

## Center for Teaching with Technology

CTT Learning Space: Cheng Library 120k Office: Library 120e – Phone: 973-720-2659

## Blackboard Ultra's Base Navigation Menu

Appearing along the left-hand side of the screen, the Base Navigation Menu is your primary means of accessing the different areas within Blackboard Ultra. When you first enter Blackboard, you start off in the top area appearing in the Base Navigation Menu, the Institution Page. On this page, you will find timely information, including announcements, along with support and resources, including tutorials on how to use Blackboard for both faculty and students.

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WILLIAM PATERSON UNIVERSITY	We would love to hear about your experience with technology. Fill out a quick survey	
Institution Page	Blackboard Ultra Online Orientation for Students	
A Bb TestAccount		
Activity Stream	<b>Orientation</b>	
Courses		
Calendar	For the Fall 2023 semester and beyond, course shells are now in the latest version of Blackboard: Blackboard Ultra. To help ease the transition to this new version, we have added all students to an orientation course shell named Blackboard Ultra Online Orientation. There, you will have an opportunity to learn more about Blackboard Ultra and become more comfortable using it. If you are not seeing a link to this shell and need	
Messages	assistance with accessing it, please create a ticket, with the request type of "Blackboard," in the Web Help Desk: http://www.wpuni.edu/helpdesk	
Grades	Support and Resources	
Tools		- 1
Sign Out	Blackboard Support and Resources Other Campus Resources	
Privacy Terms Accessibility	Blackboard     Cheng Library       Blackboard - Faculty     Writing Center       Blackboard - Students     Science Enrichment Center       IT Helpdesk     Science Enrichment Center       Bb. Mobile Learn     Accessibility. Resource Center       Collaborate Web Conferencing     William Paterson University's Tiwiki (public technology documentation repository)       Respondus Lockdown Browser and Monitor     IT Web Help Desk for Additional Assistance	ହ

The next area in the Base Navigation Menu allows you to customize your profile in Blackboard Ultra. While many of these fields are populated automatically using the information that appears in WP Connect, including your full name, your email address, your pronouns, your student ID, you are able to make some customizations, including the notification settings for stream notifications, email notifications, and push notifications.

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A Bb TestAccount				
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			irt-testaccountb	
Courses	Basic Information			
Calendar			System Settings	
	Full Name	Bb TestAccount	Language	English (United States)
Grades	Pronunciation	Add pronunciation	Privacy Settings	Only instructors can view my profile information
Tools	Email Address	irt-testaccountb@wpunj.edu	Global Notification Settings	Stream notifications
⊖ Sign Out	Pronouns	Add Pronouns		Email notifications
	Student ID	Add student ID		Push notifications
Privacy Terms Accessibility				Ø

Stream Notifications are notifications that appear in your activities stream in the Base Navigation Menu. The notification settings area for Stream Notifications allows you to control what types of notifications you wish to receive.

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Bb TestAccount			Bb TestAccount irt-testaccountb	Stream Notifi You can configure w activity stream		appear in your
Courses	Basic Information		System Settings	Student aler	ts (5)	$\checkmark$
Calendar	Full Name	Bb TestAccount	Language	My grades ar	nd activity (7)	$\checkmark$
Messages	Pronunciation	Add pronunciation	Privacy Settings	<ul> <li>New calenda</li> <li>Blog activity</li> </ul>		
C Tools	Email Address	irt-testaccountb@wpunj.edu	Global Notification Settings	Journal activ	1929	 ↓
⊖ Sign Out	Pronouns	Add Pronouns		Viki activity	(3)	$\checkmark$
	Student ID	Add student ID			<u></u>	
Privacy Terms Accessibility				Cancel		Save

The next section of the Notification Settings panel lets you control when, and how often, you receive email notifications regarding events in Blackboard.

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	Full Name	Bb TestAccount	Language	🔽 New grad	es and feedback	
Grades	Pronunciation	Add pronunciation	Privacy Settings	🔽 New mess	ages	
Tools	Email Address	irt-testaccountb@wpunj.edu	Global Notification Settings	🗹 New discu	ission messages	
😔 Sign Out	Pronouns	Add Pronouns		Vew content added		
	Student ID	Add student ID			upcoming due da	tes
				Past due i	tems	
Privacy				🗹 New cour	ses available	
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And if you're using the Blackboard mobile app, available to download from the Apple and Google Play app stores, the push notification section will allow you to customize what types of notifications you receive.

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Activity Stream			Bb TestAccount irt-testaccountb		due dates always app	ear in the app		
Courses				Also notify me in the app about these activities:				
Calendar	Basic Information		System Settings	New conter	nt and discussions	5		
	Full Name	Bb TestAccount	Language	New discus	sion responses			
Messages	Pronunciation	Add pronunciation	Privacy Settings	New grades and feedback				
Tools	Email Address	irt-testaccountb@wpunj.edu	Global Notification Settings		ocoming due date me 1 day in advance <u>'s</u>	s		
⊖ Sign Out	Pronouns	Add Pronouns						
	Student ID	Add student ID						
Privacy Terms Accessibility				Cancel		Save		

In the Activity Stream area, you'll receive notifications about recent activity in the course shelves in which you are enrolled, either as a student or an instructor.

<ul> <li>Activity Stream</li> </ul>		
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R Bb TestAccount	May 22, 2023 Blackboard Ultra Online Orientation New course available: Blackboard Ultra Online Orientation	
Activity_Stream		
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The Courses area in the Base Navigation Menu courses is likely where you will spend most of your time in Blackboard. Here, you will find links to all course shells in which you are either an instructor or a student. If you are enrolled in or leading an organization shell, which works like a course shell, but is used for non-credit bearing purposes at the university, you will also find a link for an Organizations area.

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a Institution Page	← Fall 2023		Current Courses 🔻	Upcoming Courses $ ightarrow$
Activity Stream		Filter All Courses 🔻		25 💌 items per page
Courses	Fall 2023			
Calendar		*		
Messages				
🗐 Grades	CTT_Bb_Ultra_Orientation			
Tools	Blackboard Ultra Online Orientation Open · Start now			
🔶 Sign Out	Ethan Powers	7		
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The Calendar area, when you access it from the Base Navigation Menu, collects due dates and other dates of importance from all course shells. Additionally, it allows you to add dates of importance to you by clicking on the circle with the plus sign appearing near the top right corner of the page.

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Similarly, the Messages area, when you access it from the Base Navigation Menu, collects messages from all of the course shells in which you are enrolled as a student or an instructor. The Messages tool is used to send messages through Blackboard and to send emails to students and other members of a course shell.

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The Grades area allows students and instructors to access the grade books from all of their course shells from a central location. Grades can also be accessed by going into individual course shells and clicking on the link for the grade book.

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Activity Stream		Summer2025-CTT0000-801			
Courses		Summer2025-CTT0000-801			I
Calendar		You have no work to grade right now			
Messages		View all work (11)			I
🗐 Grades		202210-CTT0000-800			I
Tools		202210-CTT0000-800 C -/1,310			I
⊖ Sign Out		Your recently graded work will appear here			
		View all work (19)			
Privacy Terms Accessibility		CTT_Bb_Ultra_Orientation Blackboard Ultra Online Orientation		Ø	
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And finally, the tools area has links to a handful of tools that can be accessed from outside of any individual course shells. These include links to the content collection and to tutor.com, which your students might make use of in your courses.

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