

### Accessing Your Course

Finding your courses has changed since Blackboard Original. Blackboard Ultra Base Navigation puts everything at your fingertips, making getting to your courses a snap!

1. Log in to **Blackboard**
2. Click the **Courses** icon and text (left-hand side)
3. Use the **List** or **Grid** icon to display courses in a manner that works for you.
4. Once you find the course you want to edit, use the **Favorite** icon (Star) to move it to the top.
5. Navigate to your course by **clicking** the course title or course image.

**Note:** Courses are organized by Term

### Posting an Announcement

Announcements are an ideal tool for communicating time sensitive material to students, such as reminders about upcoming due dates or changes to the syllabus.

1. Log in to **Blackboard** and access the course
2. Under **Details and Actions** click **Create Announcement**
3. Give your announcement a title, select recipients, and type your announcement
4. To schedule your announcement to post later check the box next to Schedule Announcement and select the dates you would like the announcement to be visible and click **Save**
5. To display your announcement immediately click **Save**, then click **Post Now**

### Sending Messages

Blackboard Messages helps you communicate with those who are enrolled in Blackboard courses. Messages can be sent to select students, TAs, groups, or an entire class.

1. Log in to Blackboard and open the course
2. Click the **Messages** tab (below course title)
3. Click the **Plus** icon on messages page (upper right)
4. Select **Recipients** and type the message.
5. Click **Send**

**Note:** If you would like an email copy of your message sent, you must check the *Send an Email Copy* box

### Adding Course Content

You can add content to any Course, Module, or Folder by hovering your cursor over the area you would like to add content to and clicking the Plus icon.

1. Log in to Blackboard and access the course
2. Hover your cursor over the area where you are adding the content and click the **Plus** icon
  - To build a Document, add a link, connect an LTI or Upload a SCORM package, click **Create**
  - To upload content from your computer, click **Upload**
  - To upload content from external location, select the appropriate source.
3. To place content inside a Folder or Learning Module it must be opened first

### Copying Content from a Previous Course

When copying from a Blackboard Original course, some content types and test questions won't make the move. Non-copied items will appear in an error report.

1. Open the Ultra course you want to copy content to
2. Navigate to where you want the content to be placed and click the **Plus** icon
3. Click **Copy Content**
4. Your courses will be listed in the side panel. To copy an entire course, click the check box. To copy selected content, click the course name and check the boxes next to the content you would like to copy
5. Click **Copy Selected Content**

### Student Preview of Your Course

Student Preview allows you to experience a course as your students will to ensure proper function. Your preview student is retained until you manually remove it on the Roster.

1. Log in to Blackboard and access the course
2. Click the **Student Preview** icon/text (upper right)
3. Click **Start Preview**
4. Click the **Three Dots** to exit preview (upper right)
  - Click **Exit Preview** to keep your student-self and your activities in course.
  - Click **Reset Preview** to delete all preview generated content.