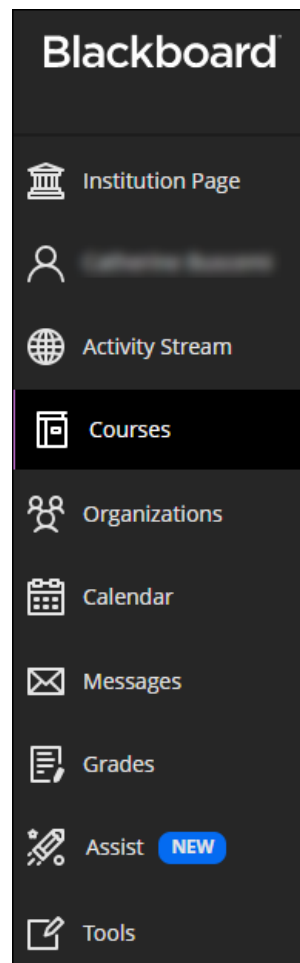


Ultra Base Navigation

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 course; however, the theme or color scheme of a course cannot be changed.

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.

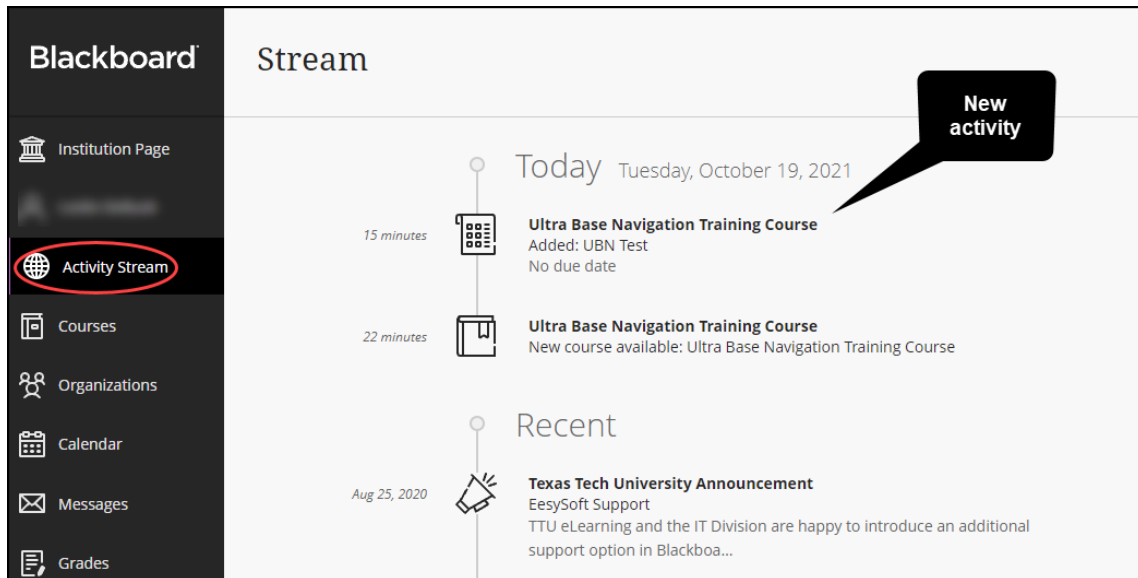
- The **Privacy Settings** can be changed, as well as the **Global Notification Settings**. The Global Notification Settings control the Activity **Stream notifications**, **Email notifications**, and the **Push notifications**.
- To change the Privacy Settings or the Global Notification Settings, click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

System Settings	
Language	System Default (English (United States))
Privacy Settings	Only instructors can view my profile information 
Global Notification Settings	Stream notifications
	Email notifications
	Push notifications

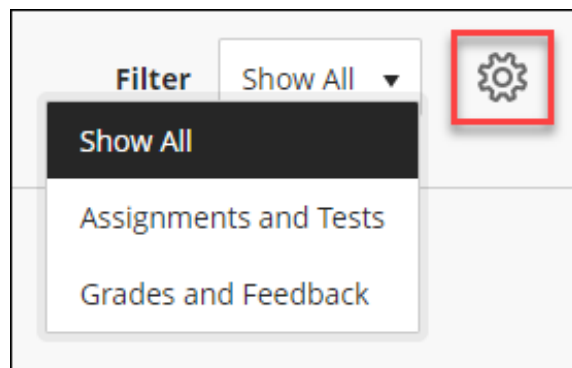
Activity Stream in Ultra Base Navigation

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 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**.

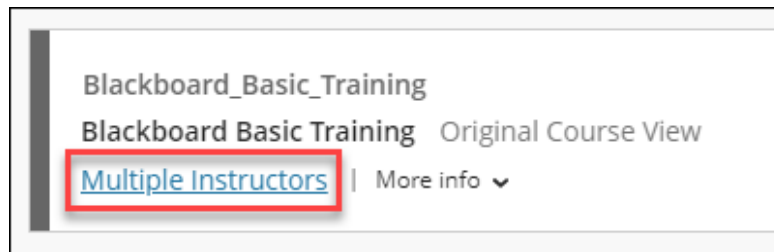


- You can filter the Activity Stream. Click the **Filter** pulldown menu and select **Show All** (default), **Assignments and Tests**, or **Grades and Feedback**. Due dates always show in the Activity Stream.

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.

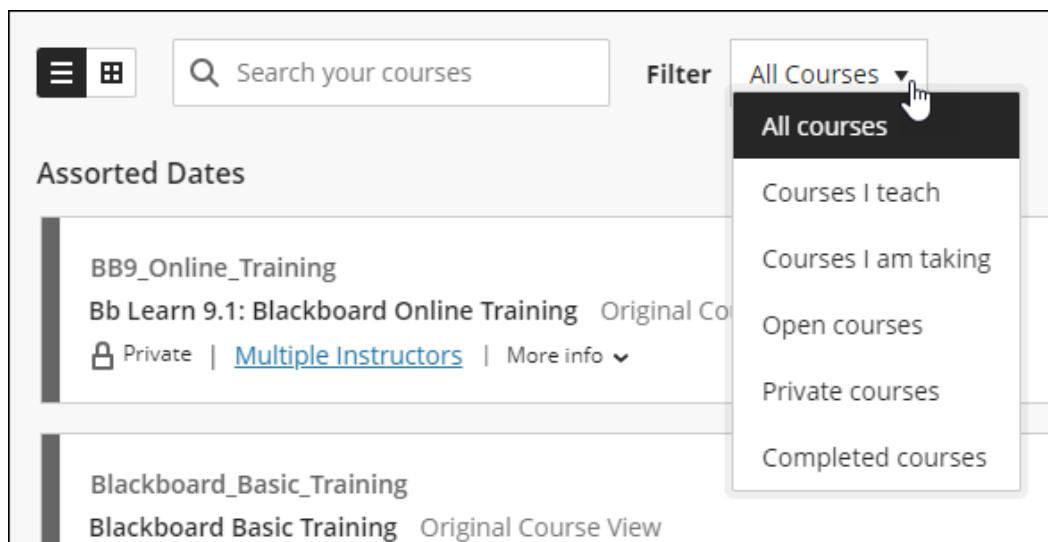
- You will see the course ID, course title, and the instructor for each course.
- If the course has multiple instructors, click the **Multiple Instructors** link for a list of the instructors enrolled in the course.



Course Page Options

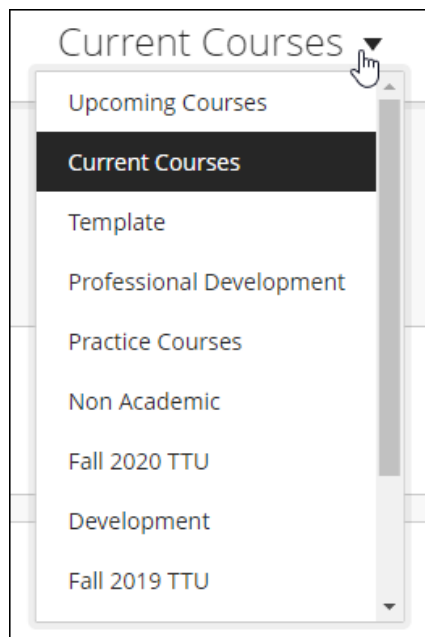
You can filter how you view your courses, and designate courses you access frequently as “favorites.”

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

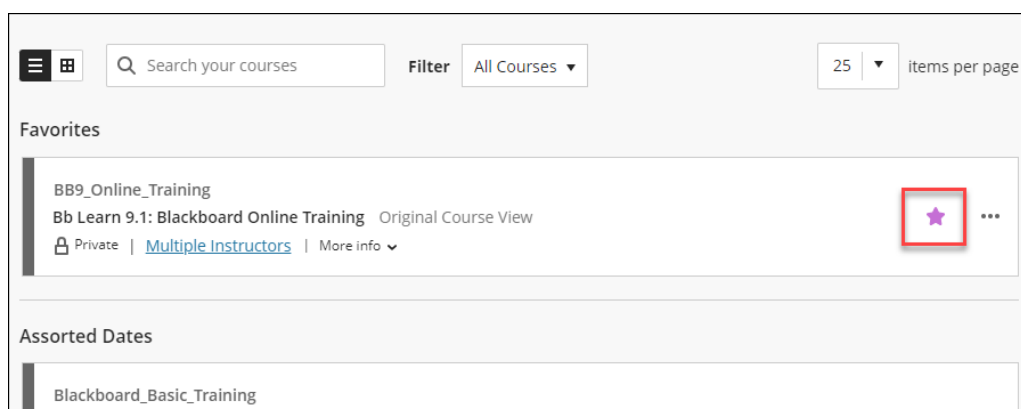


- Click the **Course Title** to access the course.

- 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.

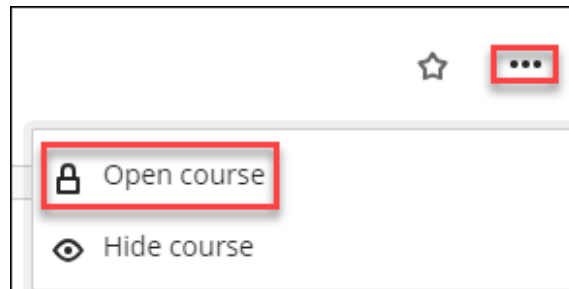


- To remove a course from your Favorites list, click the purple **Star** icon to the right of the course name.

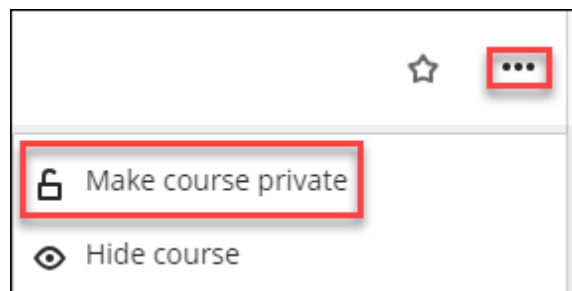
Course Management

You can open a course, make a course private, and hide a course from your Courses list.

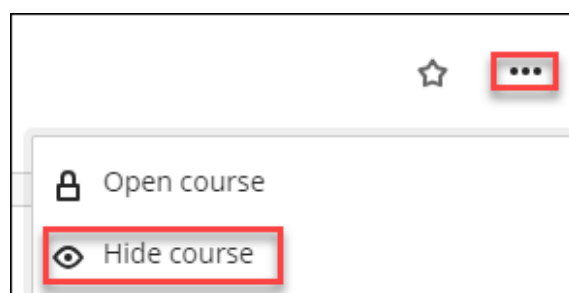
- To open a course, click the **three horizontal dots** to the right of the course name and select **Open course**.



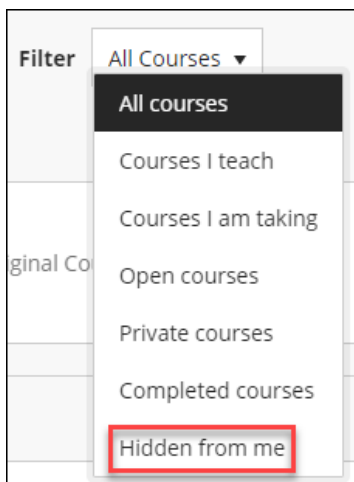
- To make a course private, click the **three horizontal dots** to the right of the course name and select **Make course private**. If the course is private, students will not have access to it.



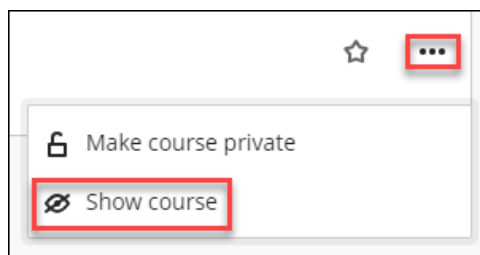
- To make a private course available to students, click the **three horizontal dots** to the right of the course name and select **Open course**.
- To hide a course from your Courses list, click the **three horizontal dots** to the right of the course name and select **Hide course**.



- To access a hidden course, click the **Filter** pulldown menu and select **Hidden from me**.



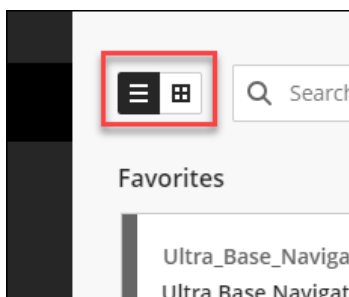
- To show a hidden course in your Courses list, access the hidden course, click the **three horizontal dots** to the right of the course name, and select **Show course**.



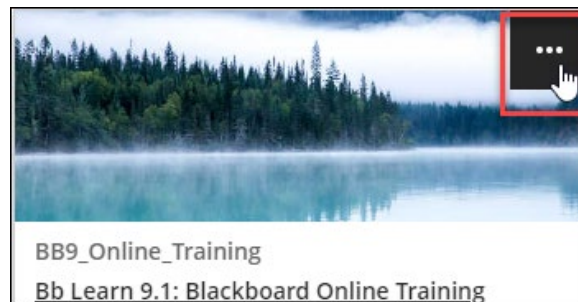
Course View

You can choose how you view your Courses list between the List view and the Grid view. The image on the Course Card in the Grid view can be customized.

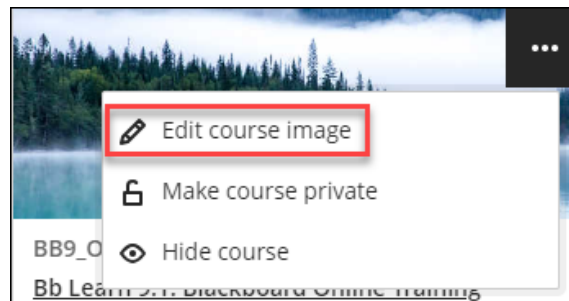
- To switch between views, click the **List** icon or the **Grid** icon at the top of the Courses page.



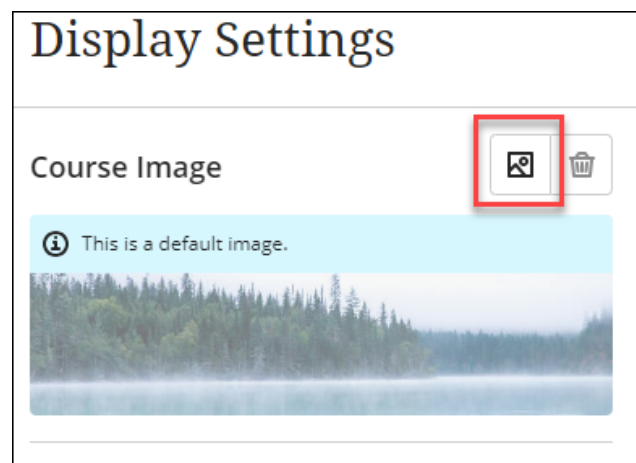
- To change the image on the Course Card in Grid view:
 - Hover your mouse in the upper right corner of the image, then click the **three horizontal dots**.



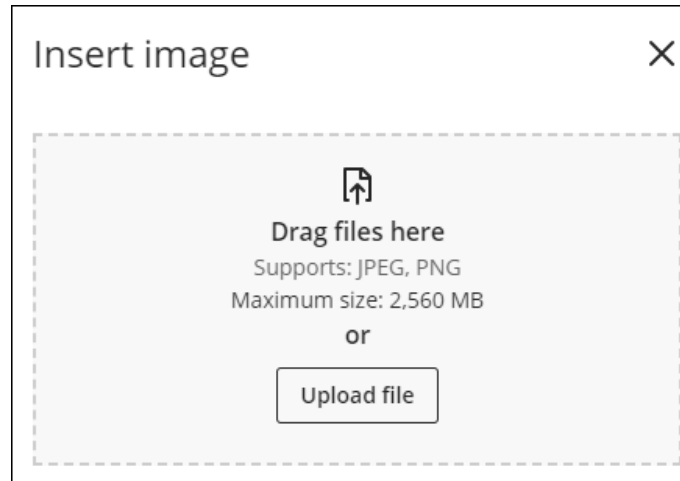
- Select **Edit course image**.



- Select the **Image** button.



- Drag the image file into the box; or, click the **Upload file** button, select an image, and click **Open**. The image must be 1200 x 300 pixels or larger.

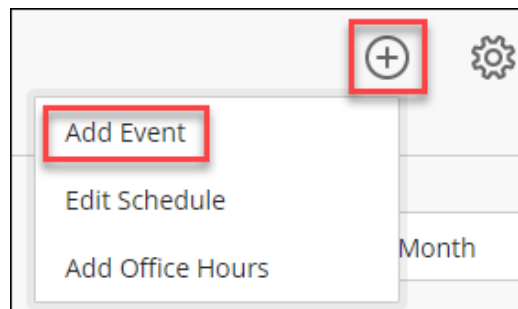


- Click **Next**.
- Reposition the image if needed, then click **Save**.

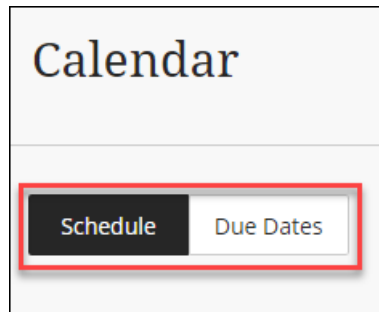
Calendars in Ultra Base Navigation

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

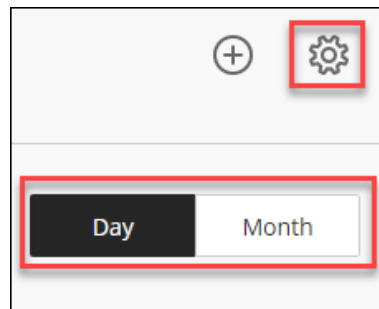
- The Global Calendar displays events and dates from multiple courses in one location. All assignments and tests with due dates, as well as meetings instructors create in their courses, appear automatically on the calendar.
- Click the **plus sign** and select **Add Event** to add an event to any calendar.



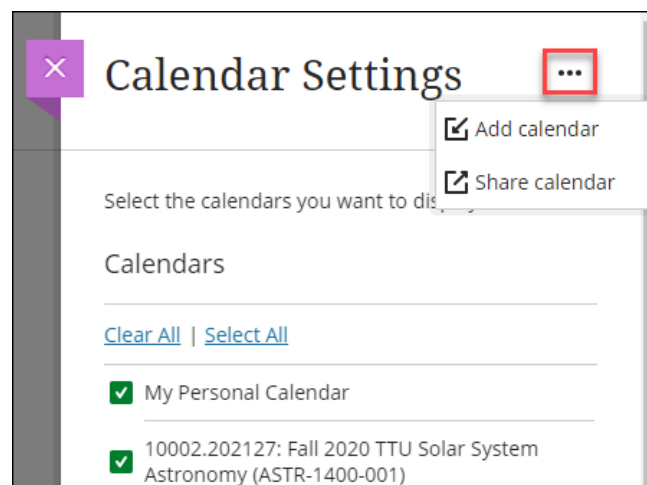
- Click **Schedule** or **Due Dates** to view the calendar by scheduled events or by assessment due dates.



- Click **Day** or **Month** to view the calendar by day of the week or by month.



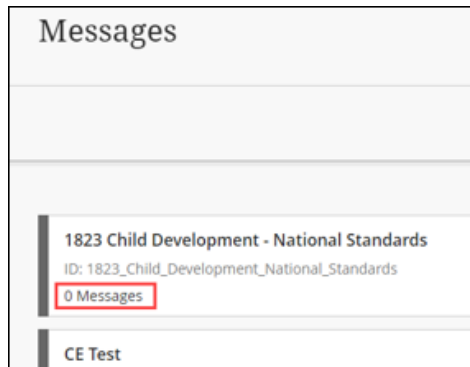
- To view all the calendars you have access to, click the **Gear** icon in the upper right corner of the Calendar page.
- To view or hide calendar events and dates for a specific course from your global calendar, select or unselect the checkbox next to each calendar you want to view or hide.
- Click the **three horizontal dots** to **Add calendar** or **Share calendar**.



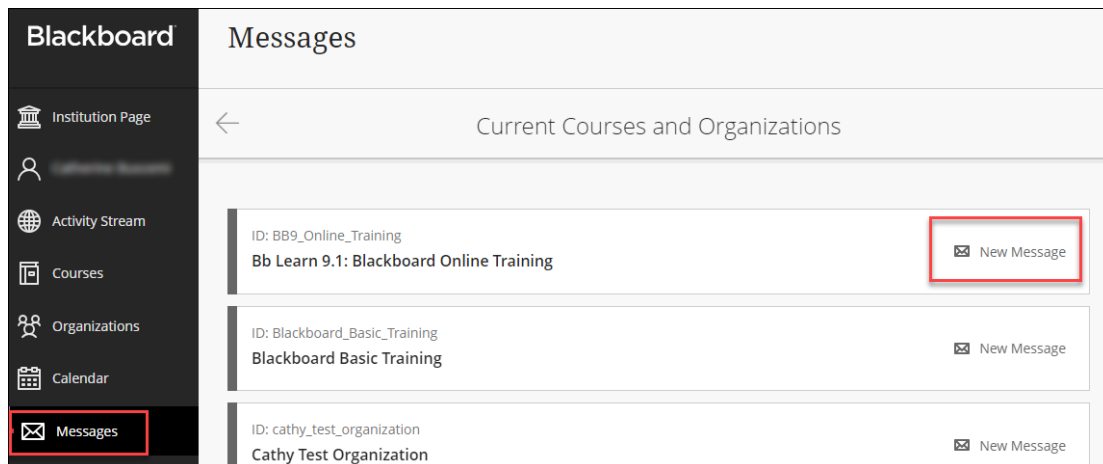
Messages in Ultra Base Navigation

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

- Messages are organized by course.



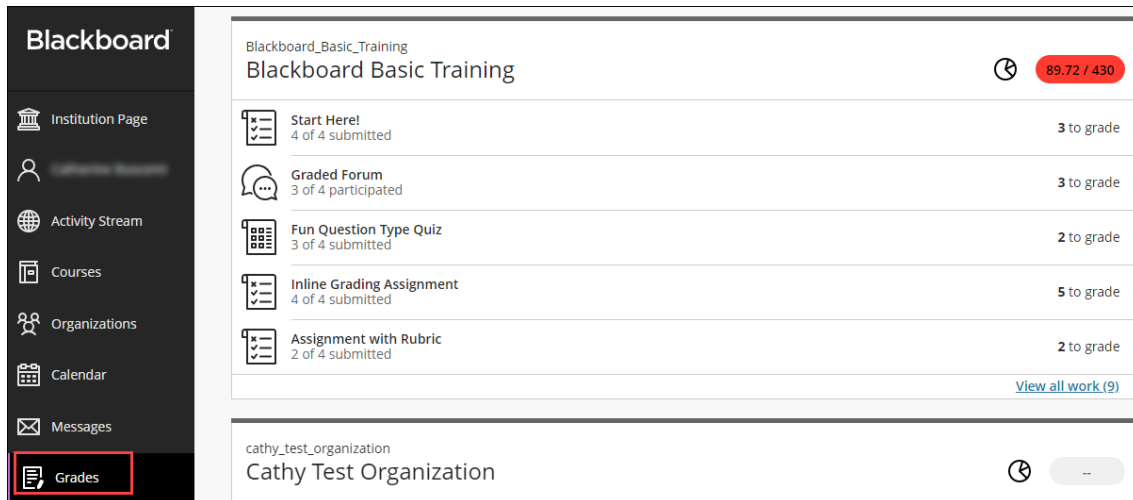
- Messages are not delivered to the user's TTU email account; they are accessed from within the course.
- Click **New Message** to compose and send a message to the students in the course.



Grades in Ultra Base Navigation

Grades is a menu option available to both instructors and students. Click the **Grades** menu link to access the Grades page.

- Instructors see a summary of grades for each course they teach. The summary includes how many grades need to be posted and the average course grade.
- Students see their posted grades.
- Grades settings cannot be modified; all grade information is populated from the courses.
- Instructors can begin grading from the Grades page. Click the **Assessment Title** link or **Number to grade** link (e.g., 3 to grade) to access the Full Grade Center.



The screenshot shows the Blackboard Ultra Base navigation interface. On the left is a dark sidebar with the 'Grades' menu item highlighted with a red box. The main content area displays a course summary for 'Blackboard Basic Training' with a grade of 89.72 / 430. Below this, a list of activities is shown with their respective submission counts and 'to grade' links:

Activity	Submitted	To Grade
Start Here!	4 of 4 submitted	3 to grade
Graded Forum	3 of 4 participated	3 to grade
Fun Question Type Quiz	3 of 4 submitted	2 to grade
Inline Grading Assignment	4 of 4 submitted	5 to grade
Assignment with Rubric	2 of 4 submitted	2 to grade

A link to 'View all work (9)' is also visible. Below the course summary, another organization 'Cathy Test Organization' is partially visible with a grade of --.

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**.

