

Understanding & Navigating Common Tasks

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Accessing Discussion Boards

"Discussions" tab is located in the left-hand menu. Clicking will take you to the main discussion board page where you will be able to view forums and threads.

Discussion forums are located under their corresponding modules in the Course Content feed. Ultra view does not use forums and threads. Instead, any new responses to the discussion will be marked with "new."

Accessing Assignments

Assignments can be accessed from either the course menu on the left-hand side of your screen or by clicking through your course content, depending on how your instructor has set up the class.

Assignments can be accessed in the Course Content feed under the appropriate modules. If your instructor has set a due date, you can also access the assignment by clicking on the Calendar icon in the menu located in the upper right-hand side of your screen.

Submitting Assignments

Once you have accessed the assignment, you will see the description of the assignment at the top of the page. There will be several buttons for different types of submissions. Clicking the "write a submission" button will allow you to type a response. Clicking the "browse local files" button will allow you to attach documents from your computer.

You must click "submit" in order for your instructor to receive your assignment.

Once you have accessed the assignment, you will see the description of the assignment, as well as a button that says "add content." Click this button to start your submission. This will allow you to type a submission as well as insert content such as PDFs, Word documents, or images.

You must click "submit" in order for your instructor to receive your assignment.

Working in Groups

You may view your group information in either the "groups" page link which appears in the course menu on the left-hand side of your screen, or in the "My Groups" panel which appears after the course menu.

Once you access your group, you will be taken to the group homepage where you can view group activity, members, and tools.

In the Course Content feed, your group name is listed after the group item title. When you click on your group, additional information will appear on the right-hand side of your screen, including group members, group assignment due dates, and descriptions.