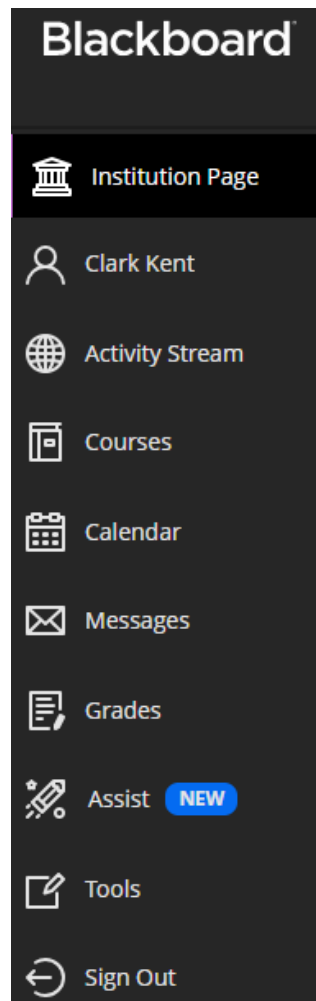


---

## Ultra Base Navigation Student Guide

Ultra Base Navigation is an easy to navigate system menu that provides quick access to Blackboard's core features (i.e., each left-menu navigation link).




- Blackboard's core features include the Institution Page, User Profile information, Activity Stream, Courses, as well as other features. You will see the core features in the Ultra Base Navigation menu on the left when you log in to Blackboard.
- You can easily return to the Ultra Base Navigation menu of core features from wherever you are in Blackboard. The menu "peeks" from behind the other layers you have open.
- **You will not see a difference in the structure of your Blackboard courses.**
- The following sections explore each core feature in the Ultra Base Navigation menu.

---

## User Profile in Ultra Base Navigation

The User Profile page displays your Full Name and Texas Tech University Email Address. Click your **Name** menu link to access your user profile.

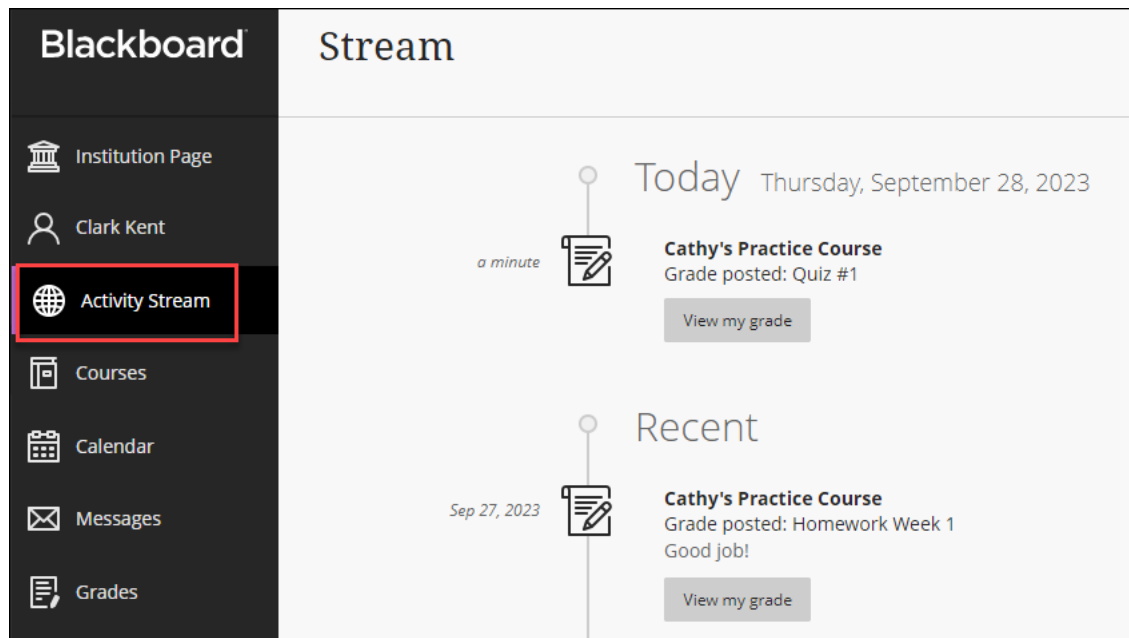
- The **Privacy Settings** can be changed, as well as the **Global Notification Settings**. The Global Notification Settings control the Activity **Stream notifications**, **Email notifications**, and the **Push notifications**.
- To change the Privacy Settings or the Global Notification Settings, click the desired link or Pencil icon, choose the options you want, and click **Save**.

System Settings	
Language	System Default (English (United States))
Privacy Settings	<a href="#">Only instructors can view my profile information</a> 
Global Notification Settings	<a href="#">Stream notifications</a>
	<a href="#">Email notifications</a>
	<a href="#">Push notifications</a>

## Activity Stream in Ultra Base Navigation

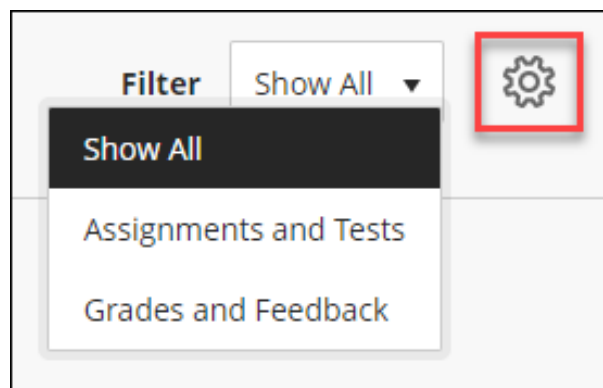
The Activity Stream shows what has been happening in all your courses. Click the **Activity Stream** menu link to access the Activity Stream.

- Updates for each course you have access to are listed in the Activity Stream. You can see what is due and what needs attention in the course.
- There are links in the Activity Stream that link directly to the area in the course that is referenced or requires action.
- The Activity Stream is divided into two sections: Upcoming and Recent. The Recent Activity Stream is listed chronologically.



The screenshot shows the Blackboard Stream interface. On the left is a dark sidebar with navigation options: Institution Page, Clark Kent (user name), Activity Stream (highlighted with a red box), Courses, Calendar, Messages, and Grades. The main content area is titled 'Stream' and shows a timeline of activity. The top entry is for 'Today Thursday, September 28, 2023' and shows a notification from 'Cathy's Practice Course' with the text 'Grade posted: Quiz #1' and a 'View my grade' button. Below this is a 'Recent' section for 'Sep 27, 2023' showing another notification from 'Cathy's Practice Course' with the text 'Grade posted: Homework Week 1 Good job!' and a 'View my grade' button.

- The Activity Stream cannot be turned off, but it can be configured to limit what the user sees.
- To modify the Activity Stream Notifications Settings, click the **Gear** icon in the top right corner of the Activity Stream page, select the checkbox next to each notification you want to appear (or unselect the checkbox for any notification you don't want to see), then click **Save**.



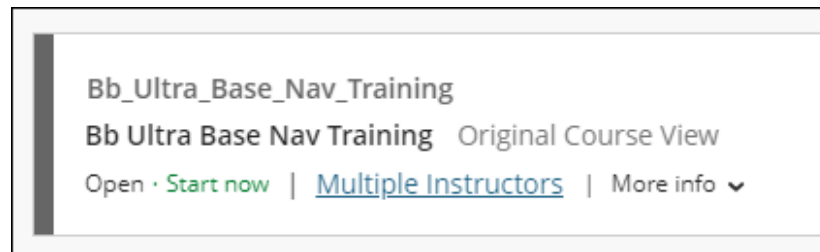
The screenshot shows the filter settings for the Activity Stream. It features a 'Filter' dropdown menu currently set to 'Show All'. A red box highlights a gear icon (Settings) in the top right corner. The dropdown menu is open, showing three options: 'Show All', 'Assignments and Tests', and 'Grades and Feedback'.

- You can filter the Activity Stream. Click the **Filter** pulldown menu and select **Show All** (default), **Assignments and Tests**, or **Grades and Feedback**. Due dates always show in the Activity Stream.

## Courses in Ultra Base Navigation

Ultra Base Navigation allows you to easily navigate to past, present, and future courses. Click the **Courses** menu link to access your list of Blackboard courses.

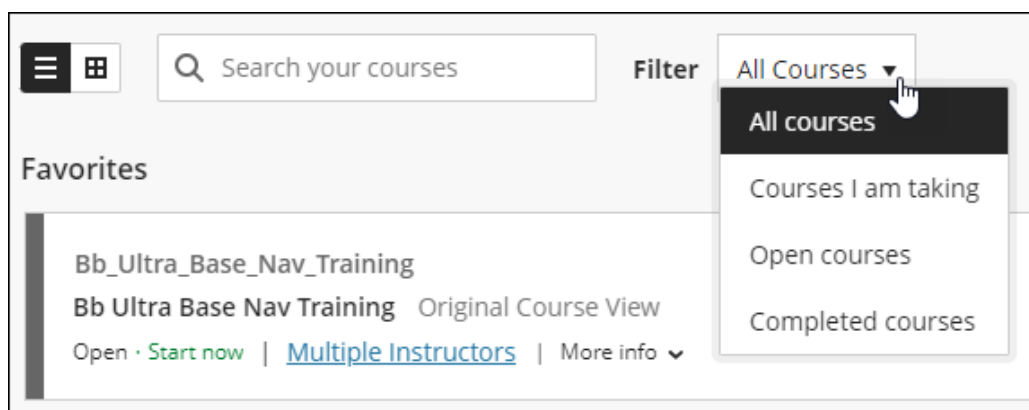
- You will see the course ID, course title, and the instructor for each course.
- If the course has multiple instructors, click the **Multiple Instructors** link for a list of the instructors enrolled in the course.



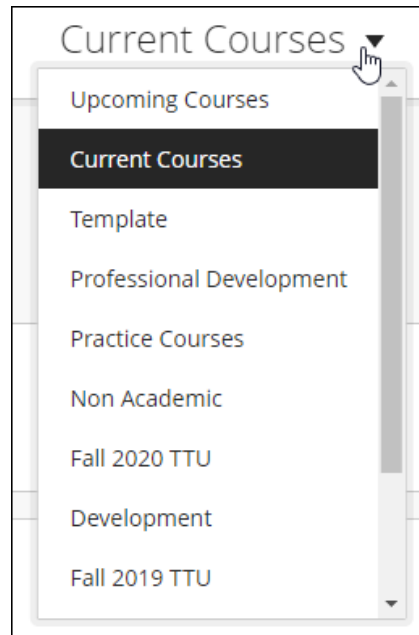
## Course Page Options

You can filter how you view your courses, and designate courses you access frequently as “favorites.”

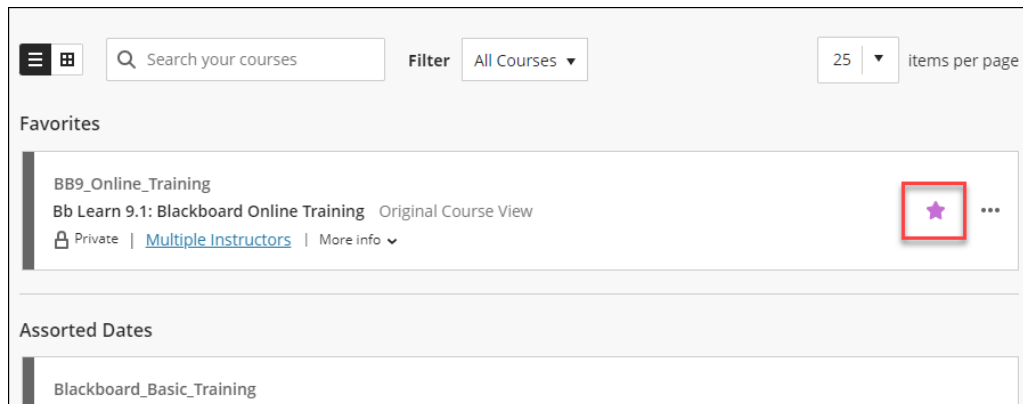
- Click the **Filter** pulldown menu and select the desired option. Courses can be filtered by **All courses**, **Courses I am taking**, **Open courses**, and **Completed courses**.



- Click the **Course Title** to access the course.
- To filter courses by term, click the pulldown menu at the top of the Courses page and select the desired term. The available term options list any term for which you have courses.



- To add a course to your Favorites, click the **Star** icon to the right of the course name. The star changes color to purple to indicate the course is a favorite. The starred (i.e., favorite) courses are listed at the top of your Courses list.

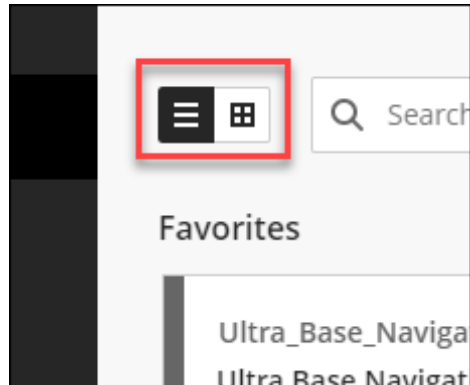


- To remove a course from your Favorites list, click the purple **Star** icon to the right of the course name.

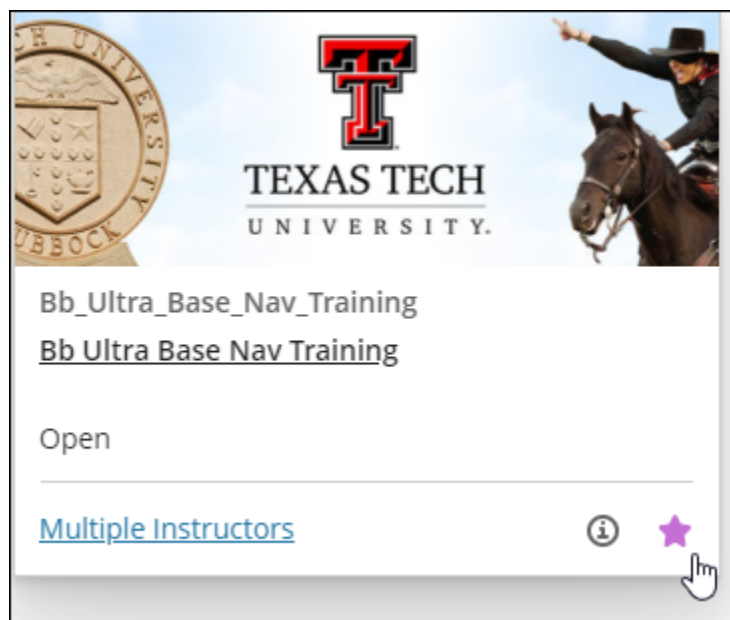
## Course View

You can choose how you view your Courses list between the List view and the Grid view.

- To switch between views, click the **List** icon or the **Grid** icon at the top of the Courses page.



- To add a course to your Favorites in Grid view, click the **Star** icon in the lower right corner of the course card. The star changes color to purple to indicate the course is a favorite. The starred (i.e., favorite) courses are listed at the top of your Courses page.

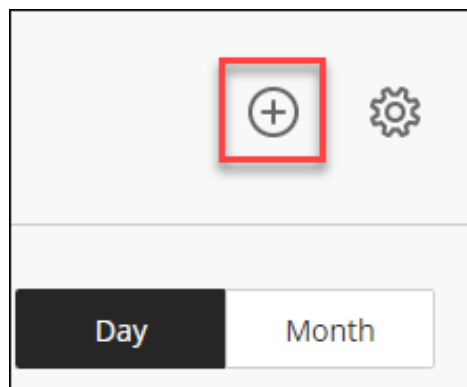


- To remove a course from your Favorites list, click the purple **Star** icon in the lower right corner of the course card.

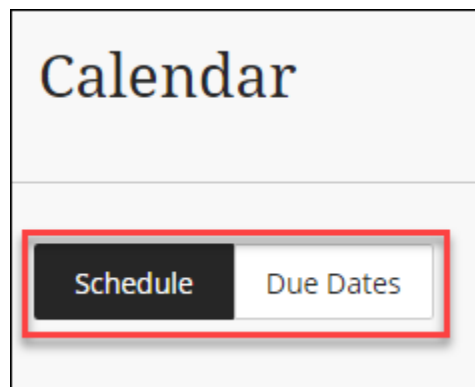
## Calendars in Ultra Base Navigation

Ultra Base Navigation allows users to view the calendar for all their courses. Click the **Calendar** menu link to access the calendar.

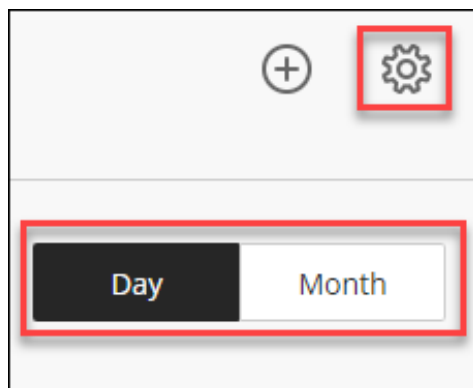
- The Global Calendar displays events and dates from multiple courses in one location. All assignments and tests with due dates, as well as meetings instructors create in their courses, appear automatically on the calendar.
- Click the **plus sign** in the upper right corner of the Calendar page to add an event to your **Personal Calendar**.



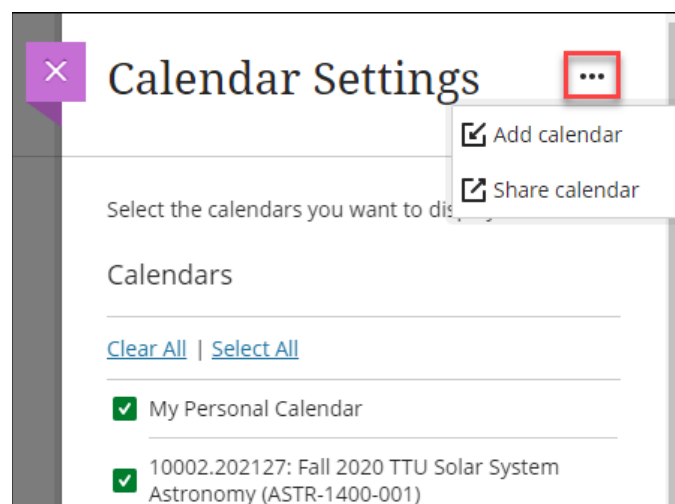
- Click **Schedule** or **Due Dates** to view the calendar by scheduled events or by assessment due dates.



- Click **Day** or **Month** to view the calendar by day of the week or by month.
- To view all the calendars you have access to, click the **Gear** icon in the upper right corner of the Calendar page.



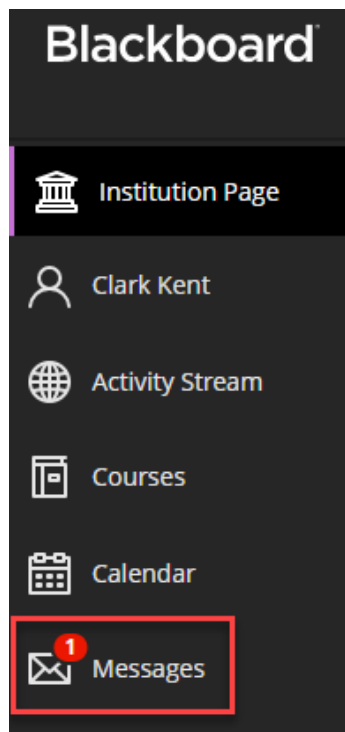
- To view or hide calendar events and dates for a specific course from your global calendar, select or unselect the checkbox next to each calendar you want to view or hide on the Calendar Settings panel.
- Click the **three horizontal dots** to **Add calendar** or **Share calendar**.



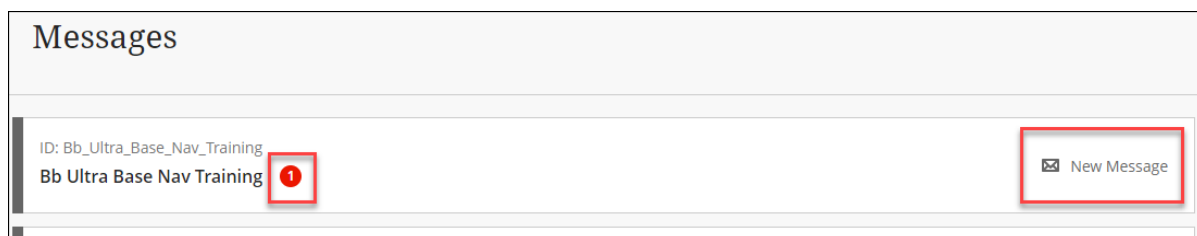


## Messages in Ultra Base Navigation

You can send a message to course members within an individual course. Click the **Messages** menu link to access the global Messages page.



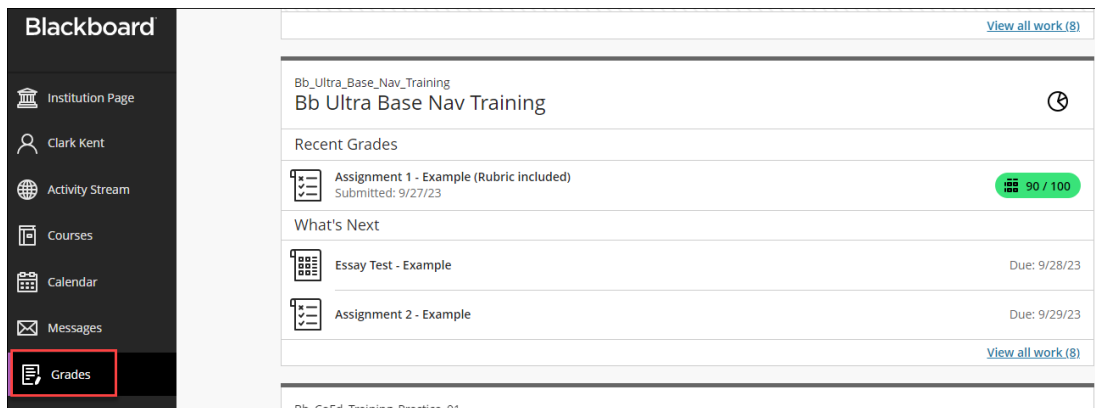
- Messages are organized by course.
- Messages are not delivered to the user's TTU email account; they are accessed from within the course.
- Click the message notification (number in a red circle) to access unread messages in the course.
- Click **New Message** to compose and send a message to the course members.



## Grades in Ultra Base Navigation

Click the **Grades** menu link to access the Grades page.

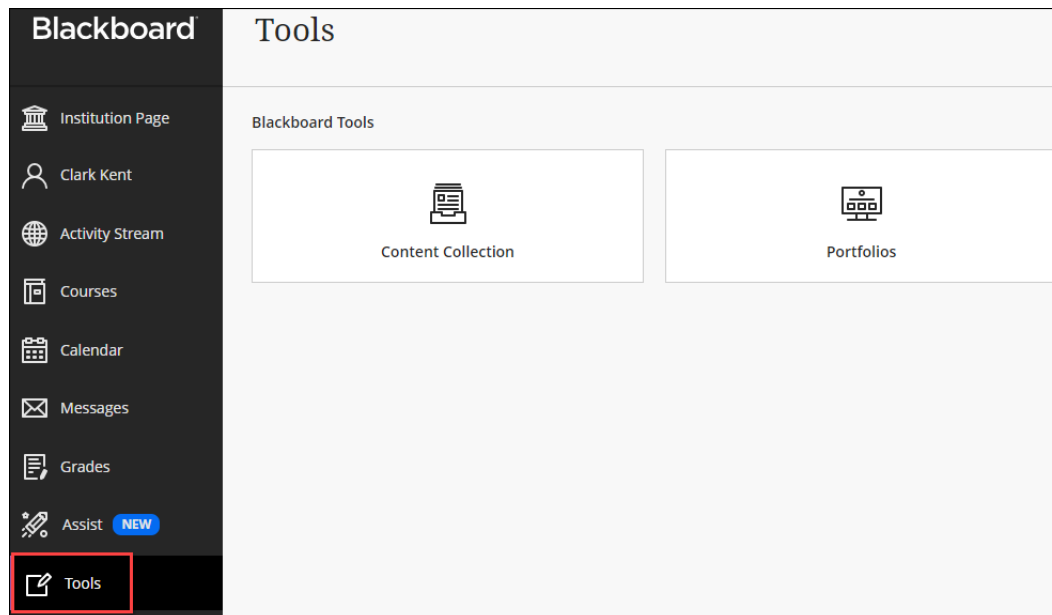
- Posted grades and upcoming assessments appear on the Grades page for your courses.
- Click the assessment Score button to go to My Grades for that course.
- Click the **View all work** link to go to My Grades for that course.



The screenshot shows the Blackboard Ultra Base Navigation interface. On the left is a dark sidebar with a menu. The 'Grades' menu item is highlighted with a red box. The main content area shows the course 'Bb Ultra Base Nav Training'. Under 'Recent Grades', there is an entry for 'Assignment 1 - Example (Rubric included)' with a score of 90 / 100. Under 'What's Next', there are entries for 'Essay Test - Example' (Due: 9/28/23) and 'Assignment 2 - Example' (Due: 9/29/23). A 'View all work (8)' link is visible in the top right and bottom right of the main content area.

## Tools in Ultra Base Navigation

Click the **Tools** menu link to access the tools that are available to everyone. Options can include **Content Collection** (accesses the user's My Content folder) and **Portfolios**.



The screenshot shows the Blackboard Ultra Base Navigation interface with the 'Tools' page selected. The left sidebar menu has the 'Tools' item highlighted with a red box. The main content area is titled 'Tools' and shows 'Blackboard Tools'. There are two large buttons: 'Content Collection' and 'Portfolios'.