

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:

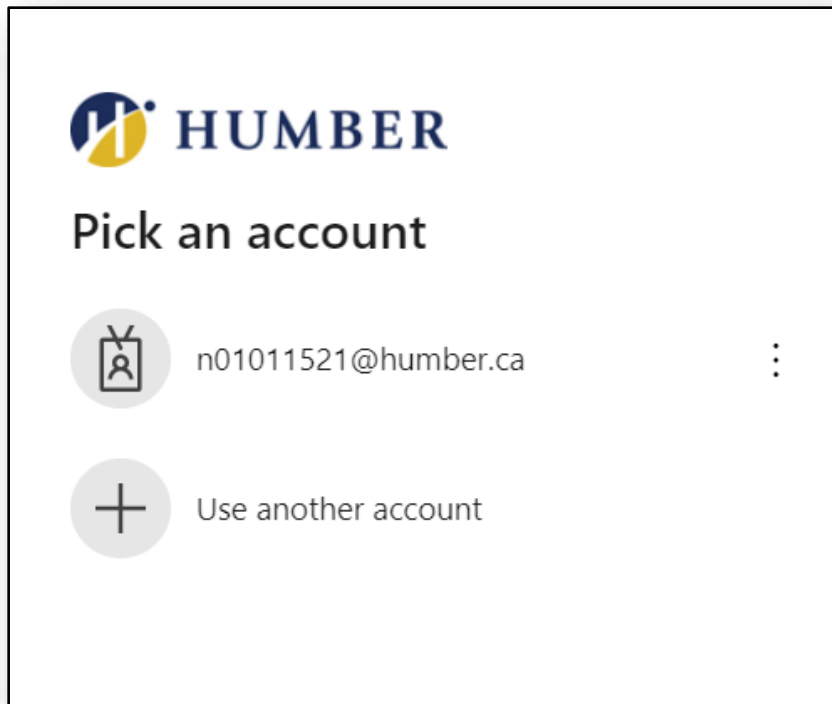
- Accessing your Blackboard course(s)
- Features and tools in Blackboard Ultra
- Adding and organizing course content
- Managing the gradebook
- Blackboard Resources and Help Guide
- Using MS Teams to teach



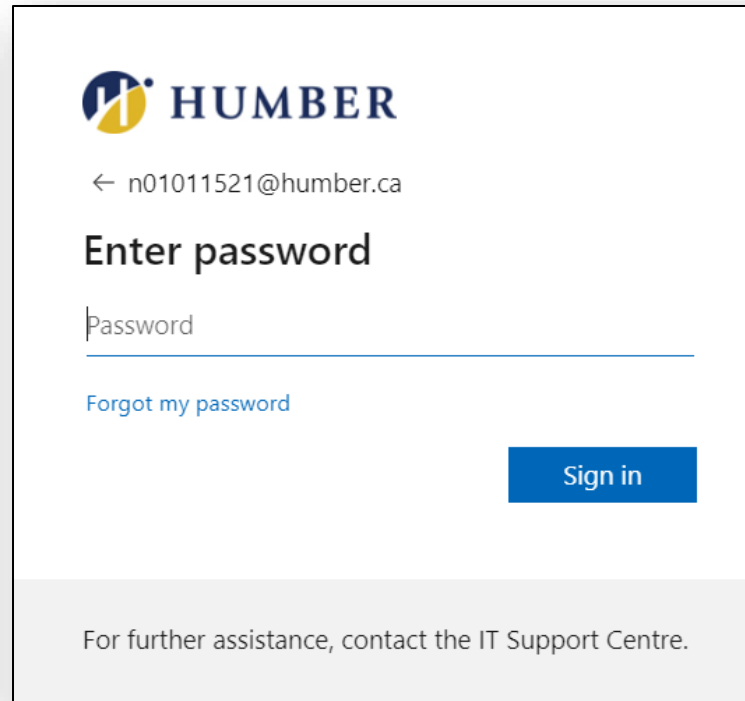
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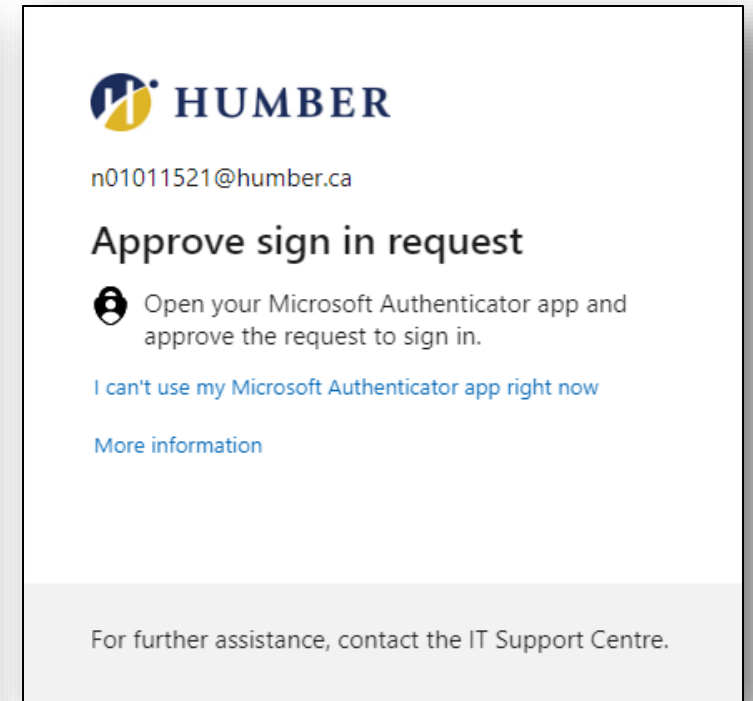
Signing into Blackboard Ultra



The screenshot shows the Humber logo at the top left. Below it, the text "Pick an account" is displayed. There are two options: a user icon with the email address "n01011521@humber.ca" and a plus sign icon with the text "Use another account". A vertical ellipsis is visible to the right of the first option.



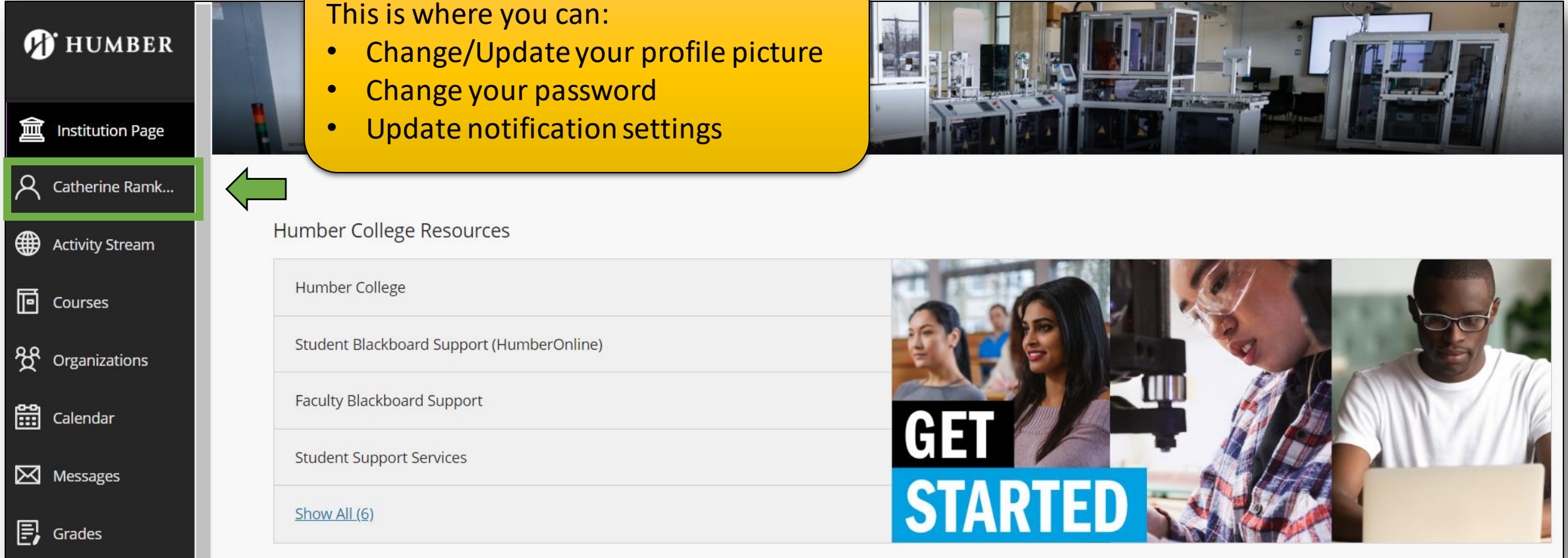
The screenshot shows the Humber logo at the top left. Below it, the email address "n01011521@humber.ca" is displayed with a back arrow. The text "Enter password" is followed by a password input field. Below the field is a link for "Forgot my password". A blue "Sign in" button is located at the bottom right. At the bottom of the screen, there is a footer: "For further assistance, contact the IT Support Centre."



The screenshot shows the Humber logo at the top left. Below it, the email address "n01011521@humber.ca" is displayed. The text "Approve sign in request" is followed by a Microsoft Authenticator icon and the instruction: "Open your Microsoft Authenticator app and approve the request to sign in." Below this is a link: "I can't use my Microsoft Authenticator app right now" and another link: "More information". At the bottom of the screen, there is a footer: "For further assistance, contact the IT Support Centre."

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

Humber College Resources

Humber College
Student Blackboard Support (HumberOnline)
Faculty Blackboard Support
Student Support Services
Show All (6)

GET STARTED

The screenshot shows the Blackboard Ultra interface. On the left is a dark navigation sidebar with the Humber logo and menu items: Institution Page, Catherine Ramk..., Activity Stream, Courses, Organizations, Calendar, Messages, and Grades. The 'Catherine Ramk...' item is highlighted with a green box, and a green arrow points from a yellow callout box to it. The callout box lists three actions: Change/Update your profile picture, Change your password, and Update notification settings. Below the sidebar is a 'Humber College Resources' section with a list of links: Humber College, Student Blackboard Support (HumberOnline), Faculty Blackboard Support, Student Support Services, and a 'Show All (6)' link. To the right of this list is a banner image featuring three students and the text 'GET STARTED' in large white letters on a blue background. The top right of the interface shows a blurred image of a laboratory or classroom setting.

Accessing Blackboard Ultra

This is where you will find and access your courses for the semester.

- Humber College
- Student Blackboard Support (HumberOnline)
- Faculty Blackboard Support
- Student Support Services
- [Show All \(6\)](#)

GET STARTED

The screenshot shows the Blackboard Ultra interface. On the left is a dark navigation sidebar with the Humber logo and menu items: Institution Page, Catherine Ramk..., Activity Stream, Courses (highlighted with a green bar and a green arrow pointing to the main content), Organizations, Calendar, Messages, and Grades. The main content area features a large banner image of a laboratory with a yellow callout box containing the text 'This is where you will find and access your courses for the semester.' Below the banner is a list of links: Humber College, Student Blackboard Support (HumberOnline), Faculty Blackboard Support, Student Support Services, and a 'Show All (6)' link. To the right of the list is a 'GET STARTED' banner with three images of students: two women in a classroom, a woman in safety glasses using a microscope, and a man with glasses working on a laptop.

Accessing your Blackboard Ultra Course

The screenshot shows the Blackboard Ultra interface for the 'Courses' section. On the left is a dark navigation sidebar with the Humber logo and menu items: 'Institution Page', 'Catherine Ramkhal...', 'Activity Stream', and 'Courses'. The main content area is titled 'Courses' and features a breadcrumb trail '← Courses from 2023' followed by a dropdown menu 'Current Courses ▾' which is highlighted with a green box. Below this is a search bar 'Search your courses' and a filter dropdown 'Filter All Courses ▾', both also highlighted with green boxes. To the right of the search bar is a 'Favorites' link and a '25 items per page' selector. On the far right, there is a link 'Upcoming Courses →'. Three green arrows point from yellow callout boxes below to the search bar, the filter dropdown, and the 'Current Courses' dropdown menu.

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

The screenshot displays the Blackboard Ultra interface. On the left is a dark sidebar with navigation options: Institution Page, Catherine Ramkhal..., Activity Stream, Courses (highlighted), Calendar, Messages, Grades, Tools, Admin, and Sign Out. The main content area is titled 'Courses' and shows a filter for 'Current Courses' and a search bar. Under the 'Favorites' section, three course cards are visible. The first card, 'INTRODUCTION Blackboard ULTRA', has a green arrow pointing to its star icon. A yellow callout box explains that clicking the star will favorite the course. The other two cards are 'Catherine's SANDBOX COURSE' and another 'Sandbox Course'.

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Courses

← Courses from 2023 Current Courses ▾

☰ Filter All Courses ▾

Favorites

INTRODUCTION
Blackboard
ULTRA

SBXU_N01011521_V3_W23
Introduction to Blackboard ULTRA

Open

Catherine Ramkhalawan ⓘ ★

Once you have found your course, you can click the star (★) to favourite the course. It will then appear at the top of your courses list.

Catherine's
SANDBOX COURSE

SBXU_N01011521_V2_W23
Sandbox Course_N01011521_V2

Open

Catherine Ramkhalawan ⓘ ★

SBXU_N01011521_V2_W23
Sandbox Course_N01011521_V2


Open

Catherine Ramkhalawan ⓘ ★









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

The screenshot displays the Blackboard Ultra interface. At the top, navigation tabs include Content, Calendar, Announcements, Discussions, Gradebook, Messages, Analytics, and Groups. The left sidebar contains 'Course Faculty' (Catherine Ramkhalawan, INSTRUCTOR), 'Details & Actions' (Roster, Course Description, Progress Tracking, Course Image, Course is open, Attendance, Books & Tools, Question Banks), and 'Add course schedule'. The main area is 'Course Content'. A yellow callout box explains that clicking the '+' icon adds tools to the Course Content page. Another yellow callout box states that clicking the 'Books & Tools' link opens a panel of available tools on the right. This panel, titled 'Available tools', lists various tools with plus icons for selection: Akindi: online and in-person testing, Ametros Learning, DIY Proctortrack, Instructor RV, Instructor SV + QP, Microsoft OneDrive, and Microsoft Teams. A green arrow points from the 'Books & Tools' link in the sidebar to the 'Available tools' panel.

Content Calendar Announcements Discussions Gradebook Messages Analytics Groups

Course Faculty

Catherine Ramkhalawan
INSTRUCTOR

Details & Actions

Roster
[View everyone in your course](#)

Course Description
[View the course description](#)

Progress Tracking *i*
[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

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.

Get started!

to build your course. Select the plus

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

The screenshot displays the Blackboard Ultra course management interface. At the top, a navigation bar includes links for Content, Calendar, Announcements, Discussions, Gradebook, Messages, Analytics, and Groups. On the left, a sidebar shows the Course Faculty section with a profile for Catherine Ramkhalawan, INSTRUCTOR, and a Details & Actions section with links for Roster, Course Description, Progress Tracking, Course Image, and Course is open. The main area is titled Course Content and contains a yellow callout box with the text: "You can click on Student View to see how the course content will look for your students." A green arrow points from this callout to the Student Preview button, which is highlighted with a green border in the top right corner. Below the callout is a "Get started!" section with the text "Use this space to build your course. Select the plus to begin!" and a plus icon.

Content Calendar Announcements Discussions Gradebook Messages Analytics Groups

Course Faculty

Catherine Ramkhalawan
INSTRUCTOR

Details & Actions

Roster
[View everyone in your course](#)

Course Description
[View the course description](#)

Progress Tracking *i*
[Turn on](#)

Course Image
[Edit display settings](#)

Course is open
[Students can access this course](#)

Course Content

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

Student Preview

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

Adding Content to your Course

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](#)
- Question Banks [Manage banks](#)

Add course schedule

Course Content

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.

Get started!

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

- Create
- Copy Content
- Upload
- Cloud Storage
- Content Market
- Content Collection

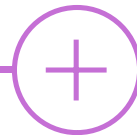
Adding Content to your Course

Learning Modules, Folders, and Documents/Links

Assessments (Assignment, Quiz, Test, Exam)

Engagement (Discussion Board, Journal)

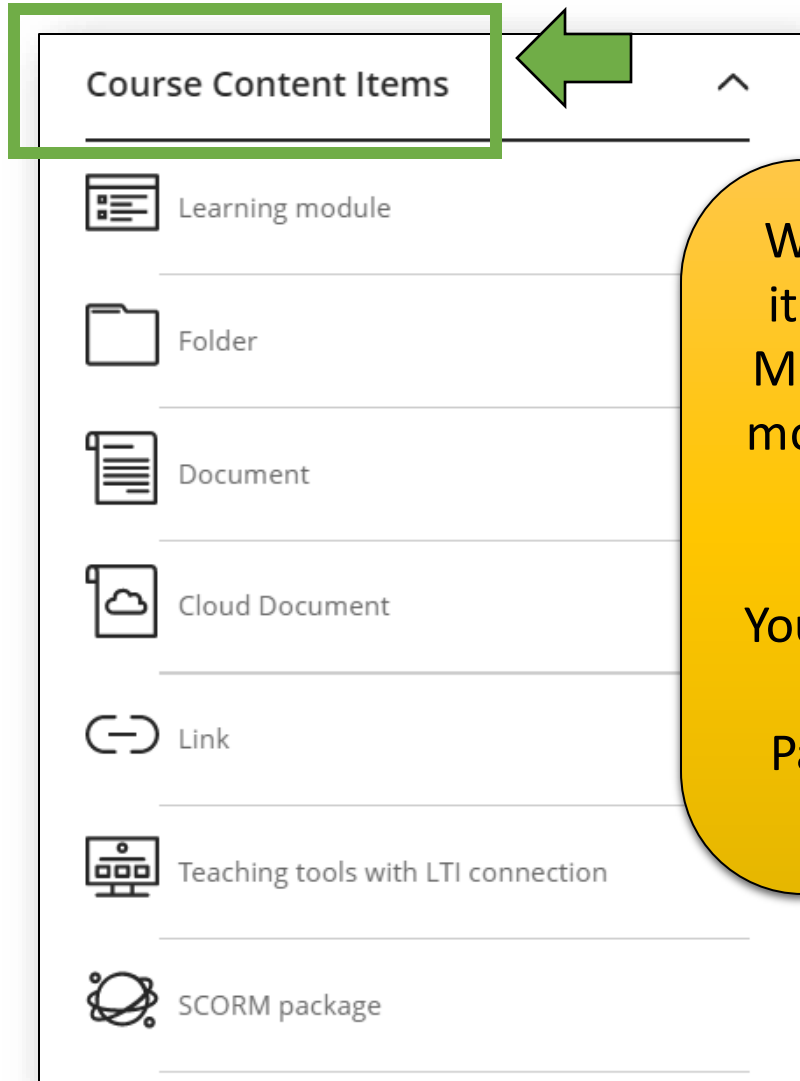
Content levels (3 levels)



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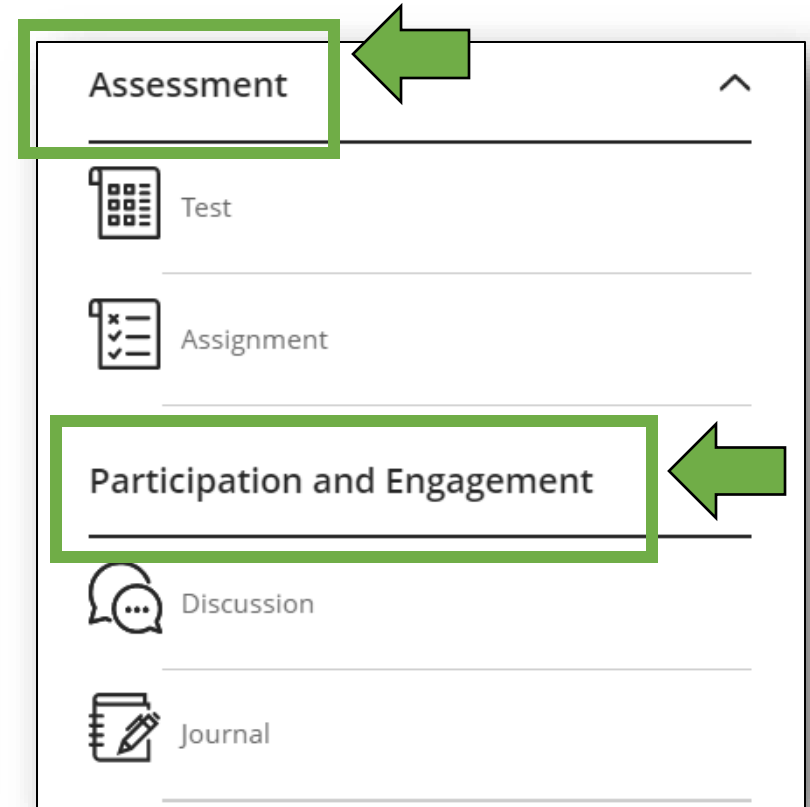
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Adding Content to your Course

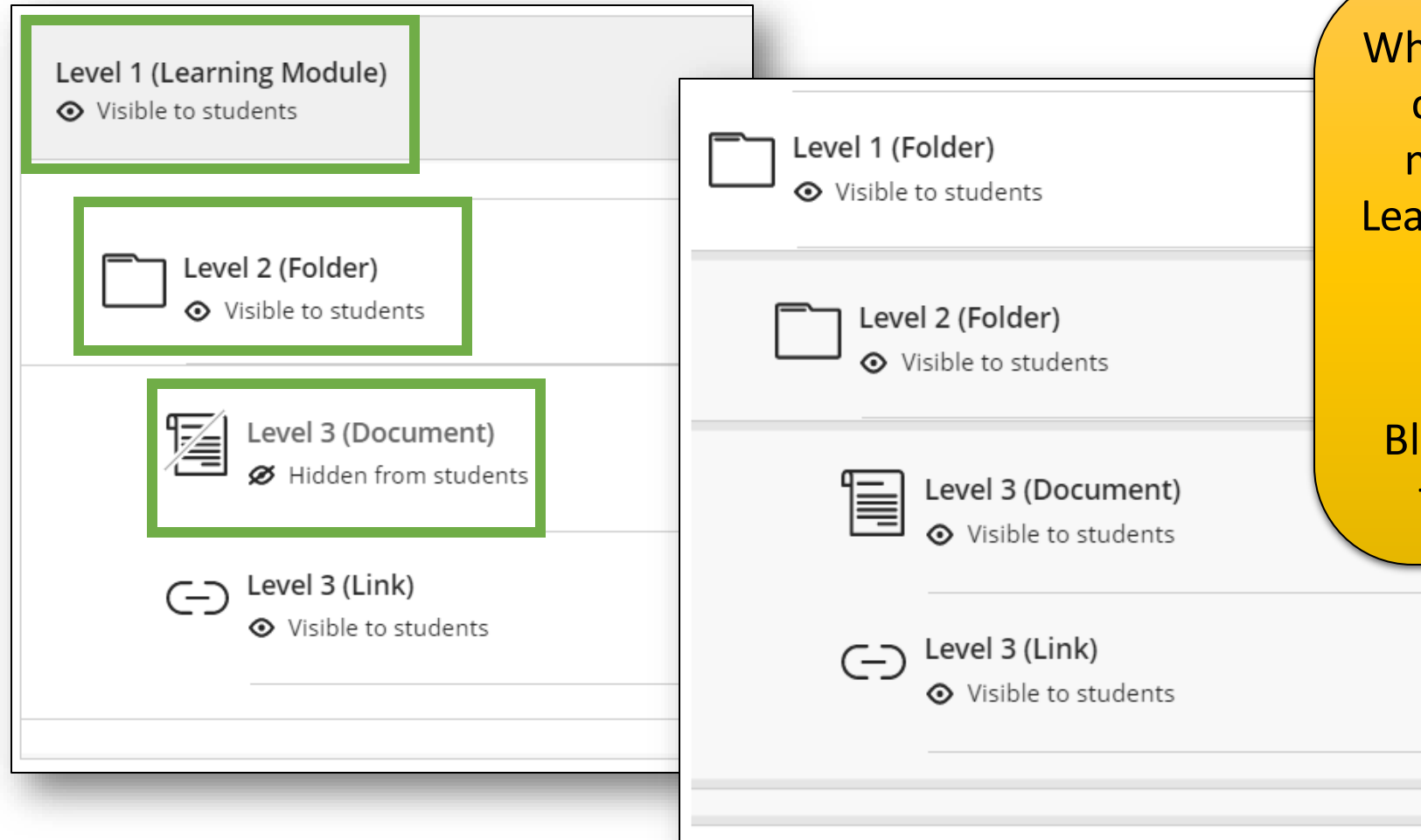


When creating Course Content items, you can create Learning Modules or Folders. Within that module or folder, you can create documents or links.

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



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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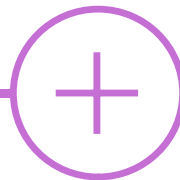
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Adding Content to your Course

- Critical Path / syllabus / weekly schedule
- Course Outline
 - Find your Course Outline on the [Transfer Options website](https://humber.ca/transferoptions/course-outlines):



<https://humber.ca/transferoptions/course-outlines>



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Copying content from another Blackboard Ultra course

The screenshot shows the Blackboard Ultra course interface. At the top, there are navigation tabs: Content, Calendar, Announcements, Discussions, Gradebook, Messages, Analytics, and Groups. On the right, there is a 'Student Preview' button with an eye icon. Below the navigation, the 'Course Faculty' section shows Catherine Ramkhalawan as the instructor. The 'Details & Actions' section includes links for Roster, Course Description, Progress Tracking, Course Image, and Course is open. The main 'Course Content' area is currently empty, with a 'Get started!' message and a plus icon at the bottom. A green box highlights the three dots menu icon in the top right corner of the 'Course Content' area, with a green arrow pointing to it. A yellow callout box contains the following text: '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.' A second green box highlights the 'Import Content' option in the dropdown menu, with a green arrow pointing to it.

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 *i*
[Turn on](#)

Course Image
[Edit display settings](#)

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.

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

Batch Edit

Import Content

Copy Items

Export Course Package

Course Tasks and Logs

Blackboard Gradebook

Content Calendar Announcements Discussions **Gradebook** Messages Analytics Groups Student Preview

Gradable Items **Students**

You haven't assigned any coursework yet.









Manage your gradebook settings or get started on the Course Content page.


Add Calculation Add Item

Setting up the Overall Grade


Content Calendar Discussions **Gradebook** Messages Analytics Student Preview

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](#)




 Exam
2 items | [+ Edit calculation rules](#)

 Test
2 items | [+ Edit calculation rules](#)

 Assignment
1 item | [+ Edit calculation rules](#)

 15 %  | 

 45 %  | 

 25 %  | 

 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

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

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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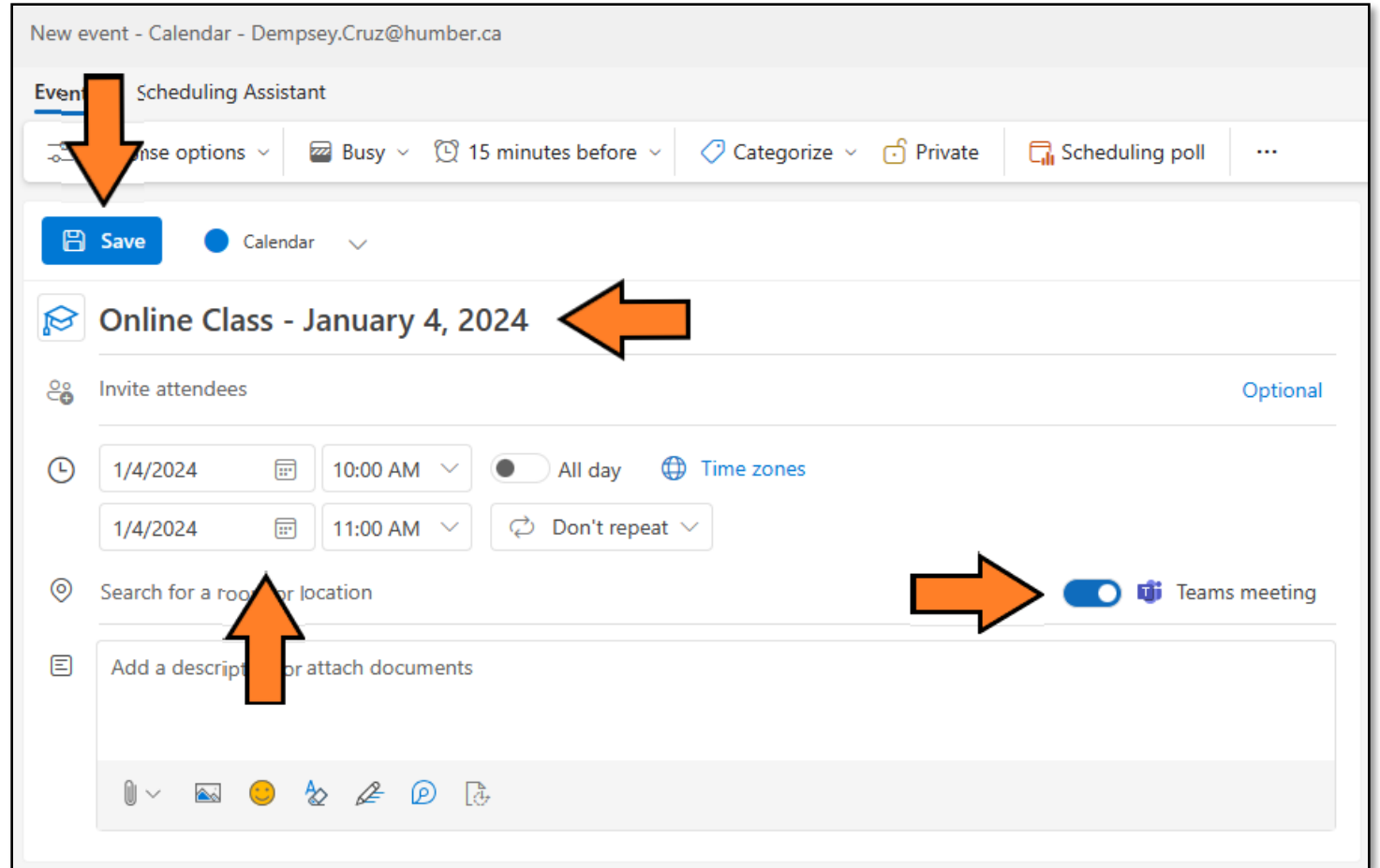
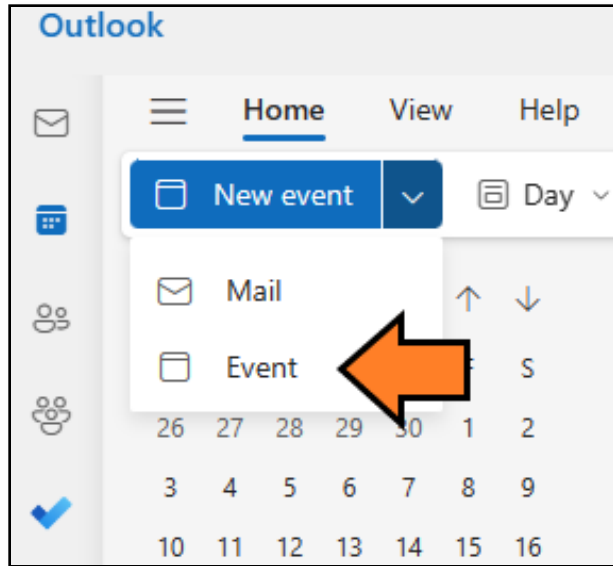
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Using Microsoft Teams to Teach

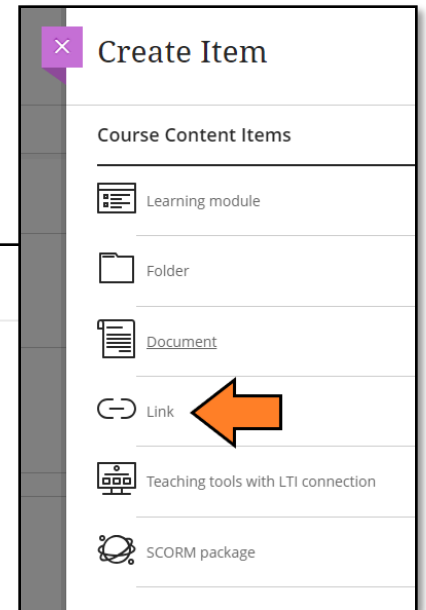
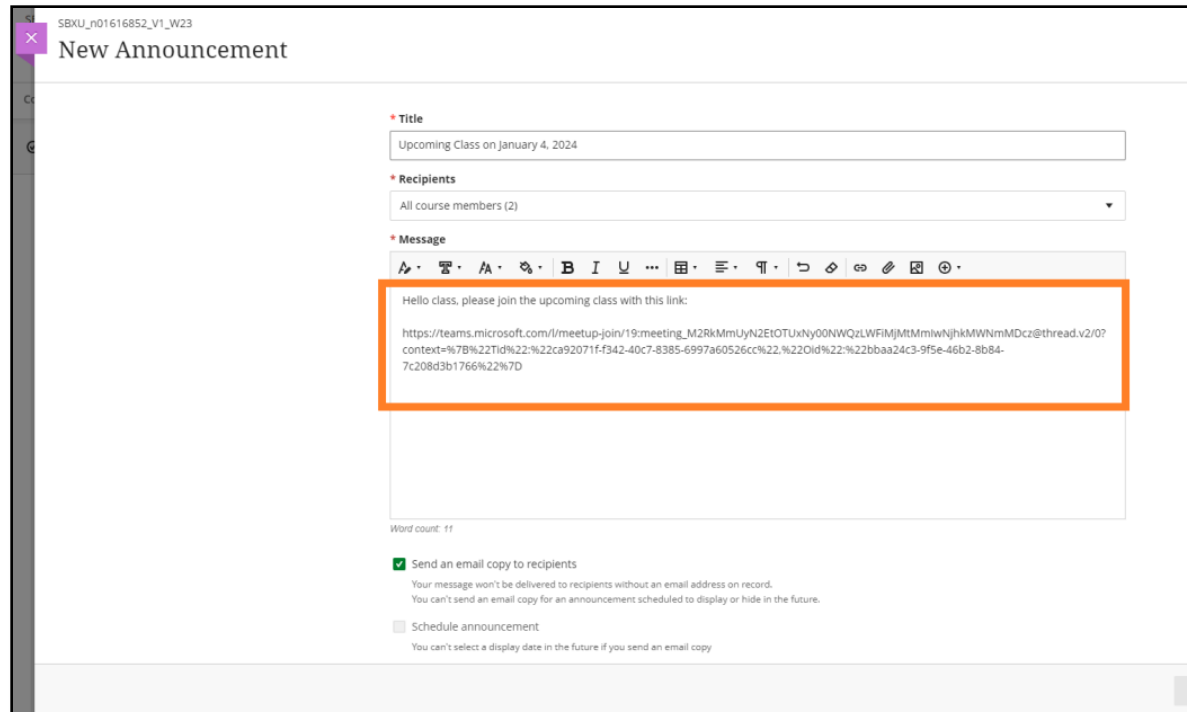
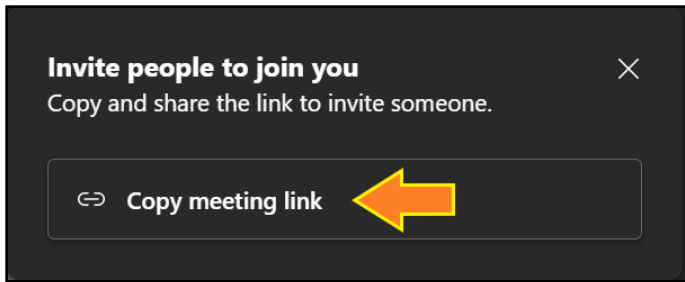
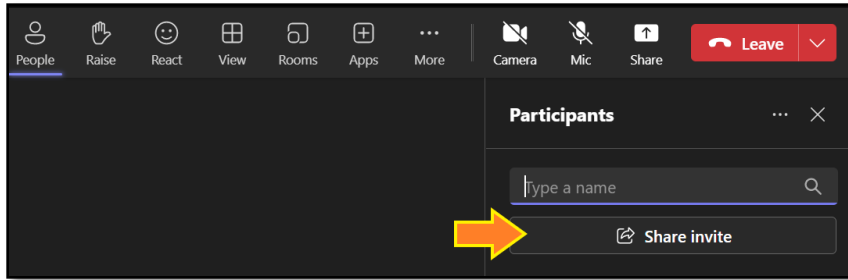
Humber's official video conferencing tool for online course sessions

- Robust features for collaboration
- Powerful content-sharing capabilities
- Integrated with Microsoft 365 environment (Outlook, OneDrive)
- Accessibility-focused design
- Download Microsoft Teams App

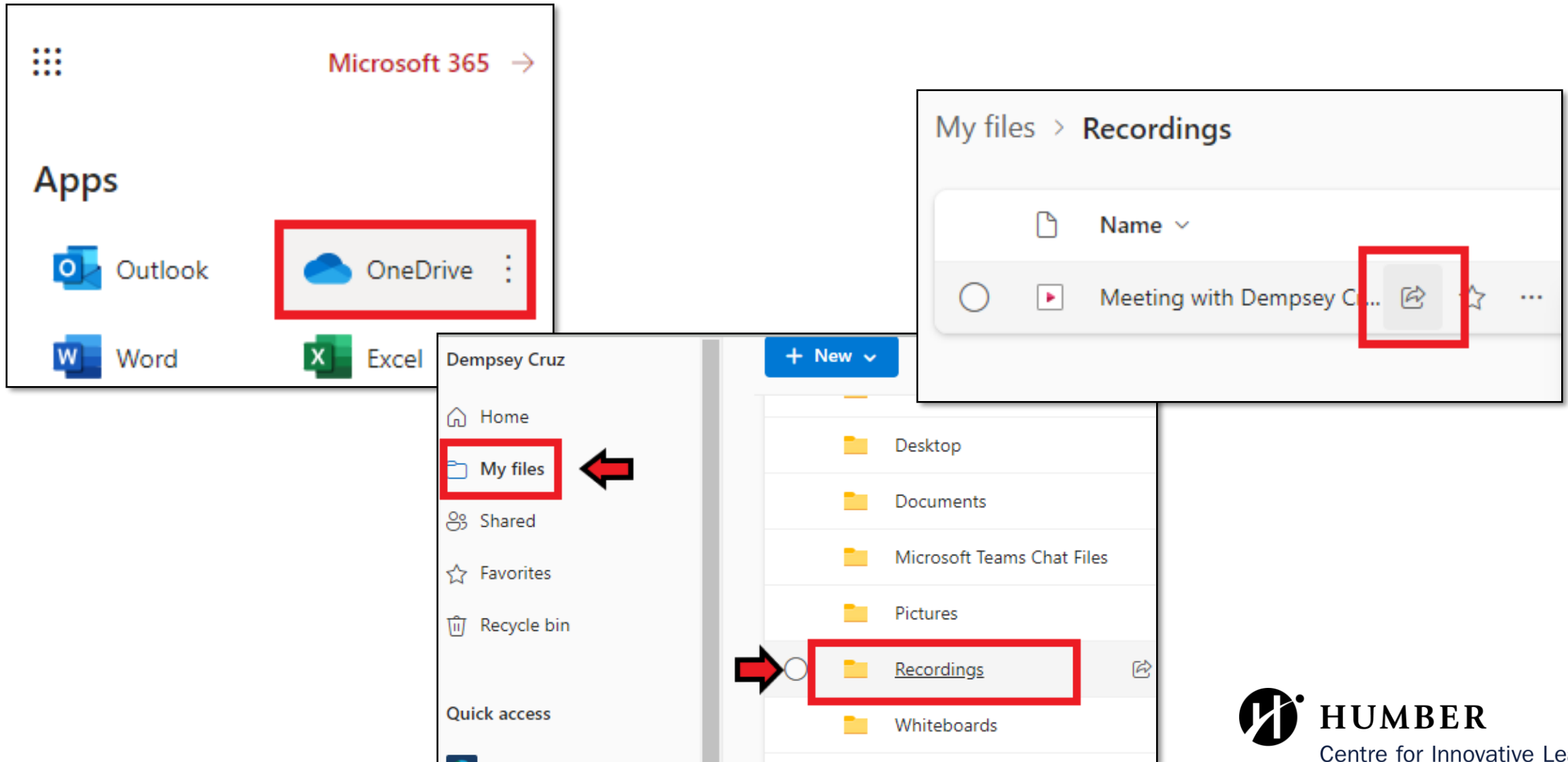
Creating a Teams Meeting Link in Outlook



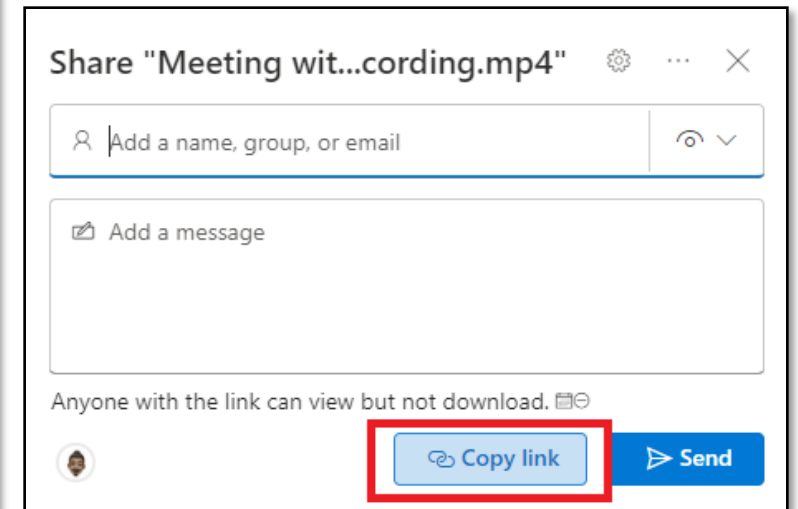
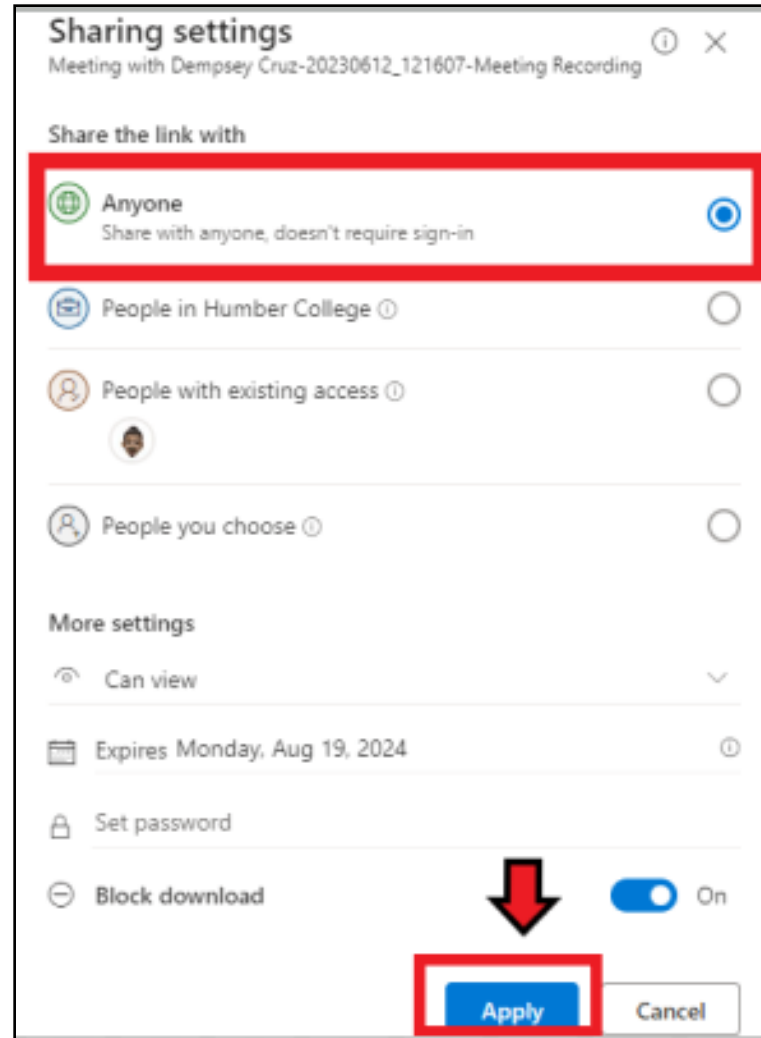
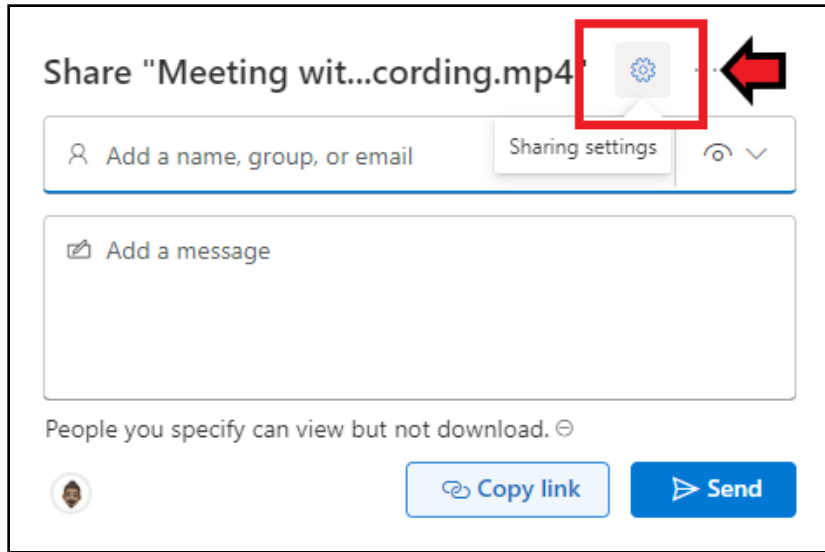
Sharing a Teams Meeting Link in Blackboard



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](#).

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!

