Learning	Courses	
a Institution Page	Current Courses -	Upcoming Courses $ ightarrow$
	Upcoming Courses	
Activity Stream	E E Q. Search your courses Filter All Courses •	25 🔹 items per page
Courses	Assorted Dates	
Calendar	COSC_Student_Orientation_to_Blackboard Blackboard Student Orientation Original Course View	\$
Messages	Open - Start now   <u>Multiple Instructors</u>   More info •	
🗐 Grades	COSC_ENG101012324FACR	
C Tools	ENG101: English Composition 1 Original Course View Open - Startnew   Angelins Dale   More info v	合
⊖ Sign Out	COSC_IDS101102224FACR IDS101: Conversione Seminar Original Course View Open - Startnew   Krazi Navgersin   More into w	Ŷ
	COSC, SOC101012324FACR SOC101: Sacidage / Original Course View Open - Saction   Tanya Mittar   More Inflo	۵
Debase		
Terms Accessibility		Ø

#### Figure 13 Course-list page

#### Finding courses

If you don't see a course, you can use the Search box to search for a course by name and number (example: IDS101). You can also use the Filter drop down to search within different subsets of courses.

#### Using favorites

Click on the star icon to "favorite" courses (it will change to purple), so they show up at the top of your course list. To unfavorite a course, click the purple star icon for that course. The following snip shows two courses having been marked as "favorite".

CharterOak STATE COLLEGE Courses Institution Page Current Courses 🔻 Upcoming Courses  $\rightarrow$ A Devin Teststudent E 🗄 Q. Search your courses 25 • items per page Activity Stream Filter All Courses • Courses Favorites COSC\_Student\_Orientation\_to\_Blackboard Calendar Blackboard Student Orientation Original Course View Open · Start now | <u>Multiple Instructors</u> | More info • Messages 📑 Grades COSC\_IDS101102324FACR IDS101: Cornerstone Seminar Original Course View C Tools Open · Start now | Kristi Newgarden | More info 🗸 ← Sign Out Assorted Dates COSC\_ENG101012324FACR ENG101: English Composition 1 Original Course View 쇼 Open · Start now | Angelina Dale | More info 🗸 COSC\_SOC101012324FACR SOC101: Sociology Original Course View 습 Open - Start now | Tonya McNair | More info -2

Figure 14 Using favorite setting on courses

## Student view

Students will see four options (All courses, Courses I am taking, Open courses and Completed courses), as shown in the following image.

Figure 15 Student course-filtering options

CharterOak STATE COLLEGE A Higher Degree of Online Lazrring	Courses	
finstitution Page	Current Courses 🔻	Upcoming Courses $ ightarrow$
A Devin Teststudent		
Activity Stream	Filter All Courses	25 <b>v</b> items per page
Courses	Assorted Dates Courses I am taking	
Calendar	COSC_Student_Orientation_to_Blackboard Open courses Blackboard Student Orientation Original Course View completed sources	
Messages	Open · Start now   Multiple Instructors   More info v	
Grades	COSC_ENG101012324FACR	
Tools	ENG101: English Composition 1 Original Course View Open - Start now   Angelina Dale   More info ~	
⊖ Sign Out	COSC_IDS101102324FACR IDS101: Cornerstone Seminar Original Course View Open - Start now   Kristi Newgarden   More Info 🗸	☆
	COSC_SOC101012324FACR SOC101: Sociology Original Course View Open - Start now   Tonye McNair   More info v	☆
Privacy Terms Accessibility		Ø

## Faculty view

Faculty will have additional options for filtering courses, shown in this screenshot. *Figure 16 Faculty course-filtering options* 

CharterOak STATE COLLEGE Aligner Degree of Ordine Learning	Courses	
Institution Page	Current Courses 🔻	Upcoming Courses $\rightarrow$
A Kristi Newgarden		
Activity Stream	Q Search your courses Filter All Courses -	25 🔻 items per page
Courses	Favorites Courses I teach	
Calendar	COSC_FRC Open courses Charter Oak Faculty Resource Center Original Course	÷
Messages	Open   <u>Multiple Instructors</u>   More info - Completed courses	
🛃 Grades	COSCTEMPLATE_BWK Hidden from me	
Tools	Course Development Template [8-WK MASTER] Original Course View Open   <u>Multiple Instructors</u>   More info ~	* **
Admin	COSC ECEPathways EXAMS	
⊖ Sign Out	ECE Pathways Exams Original Course View	*
	D8FAC Faculty Orientation NEW Original Course View	÷
Privacy	Open   <u>Multiple Instructors</u>   More info ↓	

Faculty will also be able to hide or unhide courses from their list or make courses private by using the three dots to the right of the "Favorites" star.

Figure 17 Faculty option for hiding courses from list or marking course as private

CharterOak STATE COLLEGE A Higher Degree of Online Learning	Courses	
Institution Page	Current Courses 🔻	Upcoming Courses $ ightarrow$
A Kristi Newgarden		
Activity Stream	■     ■     Q     Search your courses     Filter     All Courses ▼	25 <b>v</b> items per page
Courses	Favorites	
Calendar	COSC_FRC Charter Oak Faculty Resource Center Original Course View	, <b>T</b>
Messages	Open   <u>Multiple Instructors</u>   More info ~	6 Make course private
🛃 Grades	COSCTEMPLATE_8WK	<ul> <li>Hide course</li> </ul>
Tools	Course Development Template [8-WK MASTER] Original Course View Open   <u>Multiple Instructors</u>   More info ~	*
Admin	COSC ECEPathways EXAMS	
⊖ Sign Out	ECE Pathways Exams Original Course View Open   <u>Multiple Instructors</u>   More info ↓	*
	D8FAC	
	Faculty Orientation NEW Original Course View	*
Privacy	Open   <u>Multiple Instructors</u>   More info ~	

# Calendar

The Ultra Base Navigation calendar displays events and dates from multiple courses in one location. All due dates and meetings faculty create in their courses appear automatically on the calendar. Faculty and Students can also create personal calendars. Events students add appear on their personal calendars only. Faculty can also choose to add events to their personal calendars. Personal events are only visible to you.

You can choose Day or Month view and view either course schedules or due dates if faculty have set them up for a course. Using the gear wheel in the upper right, you can select which calendar(s) you want to view, including your personal calendar.

CharterOak STATE COLLEGE AHghar Degrae of Online Learning	Calendar							×	Calendar Settings
<ul> <li>Institution Page</li> <li>Devin Teststudent</li> </ul>	Schedule Due Date	s			Ap	or 2024	4		Select the calendars you want to display: Calendars
Activity Stream		4	S	м	т	w	т	F	Clear All   Select All
Courses		$\overline{\nabla}$	21	22	23	24	25	26	COSC_ENG101012324FACR: ENG101: English Composition 1
Calendar	April 24, 2024								COSC_IDS101102324FACR: IDS101: Cornerstone Seminar
Grades	2.514								COSC_SOC101012324FACR: SOC101: Sociology     COSC_Student_Orientation_to_Blackboard:
Tools	10 AM 10:46 AM								Institution
⊖ sign Out	11 AM								
	12 PM								
	1 PM								

Figure 18 Calendar view

#### Adding an event

Clicking the + sign on the Calendars tool will allow you to add an event to your personal calendar. Faculty will have the option to "Add Office Hours" to their personal calendar, as shown in the following snip.

Figure 6 Adding calendar event

CharterOak STATE COLLEGE A Higher Degree of Online Learning	Calend	ar							Add	Event	· ب ش
■ Institution Page 人 Kristi Newgarden	Schedule	Due Dates			Ap	or 202	24		Edit Add	Schedule Office Hours	Month
Activity Stream		$\leftarrow$	S 21	M 22	Т 23	W 24	T 25	F 26	S 27	$\rightarrow$	
Calendar	April 24, 2024	1									
Messages	9 AM	•									*
🛃 Grades	10 AM										
Tools	10:52 AM										
Admin	11 AM										
← Sign Out	12 PM										

# Messages

The Messages link provides a way to see how many messages you have in each course you are taking or teaching. You can click the New Message icon to send a message to other course participants, shown in the following snip. *Note:* Messages may not be available for every course. If you see the "Messages off" symbol, the course does not support messages.

Figure	7	Messages	view
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CharterOak STATE COLLEGE A Higher Degree of Online Learning	Messages	
<ul> <li>Institution Page</li> <li>Devin Teststudent</li> </ul>	ID: COSC_ID5101102324FACR IDS101: Cornerstone Seminar	Mew Message
Activity Stream	ID: COSC_ENG101012324FACR ENG101: English Composition 1	🐱 New Message
Calendar	ID: COSC_SOC101012324FACR SOC101: Sociology	Messages off
F, Grades	ID: COSC_Student_Orientation_to_Blackboard Blackboard Student Orientation	O Messages off
⊖ Sign Out		

# Grades

The Grades tool is handy for both students and faculty to get a sense of how grades are going at a given point in the course.

# Student view

Students can see posted grades and upcoming assessments on the Grades page. Clicking the assessment Score button will take you to the My Grades area for that course. Clicking the View all Work link, shown in following snip, will also take you to the My Grades area for the course.



Blackboard		View all work (8)
1nstitution Page	Bb_Ultra_Base_Nav_Training Bb Ultra Base Nav Training	G
Clark Kent	Recent Grades	
Activity Stream	Assignment 1 - Example (Rubric Included) Submitted: 9/27/23	100 / 100
Courses	What's Next	
🛗 Calendar	Essay Test - Example	Due: 9/28/23
Messages	Assignment 2 - Example	Due: 9/29/23
E. Grades		View all work (8)
Er Gibles		

#### Faculty view

Faculty can see the average current score in the course in the green highlighted Score area, as well as the number of ungraded items for each assignment. Clicking on any ungraded item will take you to the grade center for entering grades for that item. You can also click "View all work" to see a listing of all grade center items in your course. These options are shown in the following screen-snip.

Figure 22 Faculty view of grades

	Current Courses and Organizations	
	•	
2 2015 Fall -	ri 3 Salatar Basar Si	97.16
Participation #1		<b>30</b> to grade
Participation #2		30 to grade
Participation #3		30 to grade
Participation #4		30 to grade
Participation #5		30 to grade
		View all work (12)