Introduction to Humber's Learning Management System: Blackboard Ultra

Faculty Orientation

Winter 2024

Welcome to the Humber Community!

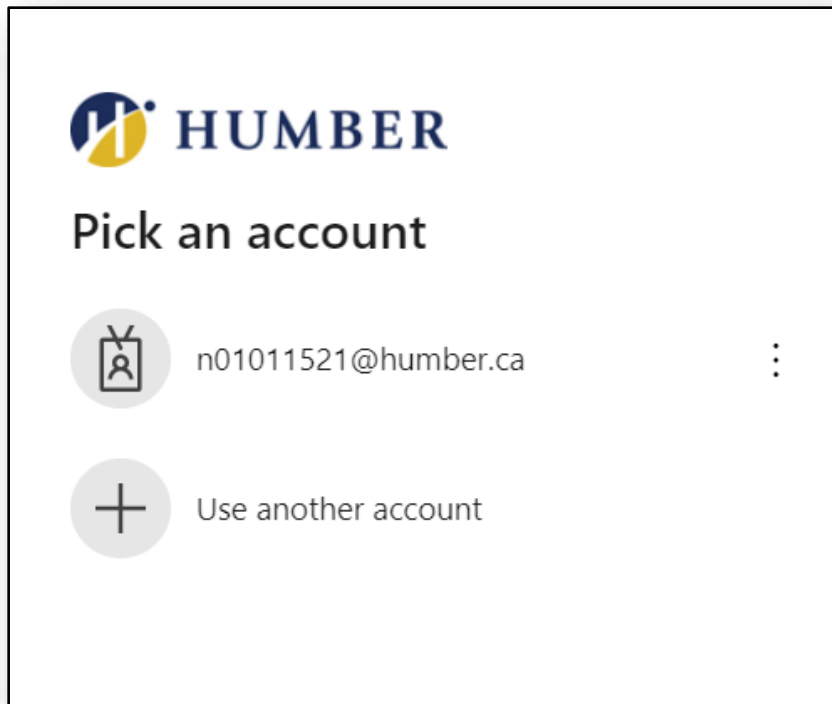# Topics of discussion in today's session:

- Accessing your Blackboard course(s)

- Features and tools in Blackboard Ultra

- Adding and organizing course content

- Managing the gradebook

- Blackboard Resources and Help Guide
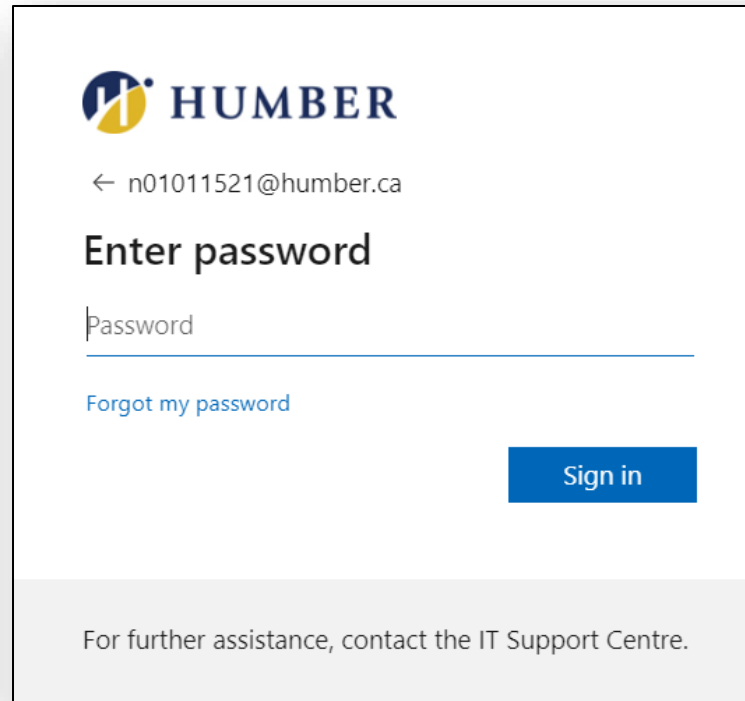
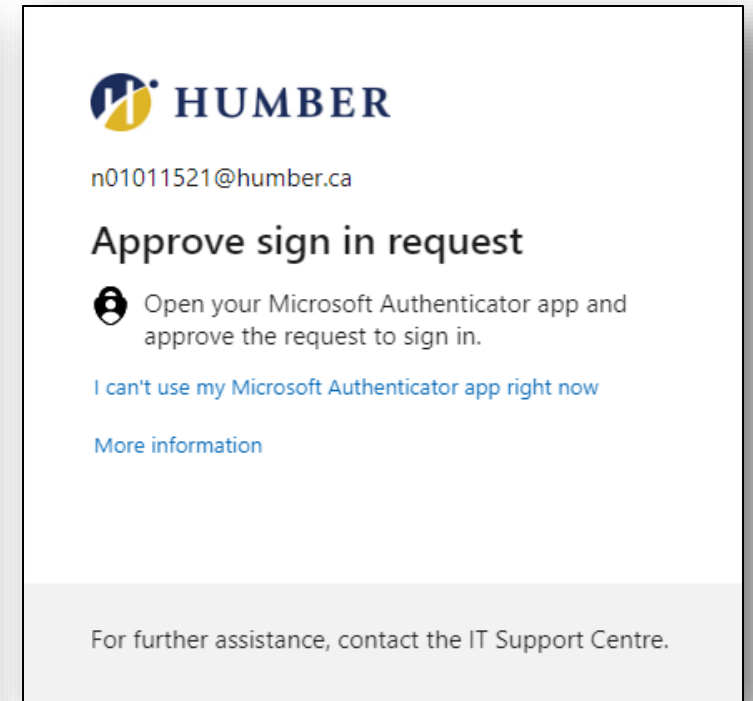- Using MS Teams to teach

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Signing into Blackboard Ultra

To access Blackboard Ultra, please log in using your credentials at: https://learn.humber.ca

Accessing Blackboard Ultra

This is where you can:
- Change/Update your profile picture
- Change your password
- Update notification settings

Accessing Blackboard Ultra

Accessing your Blackboard Ultra Course

You can search for your course using the course name, course code, or CRN.

You can filter your courses by clicking the dropdown menu.

You can search for past courses or upcoming courses by clicking the dropdown menu.

Accessing your Blackboard Ultra Course

Course Content Page

Content   Calendar   Announcements   Discussions   Gradebook   Messages   Analytics   Groups

Student Preview

Course Faculty

Catherine Ramkhalawan
INSTRUCTOR

Details & Actions

Roster
View everyone in your course

Course Description
View the course description

Progress Tracking ⓘ
Turn on

Course Image
Edit display settings

Course is open
Students can access this course

Attendance
Mark attendance

Books & Tools
View course & institution tools

Course Content

Get started!

Use this space to build your course. Select the plus to begin!

Blackboard Ultra Features

SBXU_N01011521_V3_W23

Introduction to Blackboard ULTRA

Content   Calendar   Announcements   Discussions   Gradebook   Messages   Analytics   Groups

On the top menu bar, you will find key items including the Course Content page, Calendar, Announcements, Discussions, Gradebook, Messages, Analytics, and Groups.

This panel cannot be changed or edited. This panel is the same for all Blackboard Ultra courses.

On the Details & Actions panel, you will find the class Roster, Course Groups, Progress Tracking, Course Image, Course visibility, Blackboard Collaborate, Attendance, Announcements, Books & Tools, and Question Banks.

This panel cannot be changed or edited. This panel is the same for all Blackboard Ultra courses.

Details & Actions

Roster
View everyone in your course

Course Description
View the course description

Progress Tracking ⓘ
Turn on

Course Image
Edit display settings

Course is open
Students can access this course

Attendance
Mark attendance

Books & Tools
View course & institution tools

Question Banks
Manage banks

Blackboard Ultra Tools

Content | Calendar | Announcements | Discussions | Gradebook | Messages | Analytics | Groups

Course Faculty

Catherine Ramkhalawan
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Details & Actions

Roster
View everyone in your course

Course Description
View the course description

Progress Tracking ⓘ
Turn on

Course Image
Edit display settings

Course is open
Students can access this course

Attendance
Mark attendance

Books & Tools
View course & institution tools

Question Banks
Manage banks

Add course schedule

Course Content

Get started!

...o build your course. Select the plus...

> You can scroll through and select tools to add to the Course Content page by clicking the (➕) icon.
>
> Common tools used are Microsoft Teams, Testing Services, and Student Feedback Questionnaire.

> By clicking the link under "Books & Tools" it will open a panel of available tools on the right side of the screen.

Available tools

Akindi: online and in-person testing

Ametros Learning

DIY Proctortrack
DIY Proctortrack

Instructor RV

Instructor SV + QP

Microsoft OneDrive
Navigate your OneDrive Files

Microsoft Teams

Blackboard Ultra Features

You can click on Student View to see how the course content will look for your students.

Adding Content to your Course

Use this space to build your course by adding content.

You can add content from scratch, copy content from another Blackboard Ultra course, or upload files from your computer.

Adding Content to your Course

Learning Modules, Folders, and Documents/Links

Assessments (Assignment, Quiz, Test, Exam)

Engagement (Discussion Board, Journal)

Content levels (3 levels)

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Adding Content to your Course

Course Content Items ^
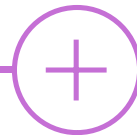
- Learning module
- Folder
- Document
- Cloud Document
- Link
- Teaching tools with LTI connection
- SCORM package
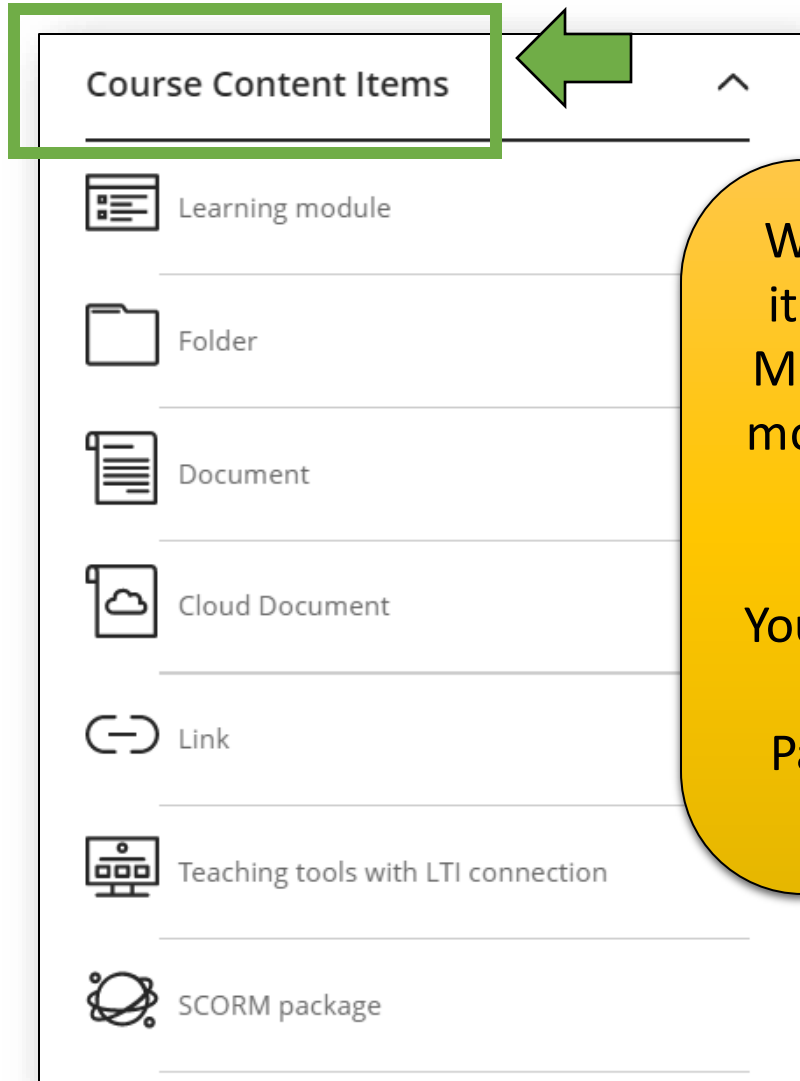
When creating Course Content items, you can create Learning Modules or Folders. Within that module or folder, you can create documents or links.

You can also create Assessments (Test, Exam, Assignment) or Participation and Engagement (Discussion, Journal).

Assessment ^

- Test
- Assignment

Participation and Engagement

- Discussion
- Journal

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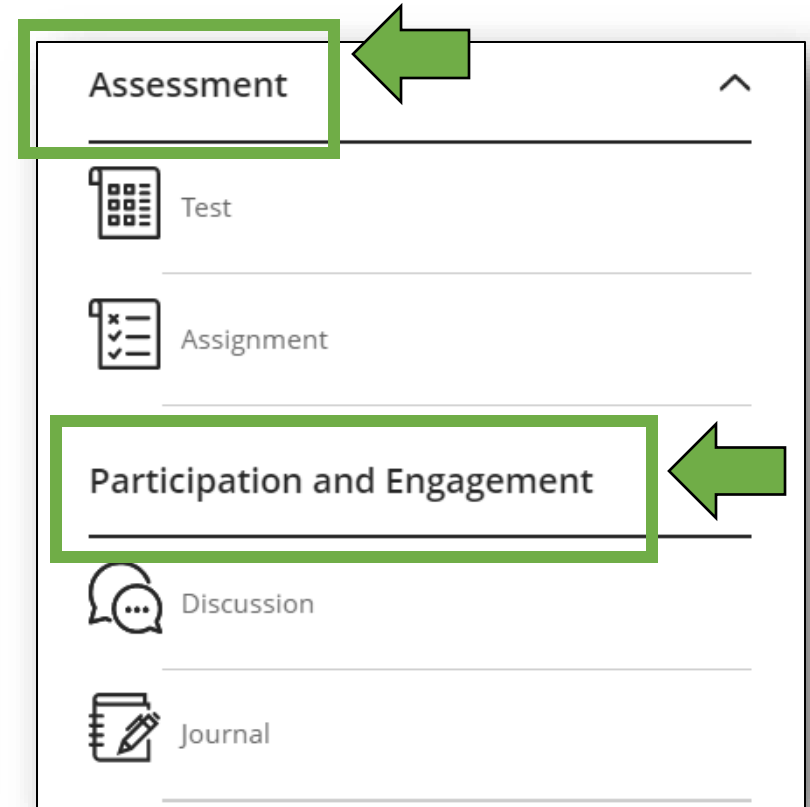
Organizing your course content
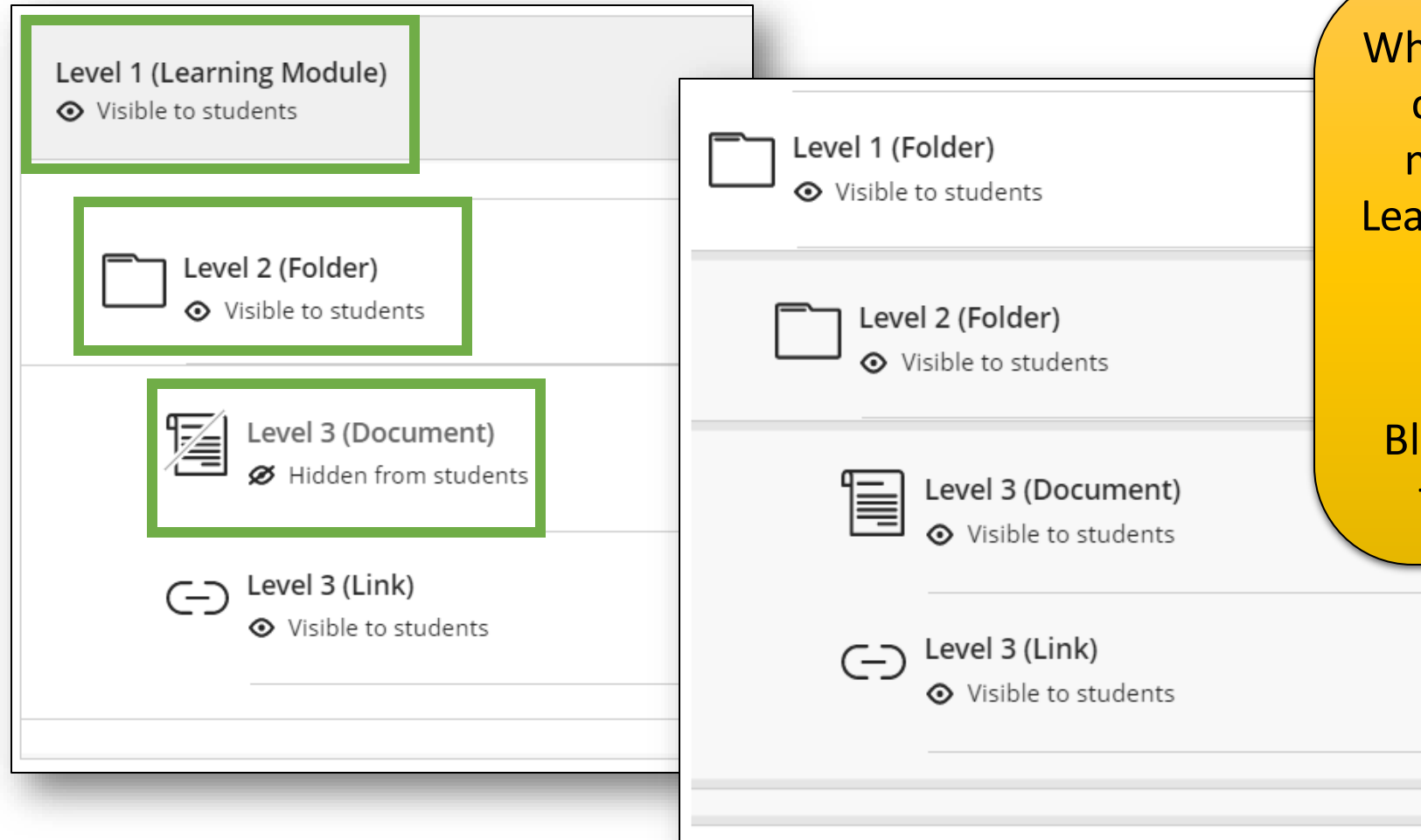
When organizing your course content, there are three main content structures: Learning Module, Folder, and Document or Link.

IMPORTANT!
Blackboard Ultra allows for three levels of content.

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Copying content from another Blackboard Ultra course

Copying content from:

- a DEVU (Development) site

- A SBXU (Sandbox) site

- another instructor's course (e.g. Winter 2024 – current semester)

- a previous course (e.g. Winter/Spring/Fall 2023)

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Adding Content to your Course

- Critical Path / syllabus / weekly schedule

- Course Outline

  - Find your Course Outline on the [Transfer Options website](#):

  🖥️ https://humber.ca/transferoptions/course-outlines

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Copying content from another Blackboard Ultra course

Content   Calendar   Announcements   Discussions   Gradebook   Messages   Analytics   Groups

Student Preview

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Course is open
Students can access this course

Course Content

To copy or bring over content from another Blackboard Ultra course/DEVU, click on the three dots under Student Preview.

Then, click on "Copy "Content" to find the Bb Ultra course you would like to copy content from.

Batch Edit

Import Content

Copy Items

Export Course Package

Course Tasks and Logs

Get started!

Use this space to build your course. Select the plus to begin!

Blackboard Gradebook

Setting up the Overall Grade

Gradable Items   Students

Item	Due Date	Status	
Quiz 1		**1** to grade	...
Quiz 2		**1** to grade	...
Quiz 3		**1** to grade	...
Test 1		**1** to grade	...
Test 2		**1** to grade	...
Mid-term Exam		**1** to grade	...
Final Exam		**1** to grade	...
Group Project		**1** to grade	...

Set up the overall grade!
The overall grade helps students keep track of their performance in your course. You can select the gradebook items to include.

Set it up

Hide this message

Overall Grade Calculation

Choose the format to calculate the overall grade for your course:

○ Points
  Show example

● Weighted
  Show example

○ Advanced
  Use the formula editor to create a bespoke calculation for the overall grade

Cancel   Next

Assign percentage values to grading categories and items for an overall grade worth 100%. Hide Instructions

- Unlink [🔗] an item from its category to weigh it independently.
- Unlock [🔓] items and categories to let the system auto-balance their percentages.
- Exclude [⊘] items and categories from the overall grade calculation.

Quiz 3 items | ⊕ Edit calculation rules	🔓 [15] % ⊘ | ⌄	
Exam 2 items | ⊕ Edit calculation rules	🔓 [45] % ⊘ | ⌄	
Test 2 items | ⊕ Edit calculation rules	🔓 [25] % ⊘ | ⌄	
Assignment 1 item | ⊕ Edit calculation rules	🔓 [15] % ⊘ | ⌄	

Overall Grade Settings

The overall grade helps students keep track of their performance in your course. The overall grade is calculated using relative weights for gradebook items or categories.

☑ Base calculation on points earned out of total graded points.

Select how the overall grade is displayed

[Letter ▾]

☑ Show to students

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Understanding the Gradebook

For a gradable item to show in the gradebook it can be created by:

    A. Creating the item in the **Content area** of your course (linked to Gradebook)

    B. Adding the item in the **Gradebook area** (for manual grade input)

- Gradable items must be listed in the Gradebook to set up the Overall Grade calculations accurately

- The Overall Grade percentage can be shown to students throughout the course for learner progress

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Adding Content to your Course: Useful links and resources

Faculty Blackboard Ultra Help

Ultra: Navigating Blackboard

Ultra: Setting Up Your Course

Ultra: Creating Content

Ultra: Communicating in Blackboard

Ultra: Collaborating Online

Scan the QR code to go the Faculty Blackboard Ultra Help website.

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Blackboard Resources and Help Guide for Faculty

Welcome, Humber Faculty

This page contains practical tips and quick links to relevant resources to help guide your course setup process in Blackboard Ultra, the Learning Management System at Humber. Here you will also find Humber's copyright policy and accessibility guidelines which are important to adhere to while you build your course content.

Setting Up Your Course in Blackboard

Getting Started with Microsoft Teams

Leveraging Blackboard for Your Course

Additional Resources for Faculty and Students

Copyright Overview

Accessibility and AODA

Panopto

Scan the QR code to go the Blackboard Resources and Help Guide for Faculty.
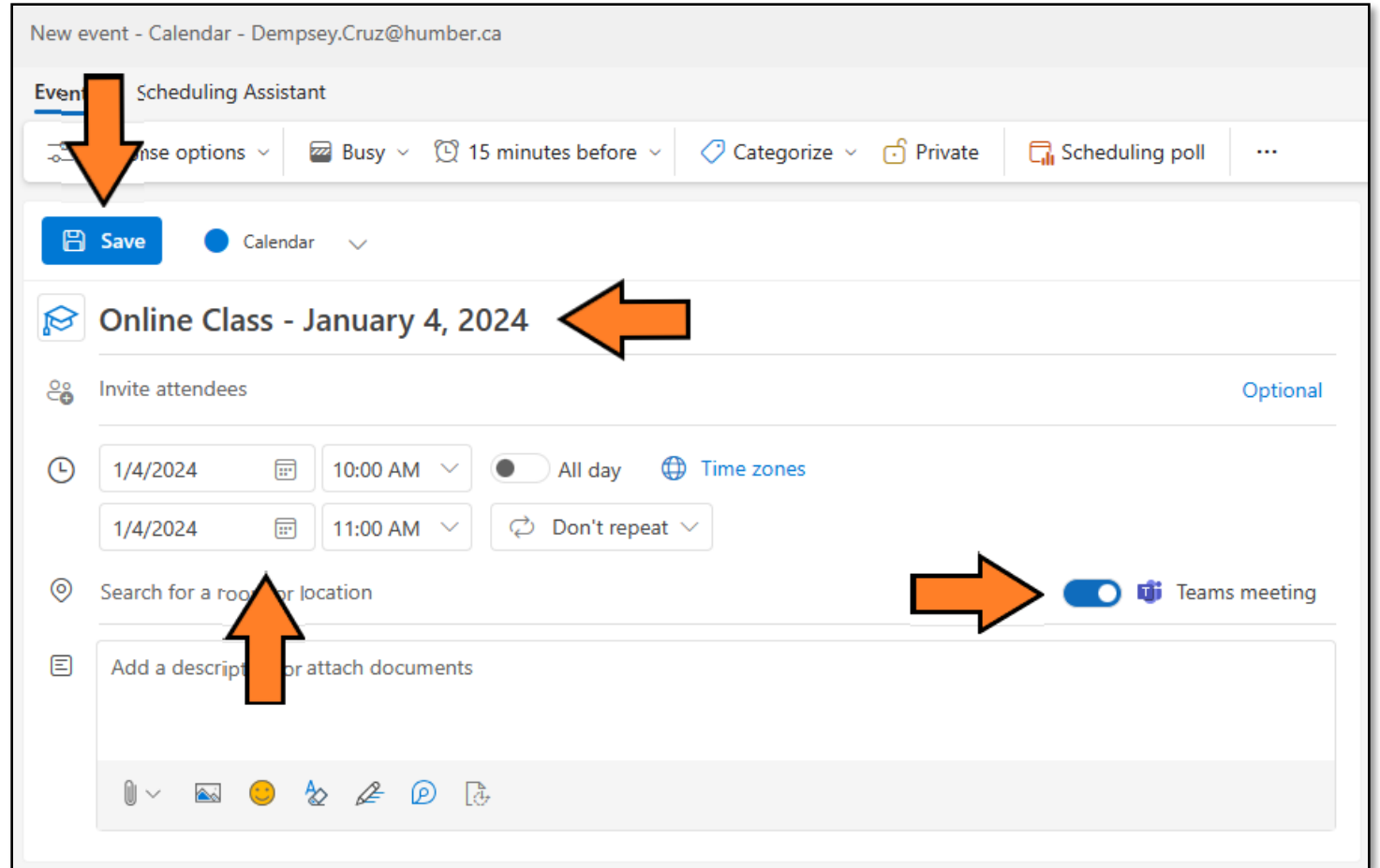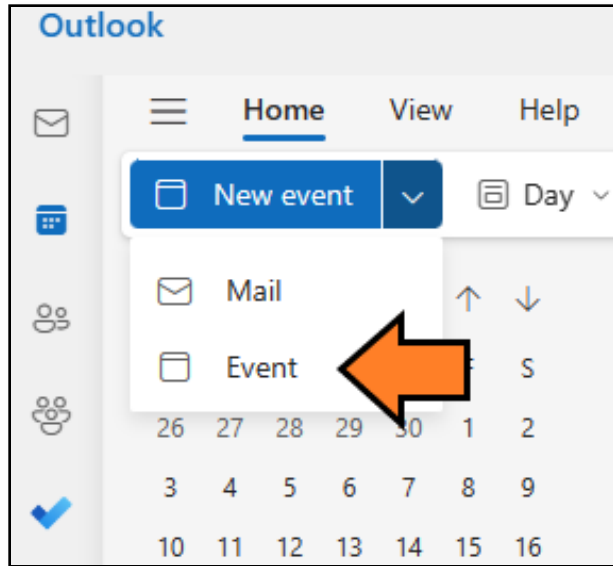
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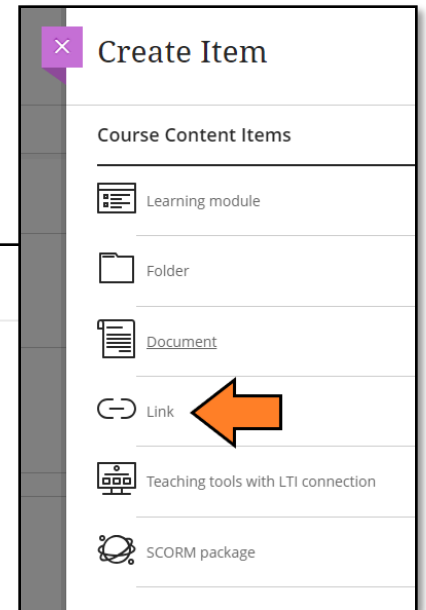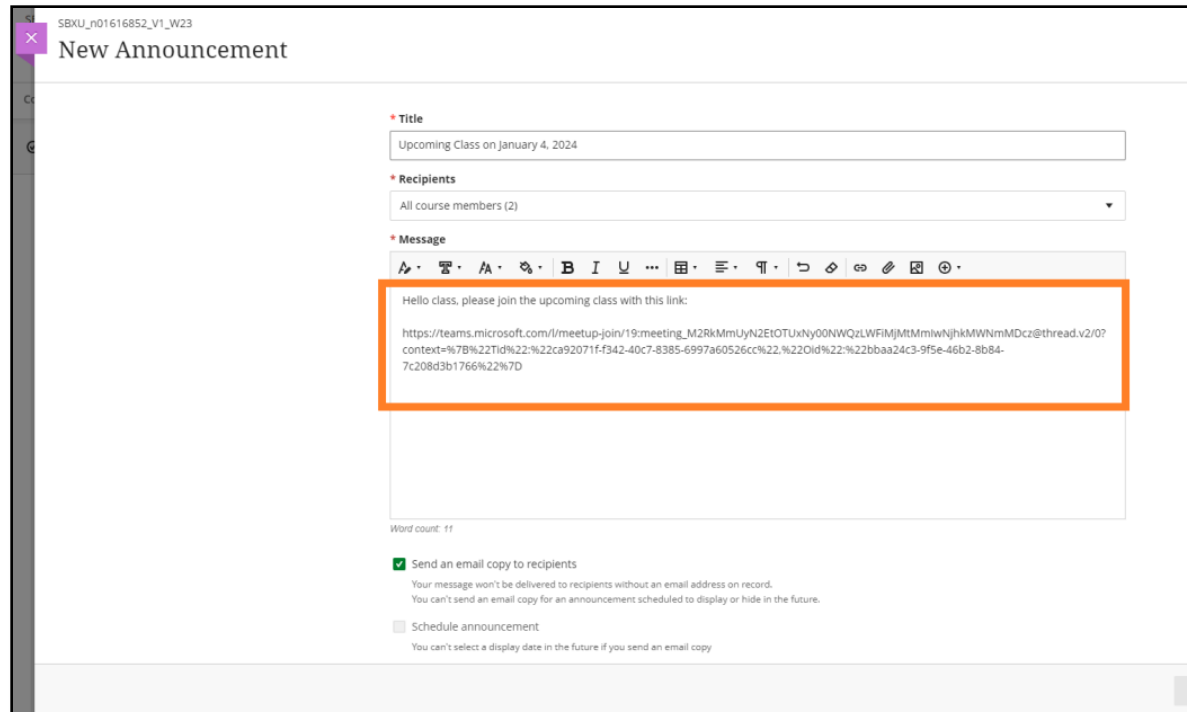
Using Microsoft Teams to Teach

Humber's official video conferencing tool for online course sessions

- Robust features for collaboration

- Powerful content-sharing capabilities

- Integrated with Microsoft 365 environment (Outlook, OneDrive)

- Accessibility-focused design

- Download Microsoft Teams App
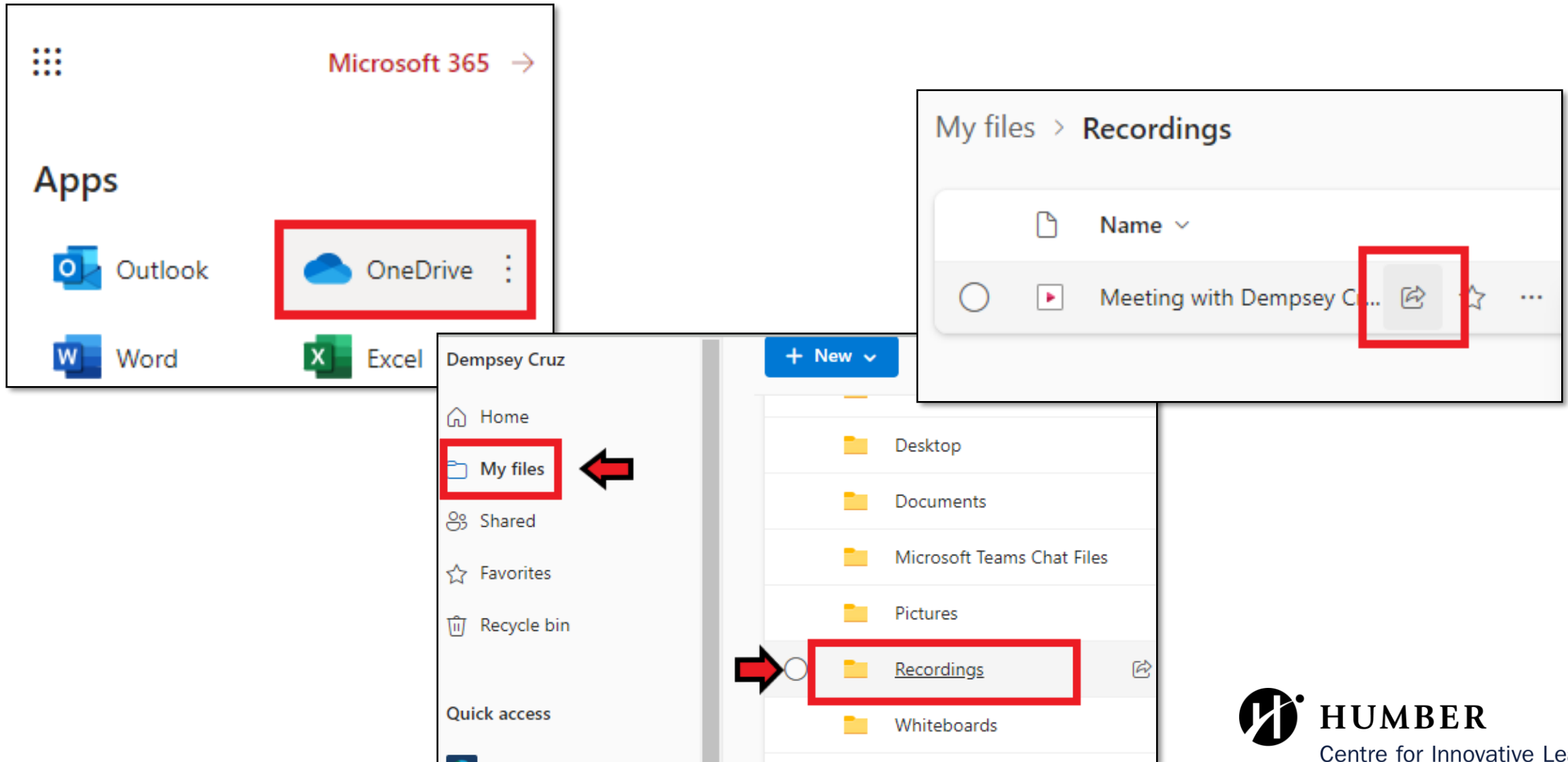
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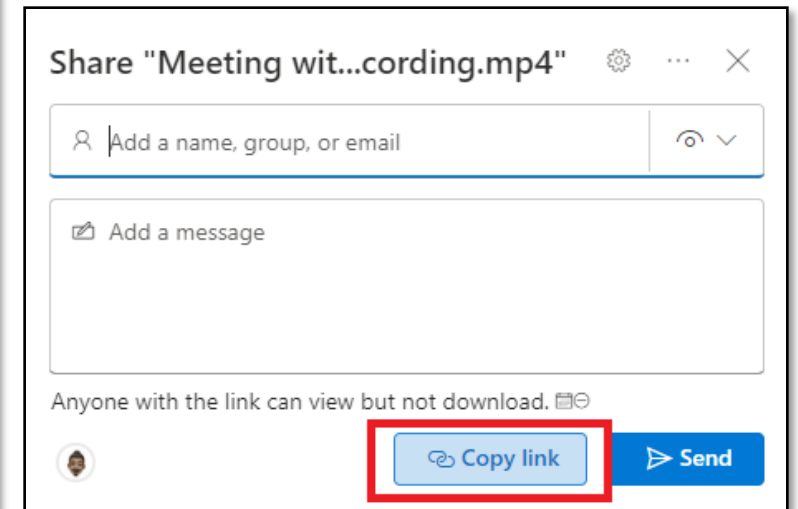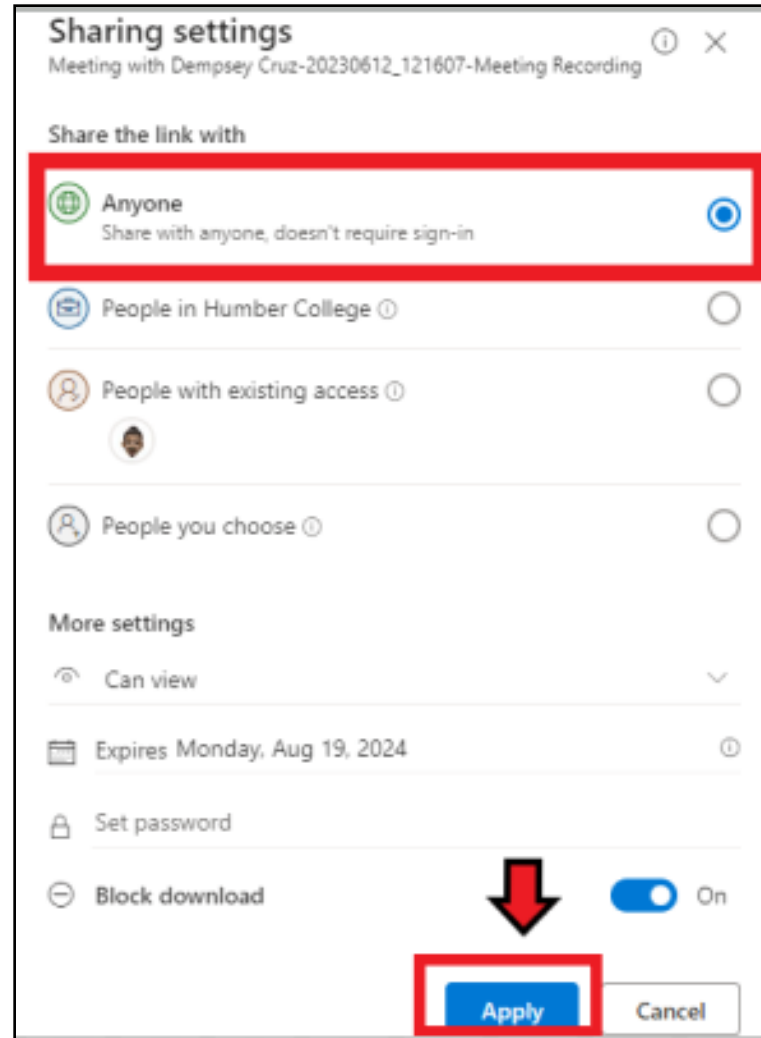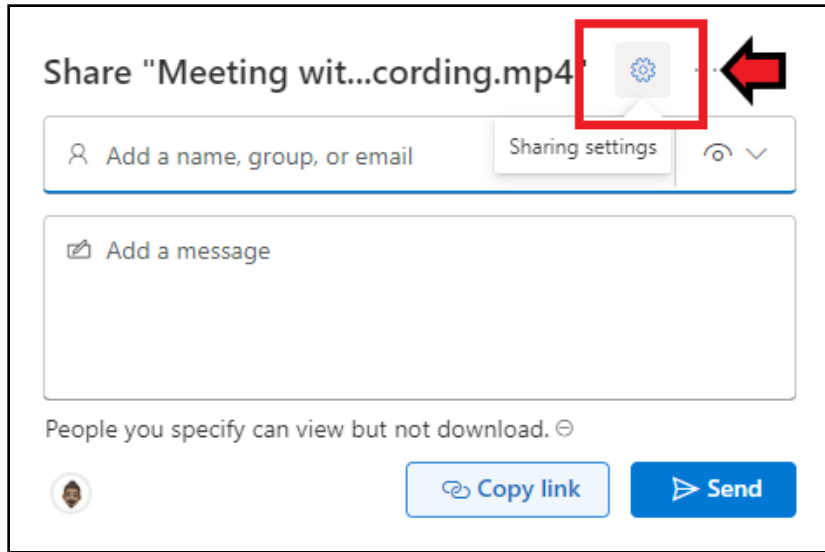# Creating a Teams Meeting Link in Outlook

Sharing a Teams Meeting Link in Blackboard
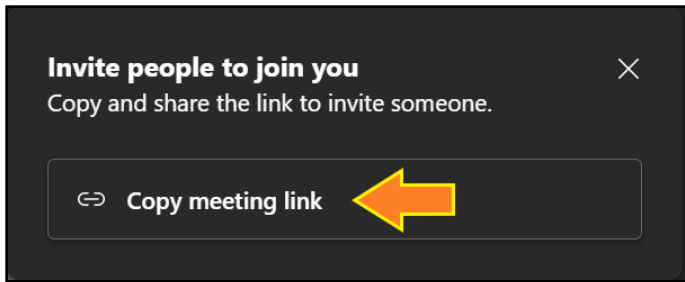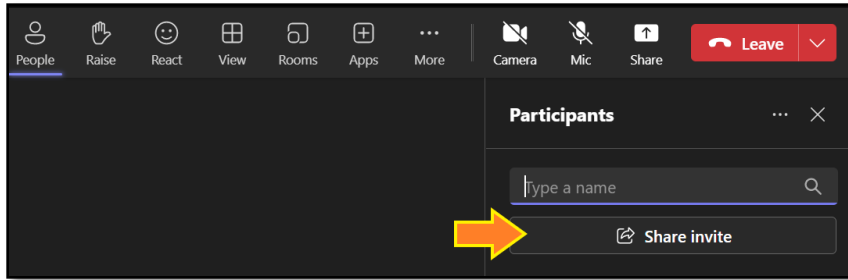
Sharing Class Recordings from OneDrive

Sharing Class Recordings from OneDrive

Microsoft Teams Resources

bit.ly/msteamshumber

Using Teams to Teach
(Faculty Blackboard Ultra Help Site)

Miro board:
MS Teams features

Updates in Blackboard Ultra

Blackboard Ultra updates every month.

[BB HUB: Blackboard Help and Updates](#)

[Anthology Idea Exchange: Teaching & Learning](#)

Keep an eye out for Bb Updates posted in the [Humber Communique](#).

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Connect with us!

For more information and additional resources,
please visit our [Innovative Learning website](#).

For support, contact us through our [Support Centre webpage](#).

- General Support request ticket (1 to 2 days response)
- Book a 1-1 Support Session (in-person or virtual)

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Thank you for joining!

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