

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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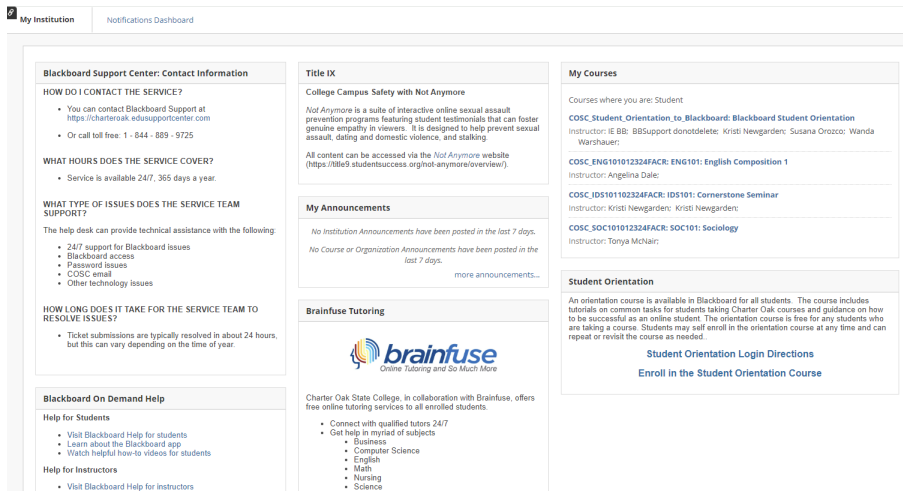


Visual Comparison of Original/Classic and Ultra Base Navigation Institution Page

Old navigation view

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

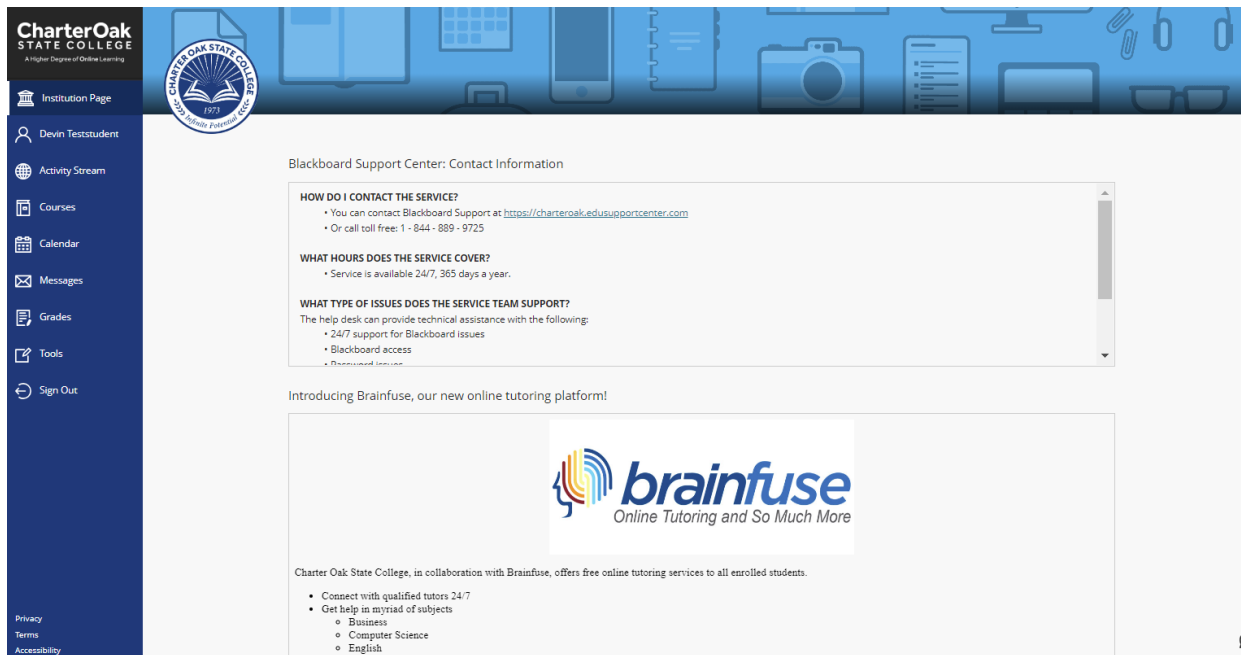
Figure 1 Old navigation view



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.

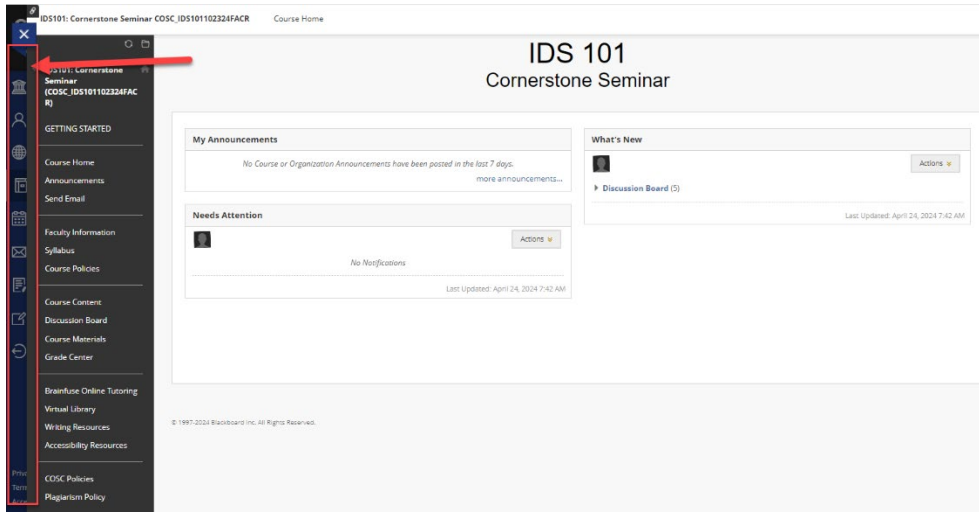
Figure 2 New navigation view



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.

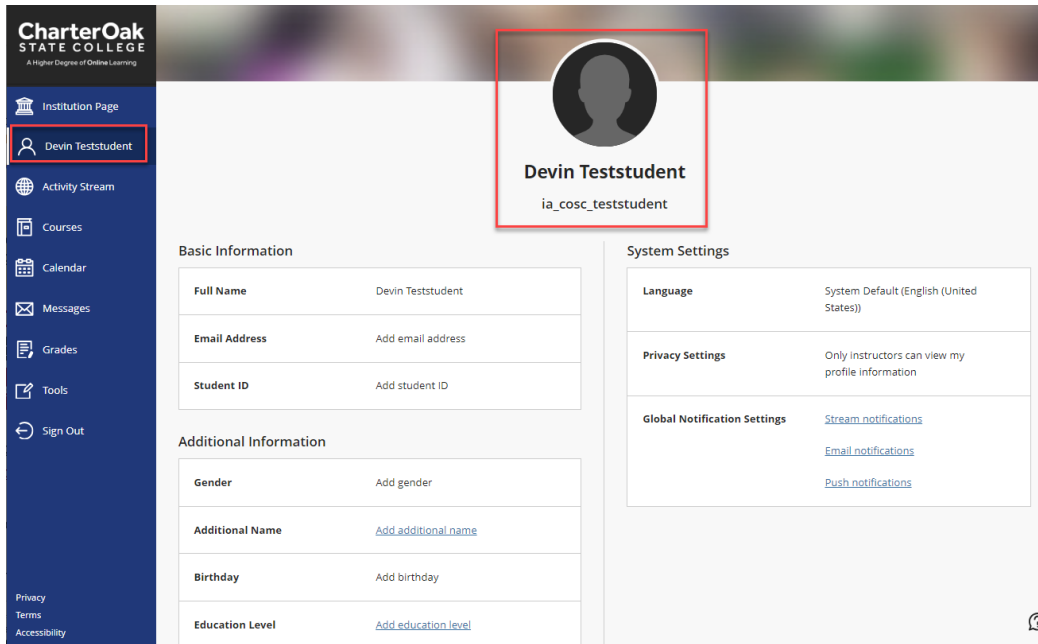
Figure 3 Ultra Base Navigation menu shown on left when in a course



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.

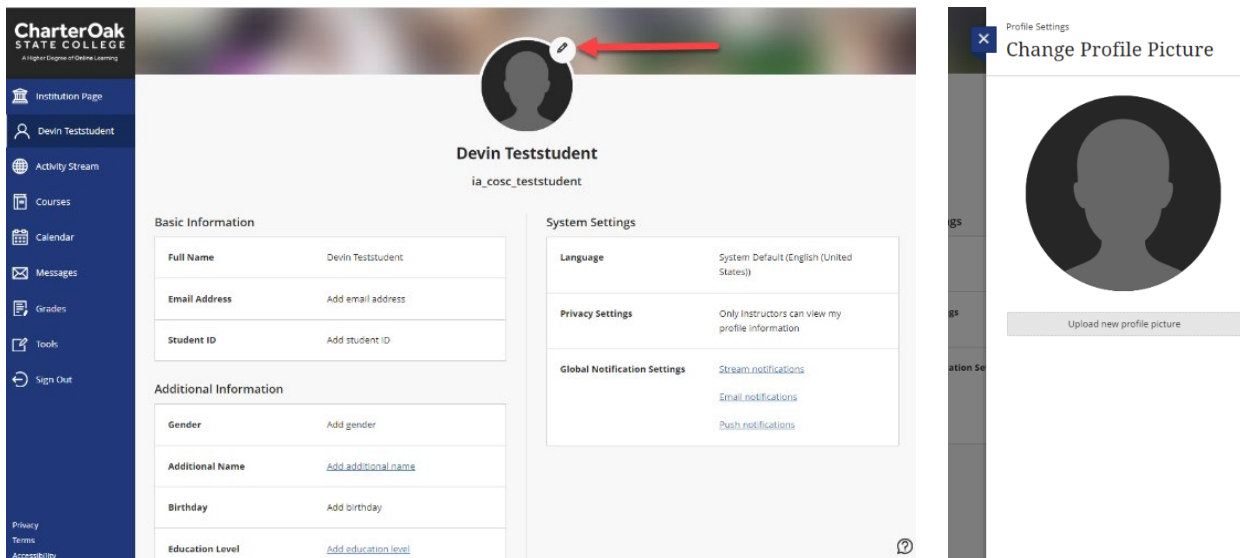
Figure 4 Profile page



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.

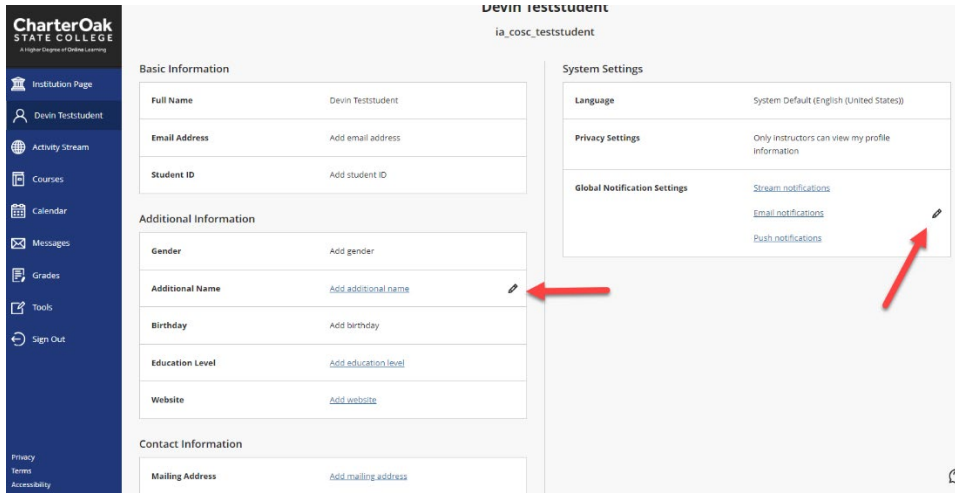
Figures 5-6 Adding or updating profile photo



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



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.

Figure 8 Student view

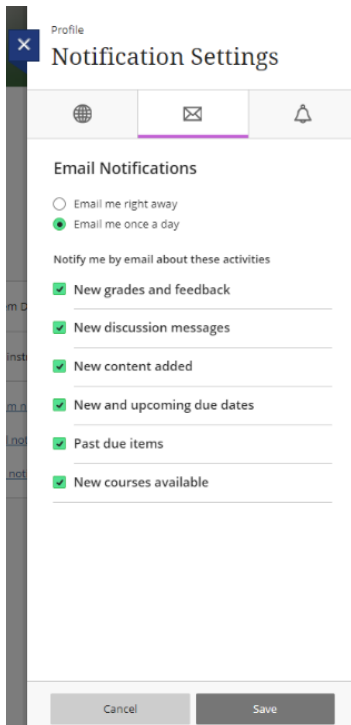
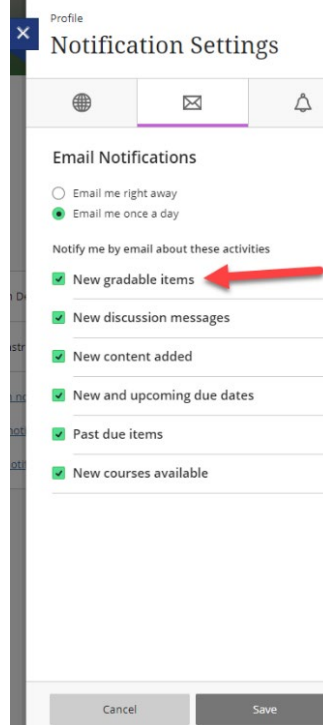


Figure 9 Instructor view



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.

Figure 10 Activity Stream view

The screenshot shows the Blackboard Activity Stream interface. On the left is a navigation sidebar with the Charter Oak State College logo and various menu items. The main content area is titled "Stream" and displays a "Recent" list of activity items. A red arrow points to a "Filter" dropdown menu in the top right corner, which is currently set to "Show All". The dropdown menu shows options for "Assignments and Tests" and "Grades and Feedback". A gear icon for settings is also visible in the top right.

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

The screenshot shows the "Notification Settings" dialog box in Student view. The "Stream Notifications" section is expanded, showing a list of notification types with checkboxes and downward arrows. A red arrow points to the "My grades and activity (7)" item.

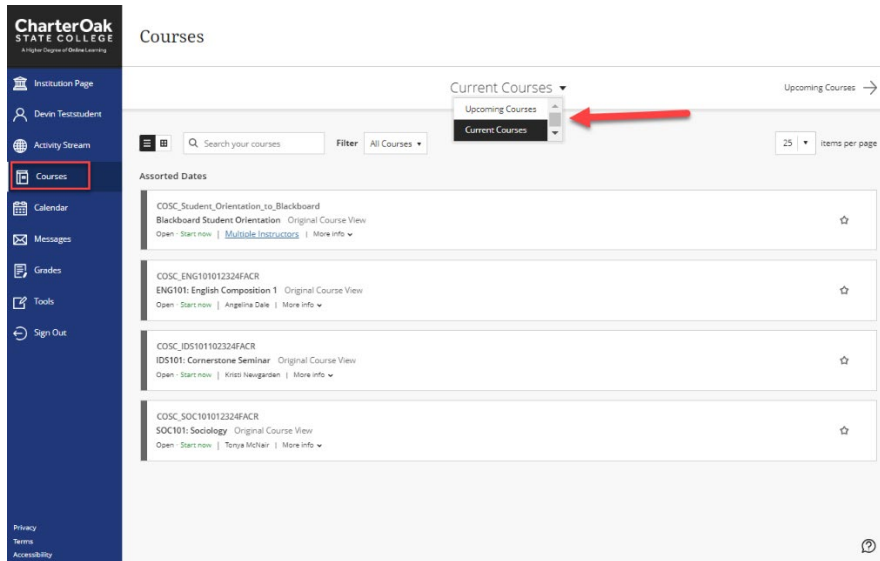
Figure 12 Faculty view

The screenshot shows the "Notification Settings" dialog box in Faculty view. The "Stream Notifications" section is expanded, showing a list of notification types with checkboxes and downward arrows. A red arrow points to the "Student alerts (5)" item.

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.

Figure 13 Course-list page



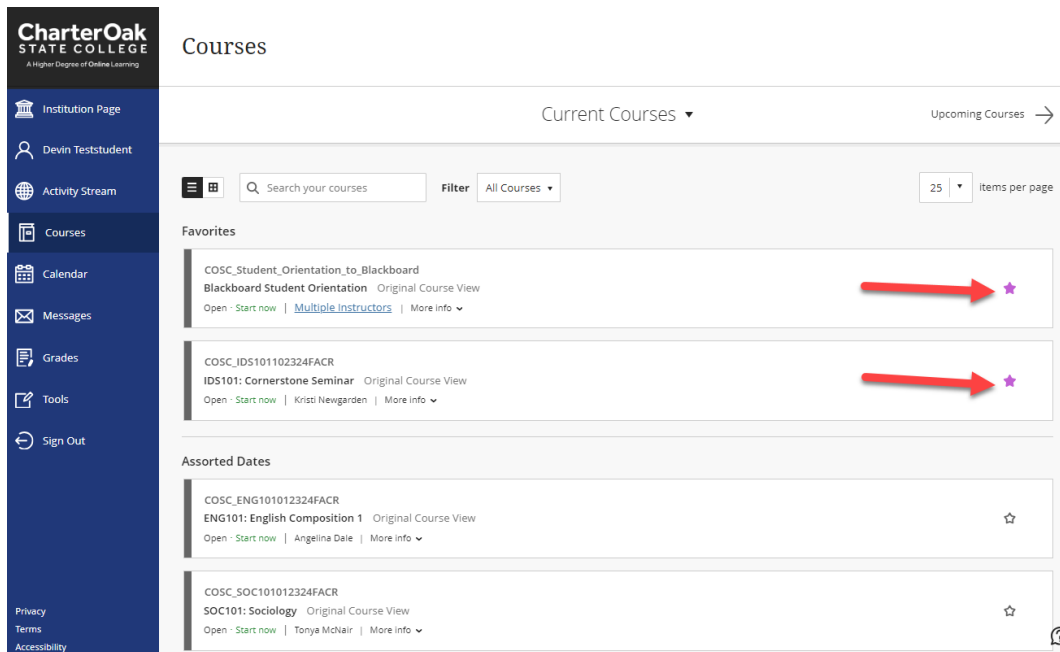
Finding courses

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".

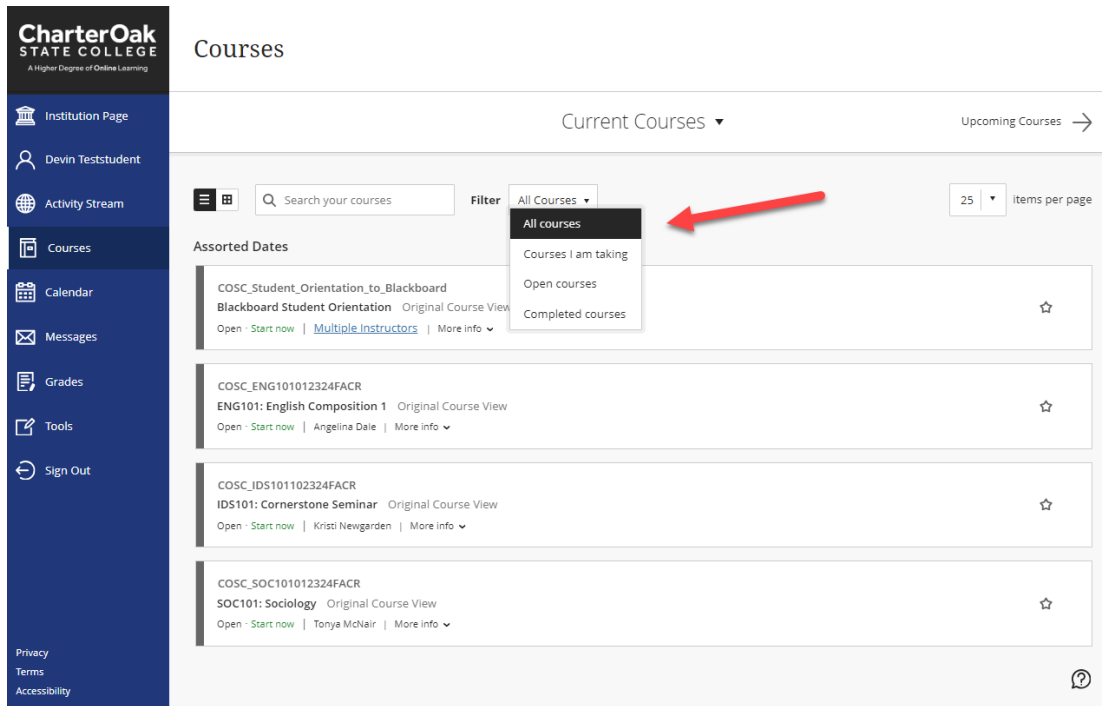
Figure 14 Using favorite setting on courses



Student view

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

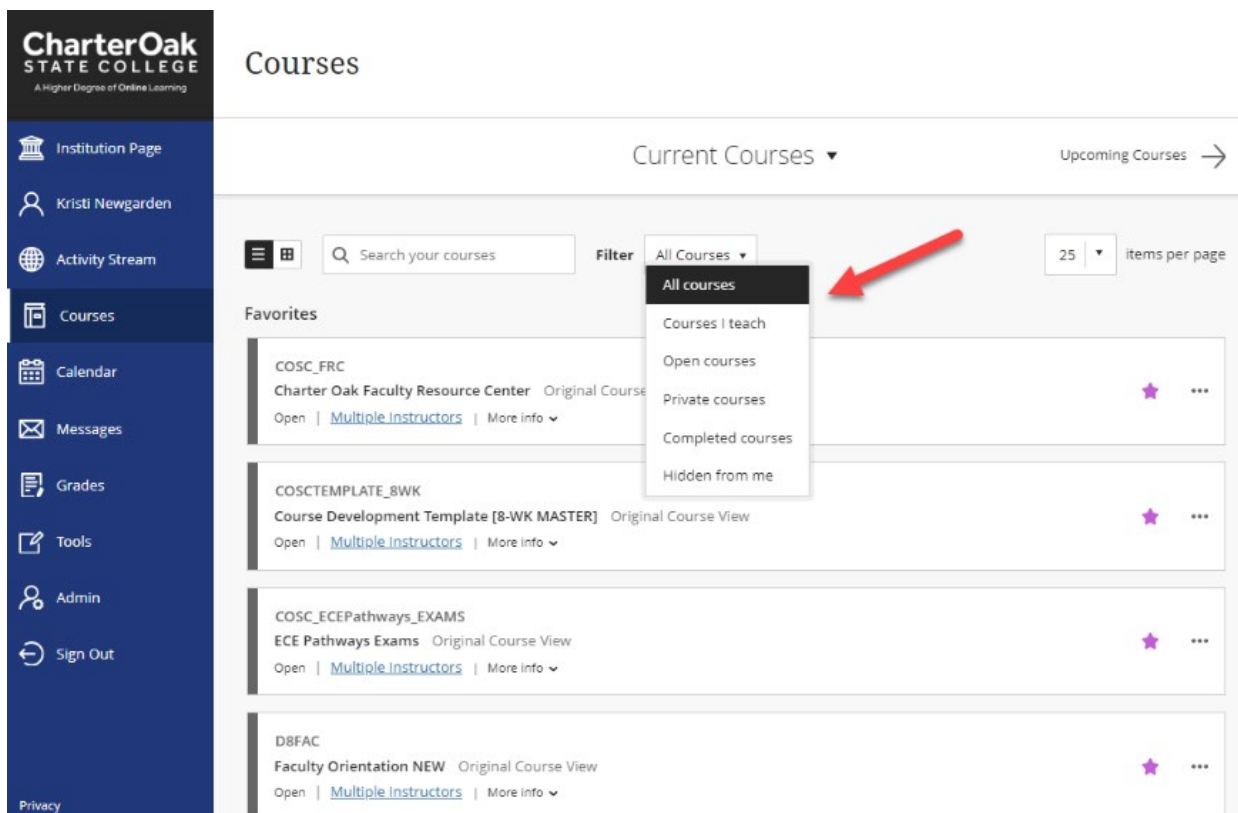
Figure 15 Student course-filtering options



Faculty view

Faculty will have additional options for filtering courses, shown in this screenshot.

Figure 16 Faculty course-filtering options



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

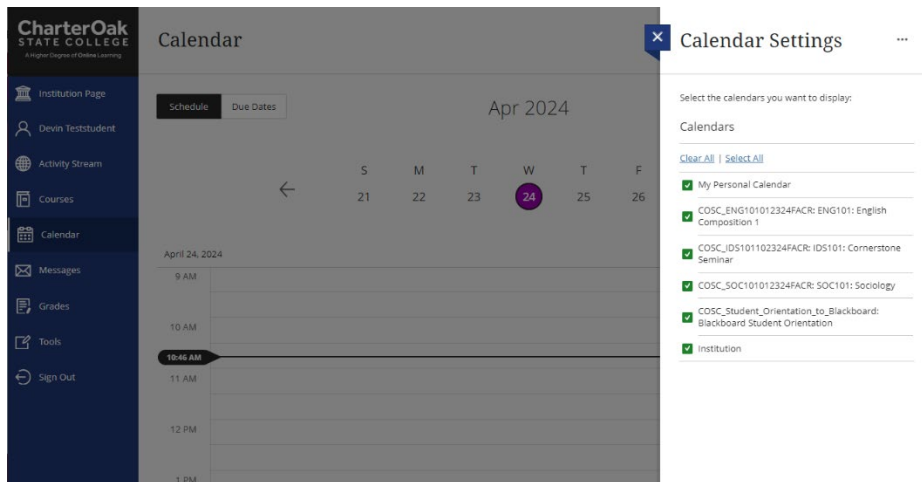
The screenshot shows the Charter Oak State College user interface. On the left is a dark blue navigation sidebar with the college logo and menu items: Institution Page, Kristi Newgarden, Activity Stream, Courses (highlighted), Calendar, Messages, Grades, Tools, Admin, and Sign Out. The main content area is titled "Courses" and has a sub-header "Current Courses" with a dropdown arrow. To the right of this sub-header is a link for "Upcoming Courses" with a right-pointing arrow. Below the sub-header is a search bar labeled "Search your courses", a filter dropdown set to "All Courses", and a "25 items per page" selector. The "Favorites" section contains a list of four courses. The first course, "COSC_FRC Charter Oak Faculty Resource Center", has a purple star icon and a three-dot menu icon. A red arrow points to the three-dot menu, which is open, showing two options: "Make course private" (with a lock icon) and "Hide course" (with an eye icon). The other three courses in the list also have star and three-dot icons.

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.

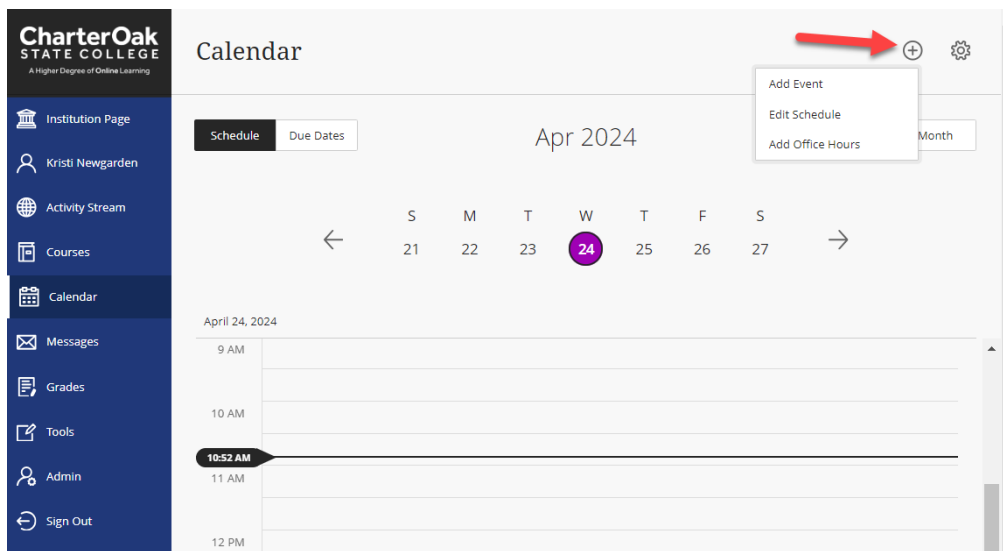
Figure 18 Calendar view



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.

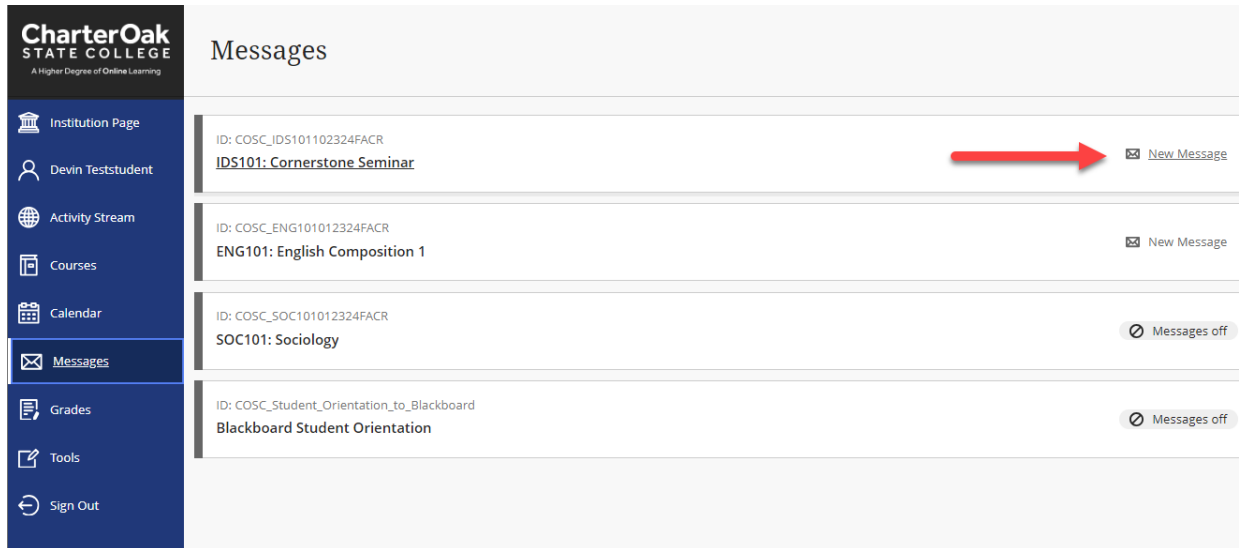
Figure 6 Adding calendar event



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



The screenshot displays the 'Messages' section of the Charter Oak State College interface. On the left is a navigation sidebar with the following items: Institution Page, Devin Teststudent, Activity Stream, Courses, Calendar, Messages (highlighted), Grades, Tools, and Sign Out. The main content area is titled 'Messages' and lists four courses:

- IDS101: Cornerstone Seminar** (ID: COSC_IDS101102324FACR) with a 'New Message' icon. A red arrow points to this icon.
- ENG101: English Composition 1** (ID: COSC_ENG101012324FACR) with a 'New Message' icon.
- SOC101: Sociology** (ID: COSC_SOC101012324FACR) with a 'Messages off' indicator.
- Blackboard Student Orientation** (ID: COSC_Student_Orientation_to_Blackboard) with a 'Messages off' indicator.

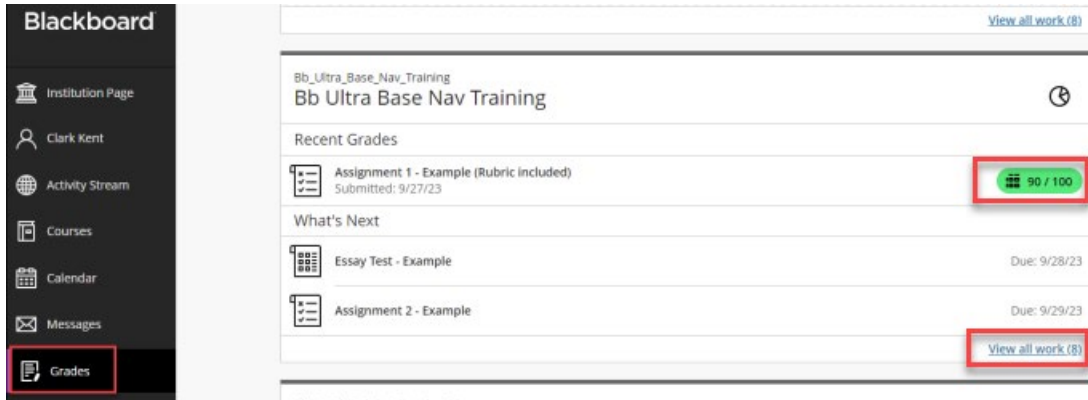
Grades

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.

Figure 81 Student view of grades



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

