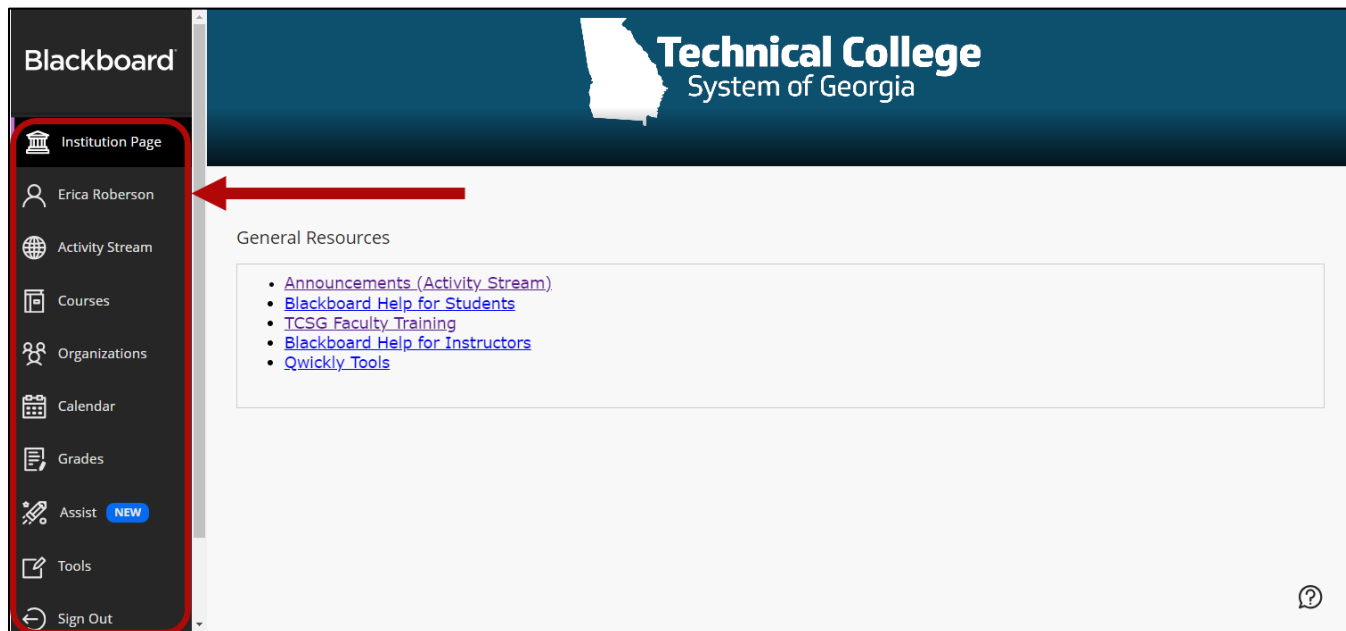


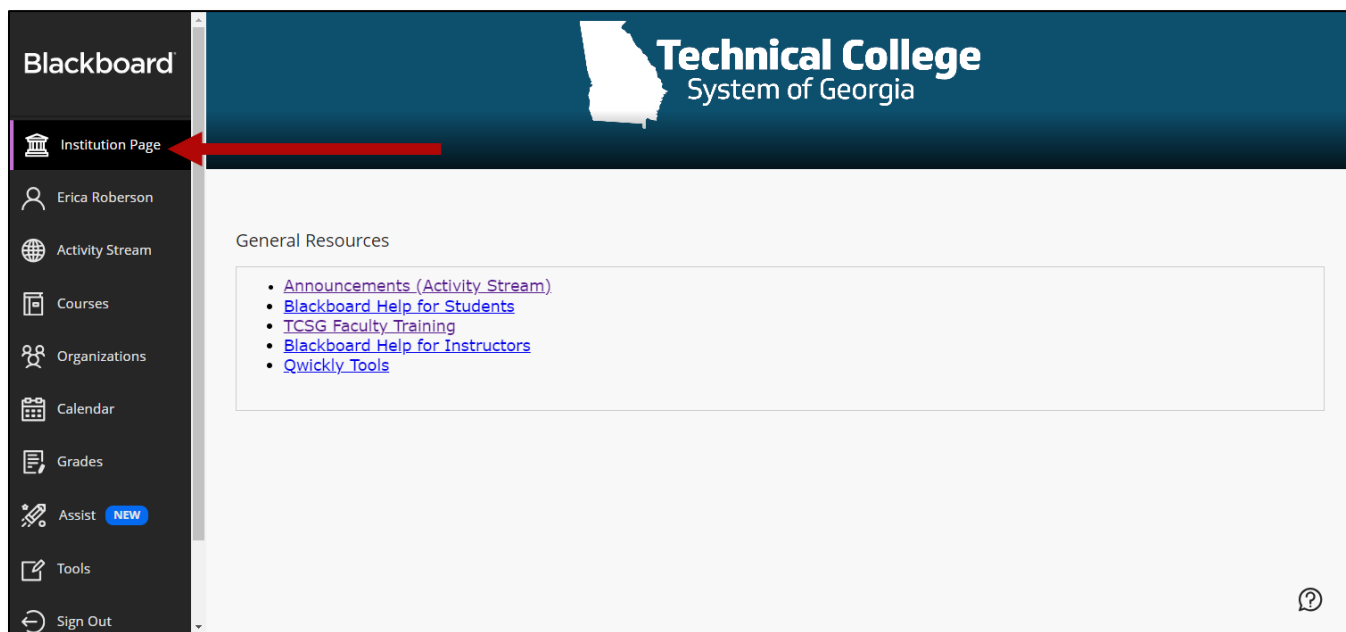
Blackboard – UBN – Getting Started

Blackboard Ultra Base Navigation (UBN) provides an easy navigation interface that provides access to a side menu that shows constant activity updates from all your courses. The side menu is always available, no matter where you are in Blackboard. This document describes the functions of each feature in the UBN side menu.



Institution Page

The institution page provides information related to your institution. Here you may find resources, links or important content related to the institution. *Modules* appear below the banner and institution information. The modules contain helpful links and custom content.



Profile

Underneath the Institution Page you'll see your name. This is where you can view your profile. From the profile you can change global notification settings.

The screenshot shows the Blackboard user interface. On the left is a dark sidebar with navigation links: Institution Page, GVTC Faculty (highlighted with a red box and a red arrow), Activity Stream, Courses, Organizations, Calendar, Grades, Assist (with a 'NEW' badge), Tools, Sign Out, Privacy, and Terms. The main content area has a header with a user profile picture and the name 'GVTC Faculty' with the username 'gvtc_faculty' below it. Below the header are two sections: 'Basic Information' and 'System Settings'. The 'Basic Information' section contains a table with the following data:

Basic Information	
Full Name	GVTC Faculty
Email Address	[Redacted]
Student ID	Add student ID

The 'System Settings' section contains a red-bordered box with the following links:

- Global Notification Settings
- [Stream notifications](#)
- [Email notifications](#)
- [Push notifications](#)

Activity Stream

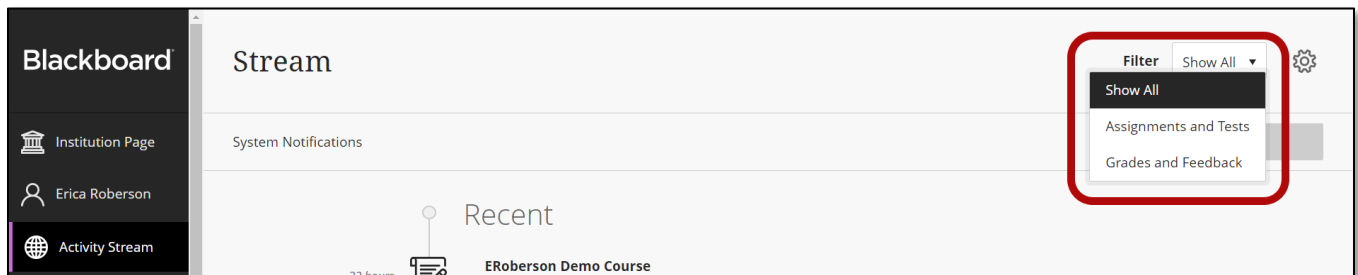
The activity stream shows what's new in all your courses. The stream captures action up to the minute. Select an item in the list to jump directly to the activity. Items are prioritized by what's relevant to you and are grouped into four categories, *Important*, *Upcoming*, *Today*, *Recent*.

The screenshot shows the Blackboard 'Stream' page. The left sidebar is the same as in the previous screenshot, but 'Activity Stream' is now highlighted with a red box and a red arrow. The main content area is titled 'Stream' and has a 'Filter' button and a 'Show All' dropdown menu. The stream is divided into sections by date. The 'Recent' section contains two items:

- Oct 10, 2023**: A 'Blackboard Announcement' titled 'Test Yuja Image' with the text 'This is an example.' It includes a 'Direct' link and an 'Embed' link.
- Sep 27, 2023**: A 'Blackboard Announcement' titled 'Sign up to learn about Blackboard through our virtual Blackboard worksho...'. It includes an image of a chalkboard with the word 'Workshop' written on it and the text 'This is a virtual workshop that will be held ONLINE using a web conferencing tool called Collabor...'

Filtering Options

The filtering options allow viewing of assignments and tests, and grades and feedback from all courses.

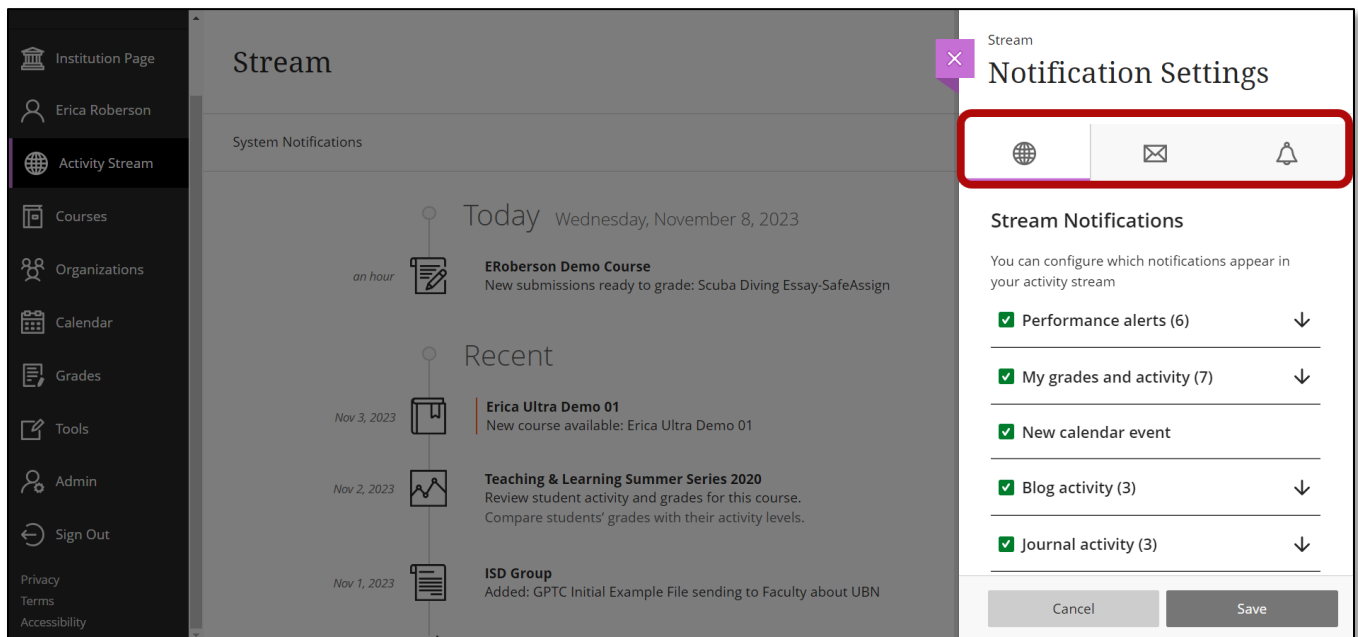


Notifications Settings

Select the **Settings** icon in the top-right corner to view and edit notifications settings.



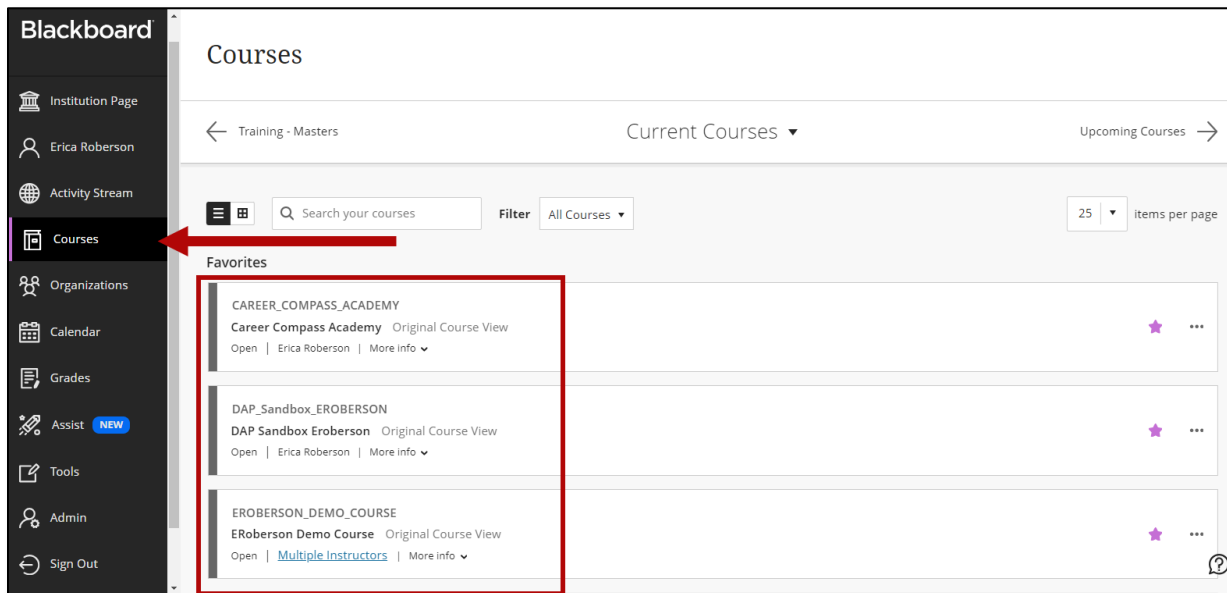
Edit stream notifications, email notifications and push notifications. Be sure to select **Save** at the bottom to apply any changes.



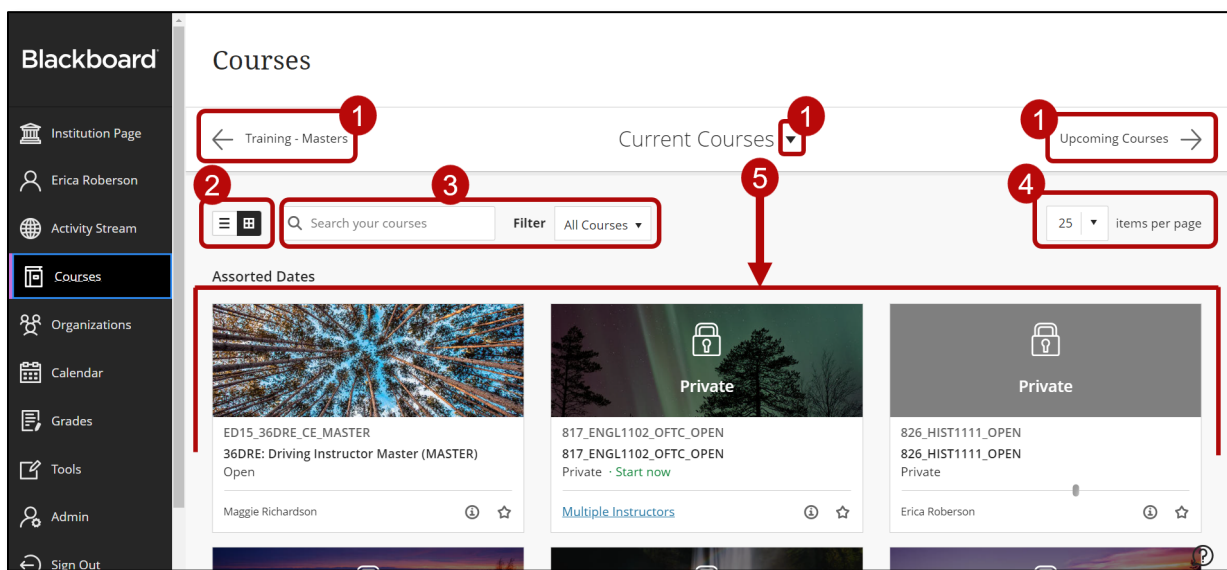
Courses

From the side menu, select the Courses link to view a list of the courses you are enrolled in (past, present, and future). Courses can be viewed in two ways, list view or grid view.

List View



Grid View




The Courses page has many features and options such as those listed below.

1. **Browse by Term** – Use these options to browse for courses by term. Select the middle down arrow to view the menu and choose a term. Use the left and right arrows as a slider to view different course terms.
2. **Course List View** – Courses may be viewed in a grid or a list. Grid view shows courses as cards, as shown in the screenshot below.

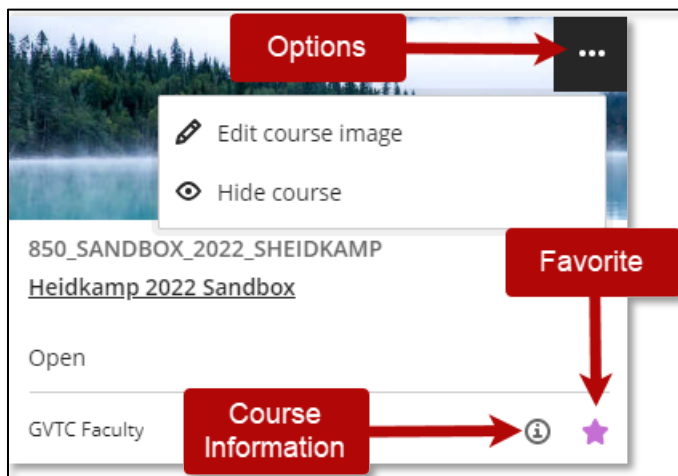
3. **Filter or Search** – Use the Filter menu to choose what you would like to view on the page. While viewing courses from the filtered list, it will remain the same. If you navigate to another page, all courses will return. Use the search bar to locate courses on the current page.
4. **Items Per Page** – Determine the number of courses you would like to view on the current page.
5. **Courses** – View the list of courses on the current page.

Cards

In grid view, courses appear as cards. Select the card to access the course. Select the **Options** icon  to view additional options such as:

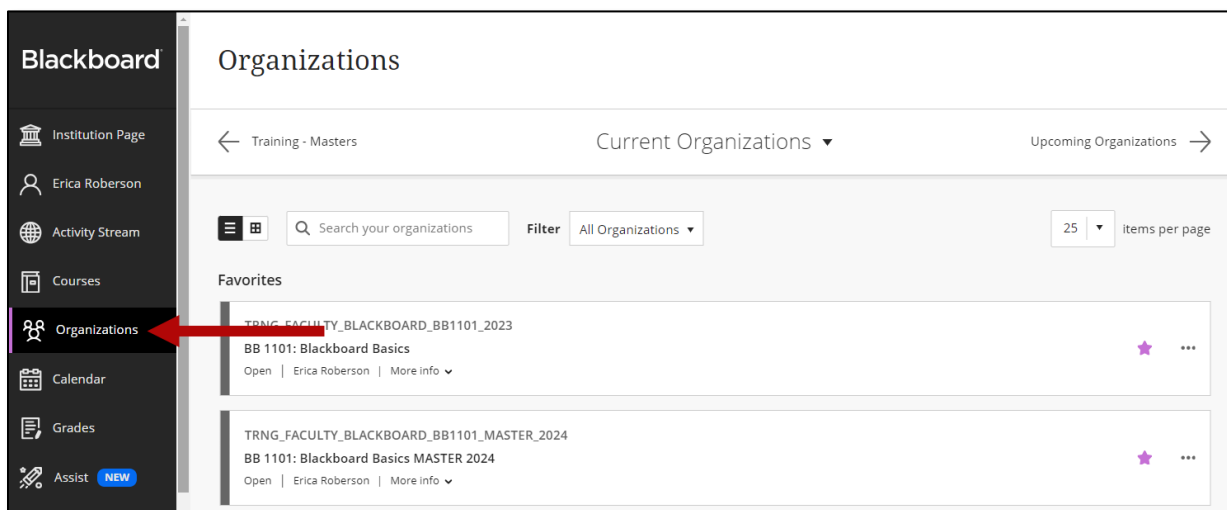
- Customize the image on your cards. ***Note:** The minimum size for images is 1200 x 240 pixels.
- Hide course

You can also Favorite a course or view course information such as the course ID.



Organizations

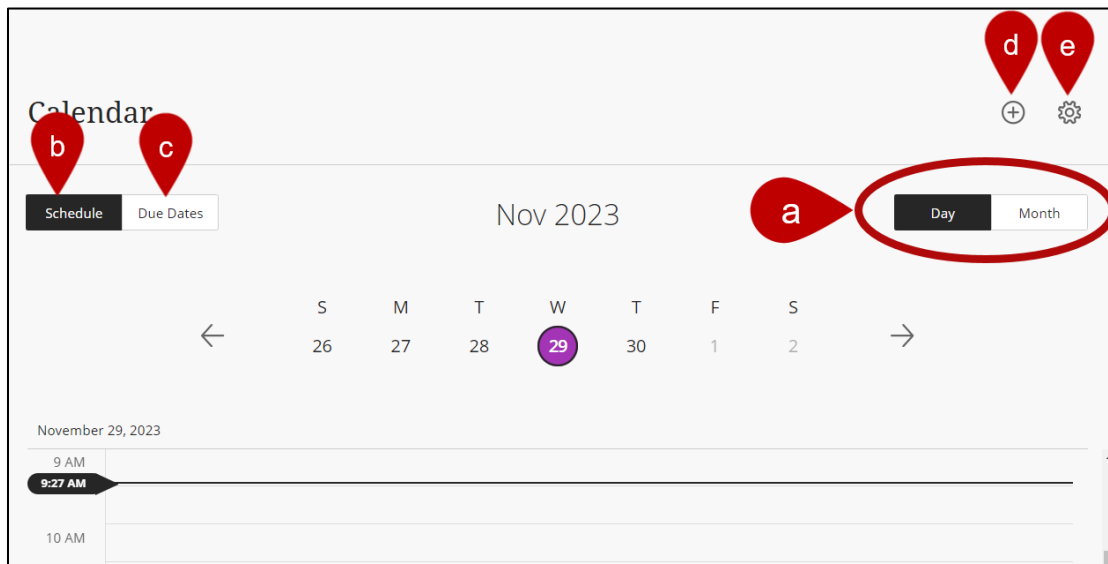
From the side menu, select **Organizations** to view a list of the organizations you lead and are a member of. The Organizations area work the same way as Courses.



Calendar

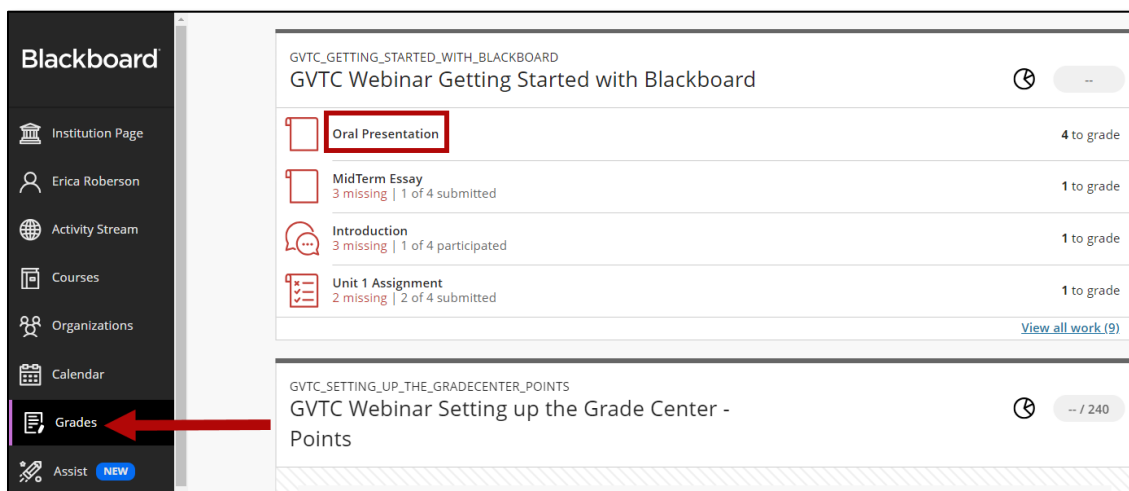
This view of the calendar shows a global look at course events, meetings, and upcoming due dates for all courses. **Note:** When accessing the calendar from inside a course, it shows events for that course only. The calendar has several views to choose from.

- Day or Month** – Choose the Day view or Month view to see events scheduled for a specific day or for the weeks ahead.
- Schedule** – This view shows events that have been scheduled.
- Due Dates** – This view shows a list of upcoming deadlines.
- Add calendar event** – Select the New Event button to add events for personal calendars and for courses.
- Calendar Settings** – Select the Calendar Settings button in the upper right corner to choose the calendars you want to see.



Grades

Select **Grades** in the side menu to view submissions that need to be graded in all your courses/organizations. All tasks are organized by course. You'll see items that are ready to grade or how many students have overdue assignments, tests, and graded discussions. Select an item's title to be directed to the gradebook and begin grading.



Here you can view *all graded items* and access the *Course Activity Related to Grades* report. This report shows how well participants performed and the activity in the course/organization.

GVTC_GETTING_STARTED_WITH_BLACKBOARD
GVTC Webinar Getting Started with Blackboard

Course Activity Related to Grades

- Oral Presentation 4 to grade
- MidTerm Essay 3 missing | 1 of 4 submitted 1 to grade
- Introduction 3 missing | 1 of 4 participated 1 to grade
- Unit 1 Assignment 2 missing | 2 of 4 submitted 1 to grade

View all graded items [View all work \(9\)](#)

Course Activity Related to Grades Report

The *Overall Grade* and *Hours in Organization* columns update every 24 hours.

Select the **pie chart** next to a course to access the *Course Activity Related to Grades Report*.

GVTC Webinar Getting Started with Blackboard
Course Activity Related to Grades

This report shows student activity in your course. Overall grade and hours in course updates every 24 hours. See your course's overall grade in the gradebook to access enhanced analytics. [Learn more](#)

Filter alerts: All students | Alerts

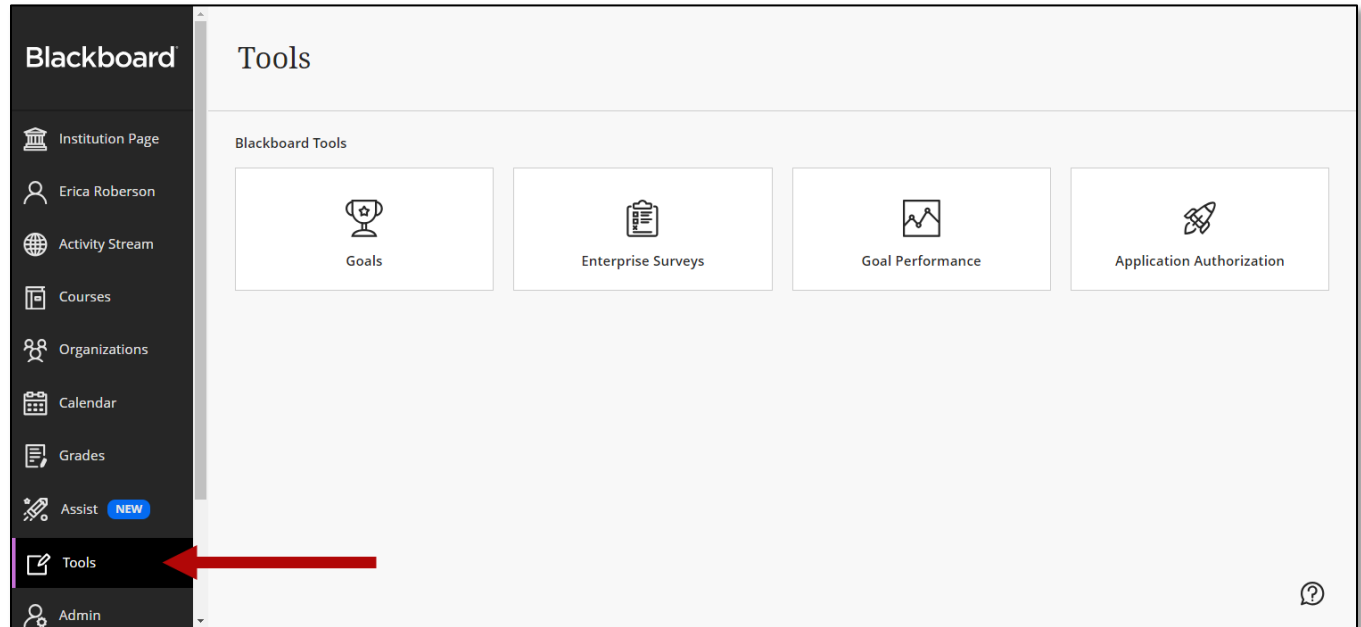
Student	Overall Grade	Hours in Course	Days Since Last Access
Erica Trainer1	--	0.83	1,393
Erica Roberson_ta ID ta_eroberson	--	0	--
Erica Trainer2	--	2.64	826
Erica Roberson_PreviewUser	--	0	1,355

Alert Settings, Send message, Download

- There are two views for the report, table and scatter plot.
- Filter students by All students, Students with Alerts, Students without Alerts.
- Send an email to students who may be scoring below average or missed assignments.
- Download the report.
- Select the Alert Settings to customize your alert settings.

Tools

In the Tools section is the tools to access global functions outside a course. Some Blackboard Tools are available here as well. You'll only see tools you have access to.



Sign Out

Select the Sign Out button to log out of Blackboard.