



Blackboard Ultra

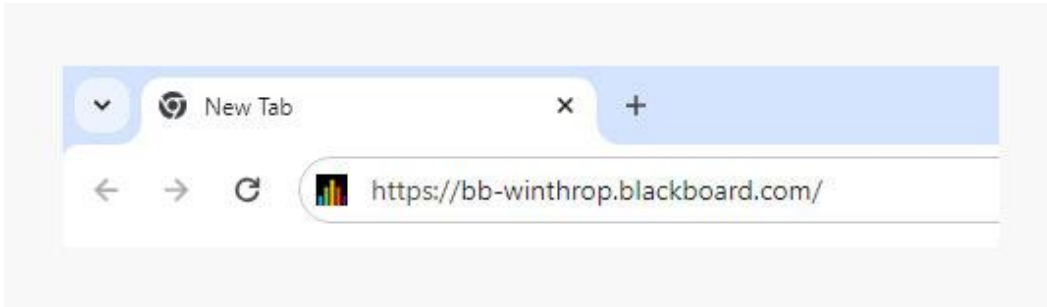
Quick Reference Guide

By Zion Smith

How To Sign In To Blackboard	1
How To Add A Picture To Your Blackboard Profile	5
How To Find Your Classes	7
How To Navigate Your Course Materials	10
How Content Is Organized	10
How To Move Through A Module	12
How To Check Off Items	13
Assignments	14
How To Find Your Assignments	14
How To Submit An Assignment	16
How To Resubmit An Assignment	20
How To Check A Grade	27
How To View Announcements	28
Messages	30
How To Check Your Messages	30
How To Reply To A Message	32
How To Send A New Message	33
Discussions	35
How To Find Discussions In The Activities Folder	35
How To Find Discussions In the Discussions Tab	36
How To Respond To A Discussion Topic	37
How To Reply To A Comment On Your Discussion Post	41

How To Sign In To Blackboard

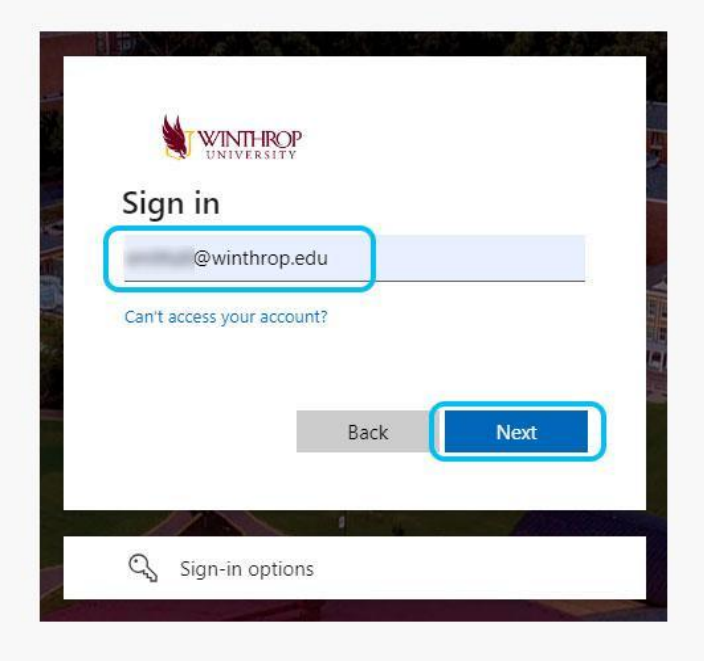
1. Go to <https://bb-winthrop.blackboard.com/>



2. Click the **Secure Login With Winthrop Email (SSO)** button.

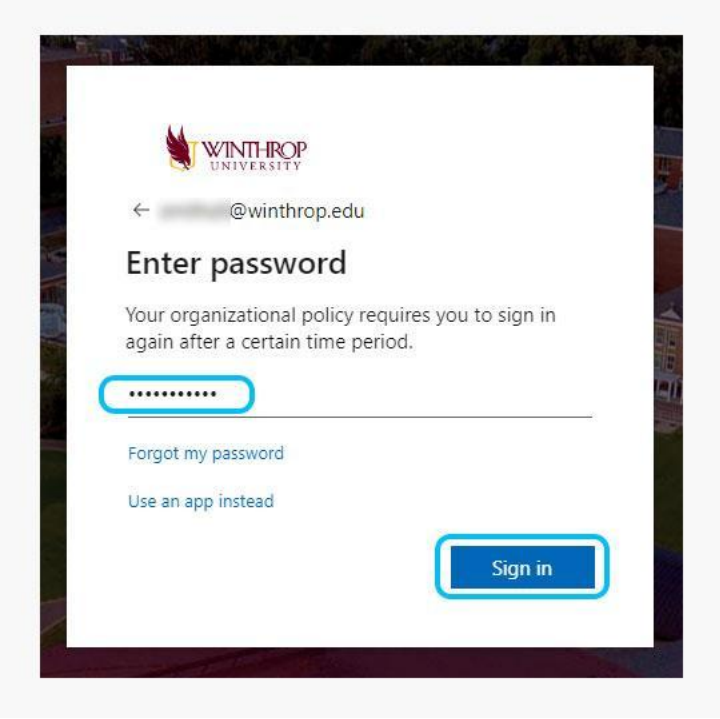


3. Type in your Winthrop email address and press **Next**.
 - Pro-Tip: Your Winthrop email address is your Winthrop **username** + **@winthrop.edu**



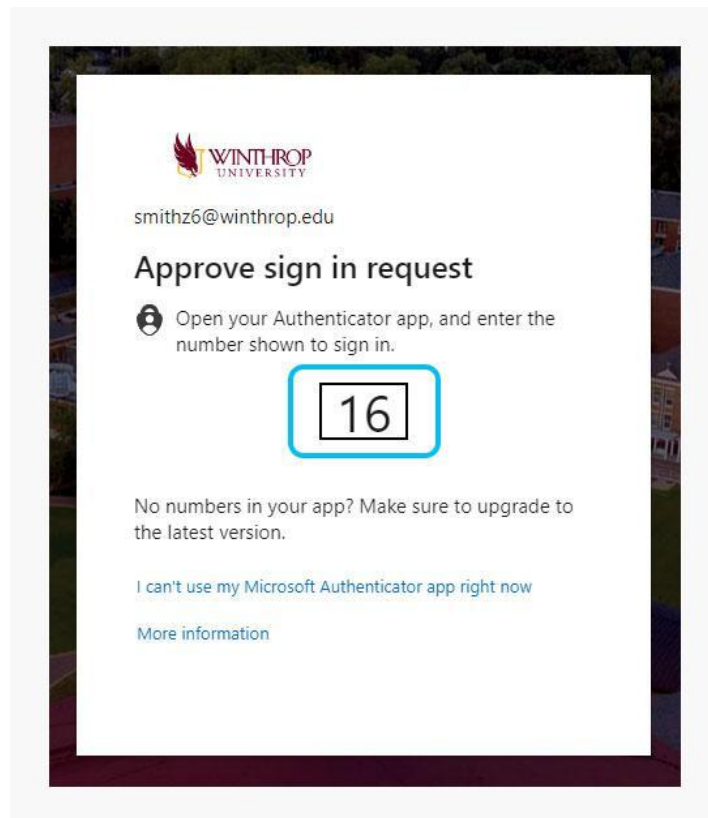
The image shows the Winthrop University sign-in interface. At the top is the Winthrop University logo. Below it is the heading "Sign in". A text input field contains "@winthrop.edu" and is highlighted with a blue border. Below the field is a link that says "Can't access your account?". At the bottom right are two buttons: a grey "Back" button and a blue "Next" button, with the "Next" button highlighted by a blue border. At the bottom left is a link with a key icon that says "Sign-in options".

4. Type in your Winthrop Password and press **Sign In**.



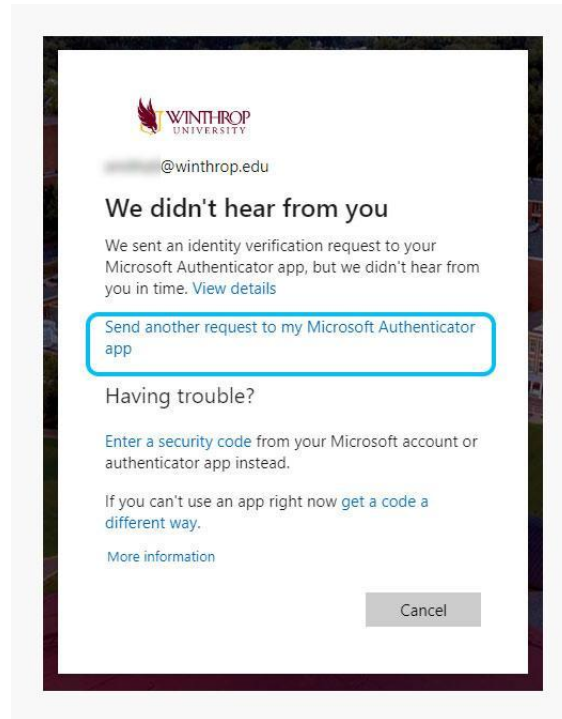
The image shows the Winthrop University "Enter password" screen. At the top is the Winthrop University logo. Below it is a back arrow and the text "@winthrop.edu". The heading "Enter password" is centered. Below the heading is a message: "Your organizational policy requires you to sign in again after a certain time period." A password input field, represented by a series of dots, is highlighted with a blue border. Below the field are two links: "Forgot my password" and "Use an app instead". At the bottom right is a blue "Sign in" button, which is highlighted with a blue border.

5. Download the Authenticator app on your phone. Follow the instructions in [this short video](#) to download Microsoft Authenticator. **You will only need to do this once. If you have already downloaded the Authenticator App, skip to step 6.**
6. Approve your sign in request.
 - A. Note the number that pops up on the screen.
 - In this example the number is 16, but the system will give you a randomly-generated number to type into your Authenticator app.

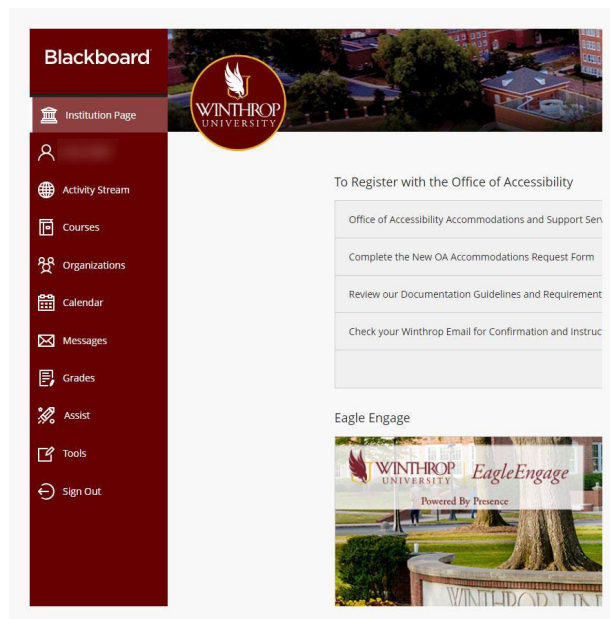


- B. Get your phone out and go to the Microsoft Authenticator app.
 - C. Inside the Authenticator app, type in the number that popped up on your screen during sign in (step A). Then confirm the sign in with your chosen PIN number.

- D. The number expires after about a minute. If this happens before you can approve your sign in, it's no problem. Just request a new number by pressing ***Send another request to my Microsoft Authenticator app.***

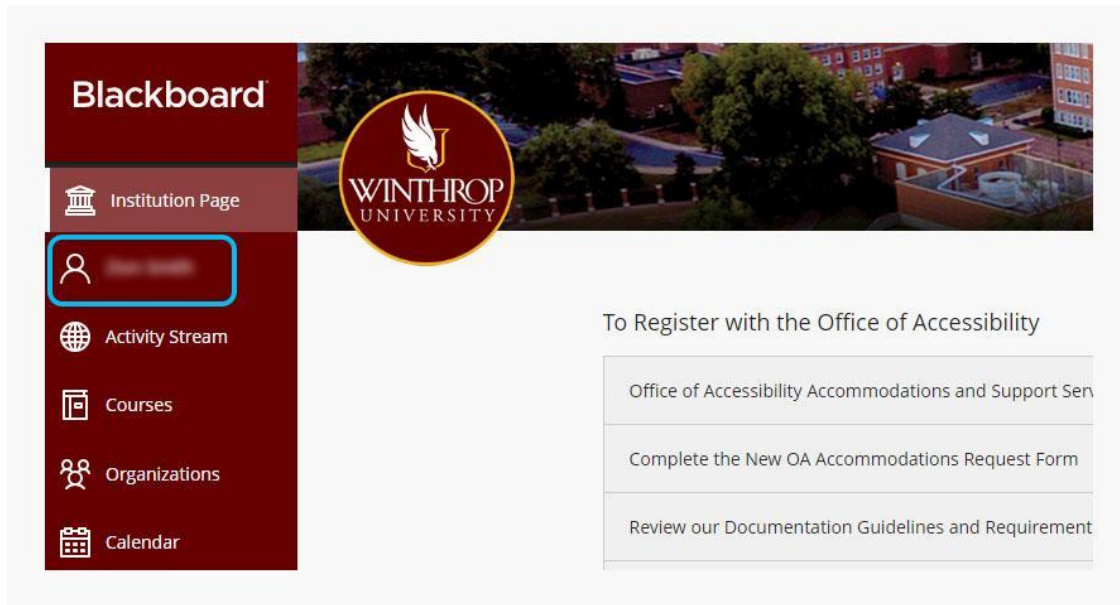


7. Once you approve the sign in request successfully, Blackboard will open. You're in!

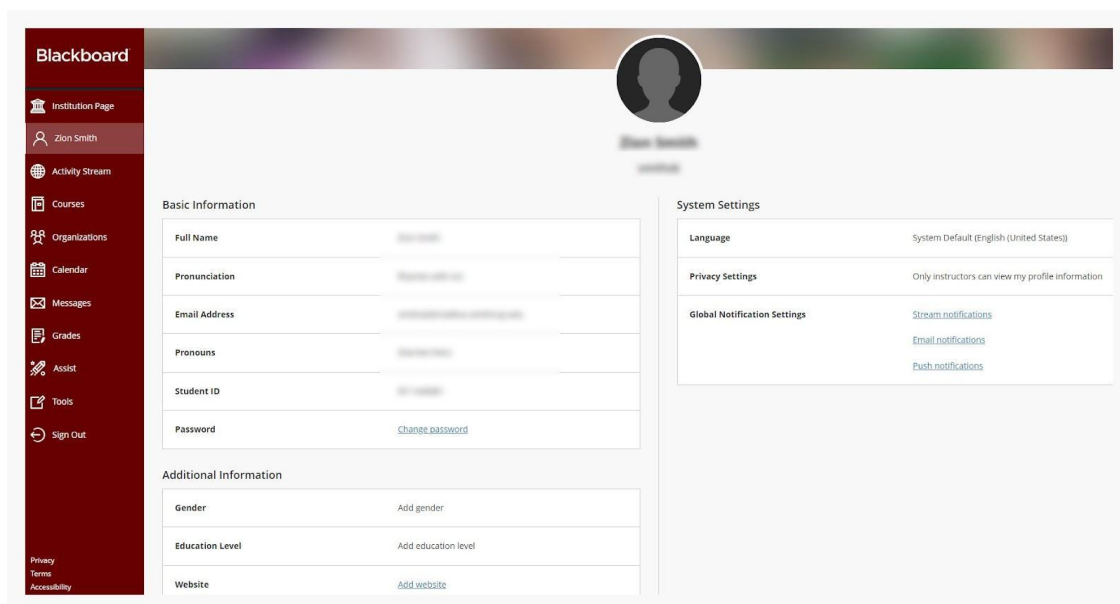


How To Add A Picture To Your Blackboard Profile

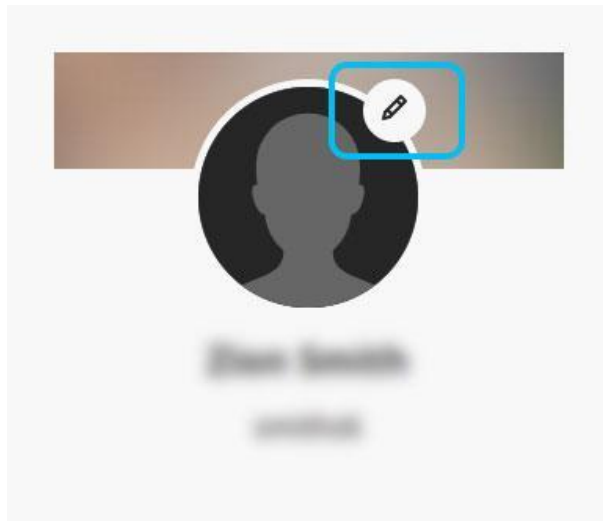
1. The **Institution Page** is the first screen you see when you sign in.
2. To get to your profile, click your first and last name on the left sidebar.



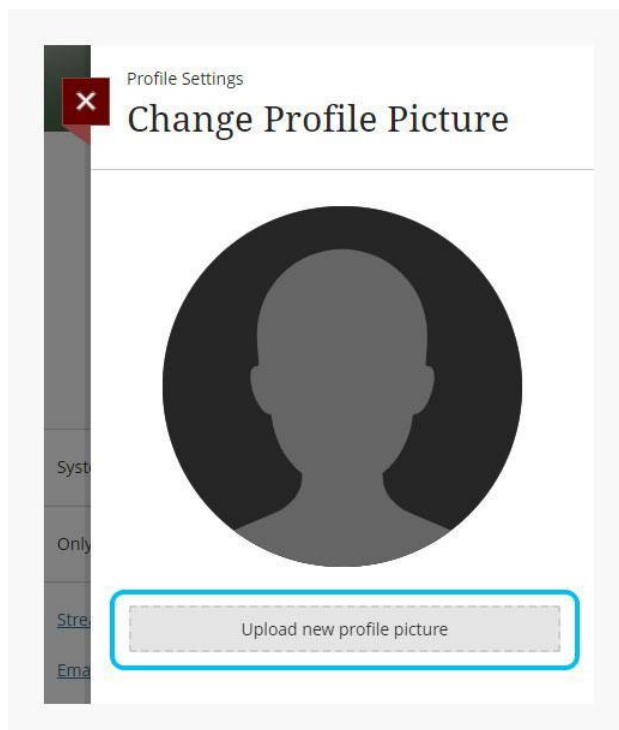
3. This will take you to your profile where you can see and add details about yourself.



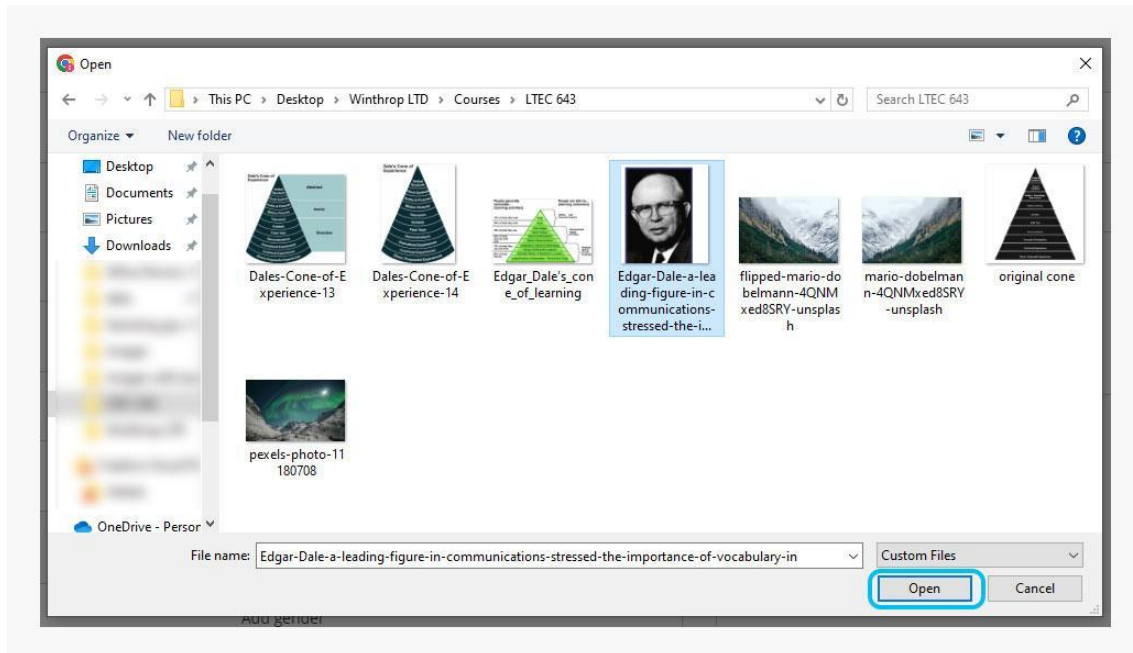
4. To add a picture to your profile, click the pencil above the profile picture. You may need to hover over the profile picture or click on it for the pencil to appear.



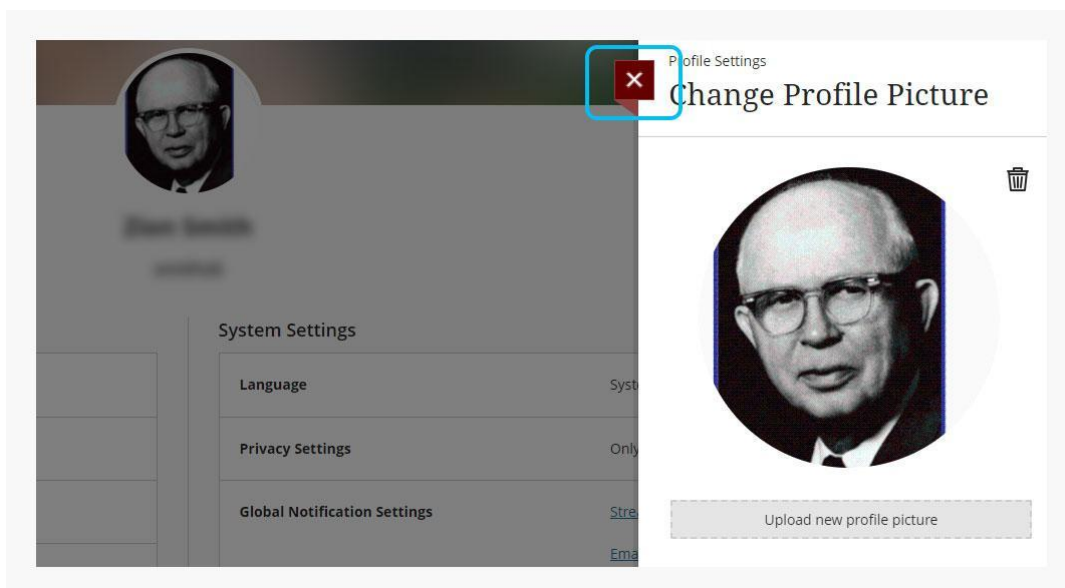
5. Click the **Upload new profile picture** button.



6. Find a nice picture of yourself on your computer and press **Open**.

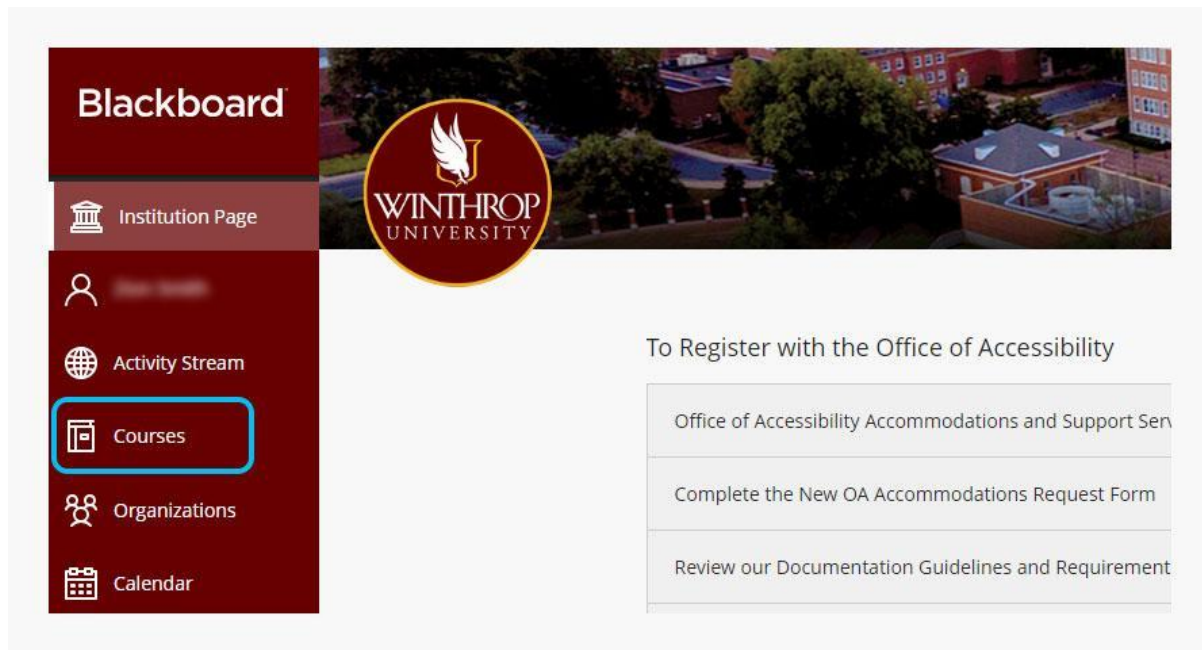


7. Done. Click the X to close the profile menu.

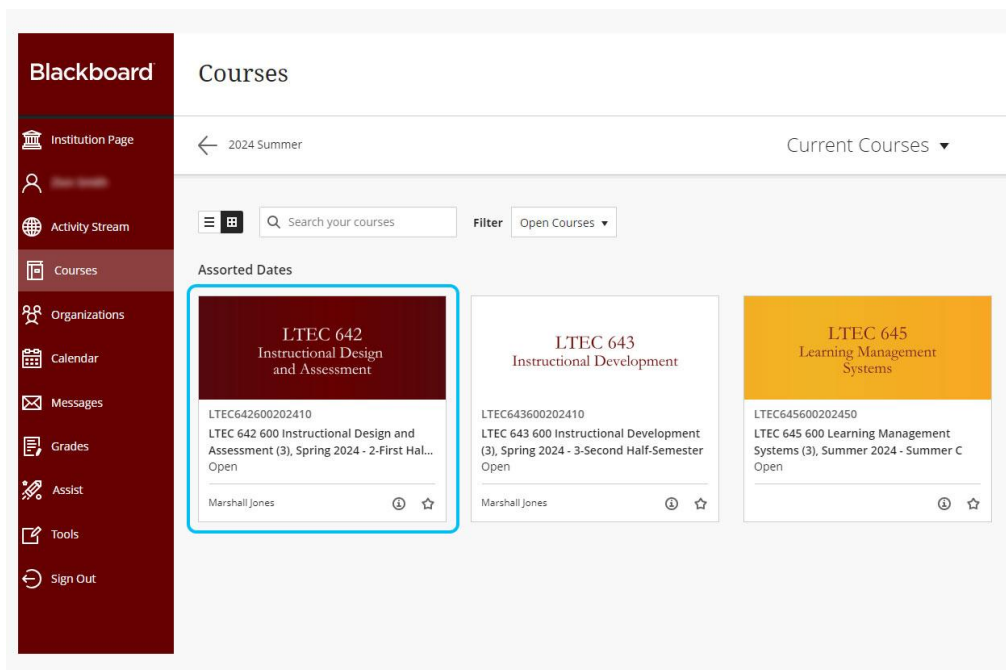


How To Find Your Classes

1. From the Institution page (the home screen), click **Courses** on the left sidebar.



2. The **Courses** page contains your current classes. Just click the course you want.



3. Your course will open.

The screenshot displays a Blackboard Ultra course interface for Winthrop University. The top navigation bar includes links for Content, Calendar, Announcements, Discussions, Gradebook, Messages, and Groups. The course header features the Winthrop University logo and the course title "LTEC 642 Instructional Design and Assessment".

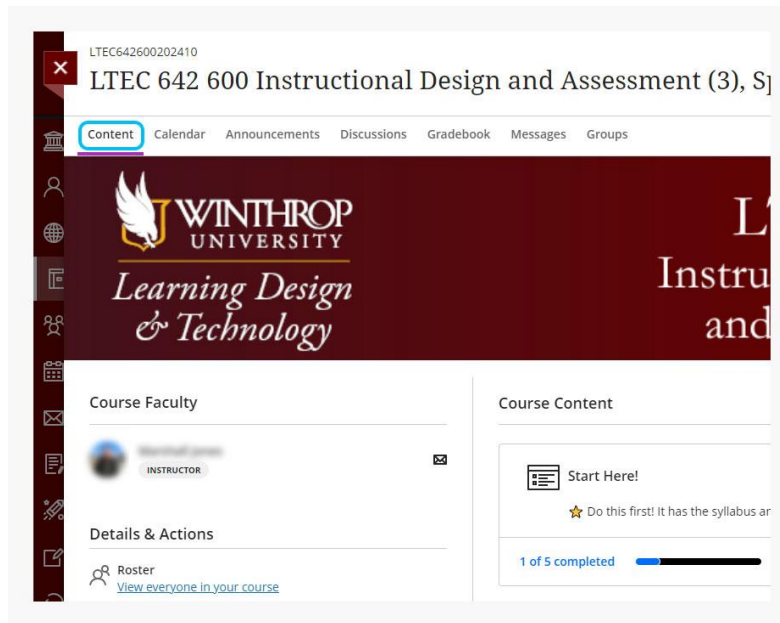
The left sidebar contains a vertical menu with icons for various course functions. The main content area is divided into two columns:

- Course Faculty:** Displays the instructor's profile, including a placeholder image and the role "INSTRUCTOR".
- Details & Actions:** A list of course management tools with icons and links:
 - Roster: [View everyone in your course](#)
 - Progress Tracking: On
 - Attendance: [View your attendance](#)
 - Books & Tools: [View course & institution tools](#)
- Course Content:** A list of course modules with progress indicators:
 - Start Here!**: Includes a star icon and the text "Do this first! It has the syllabus and other information you will need." Below it, a progress bar shows "1 of 5 completed".
 - Week One: Introduction to the Course and Instructional Design**: Includes a text description "This module will introduce you to the practice of instructional design." Below it, a progress bar shows "13 of 13 started".
 - Week Two: Analysis: Front End Analysis (FEA) and Learner Analysis**: Includes a text description "In this module you will work on Front End Analysis skills and analyzing your learners."

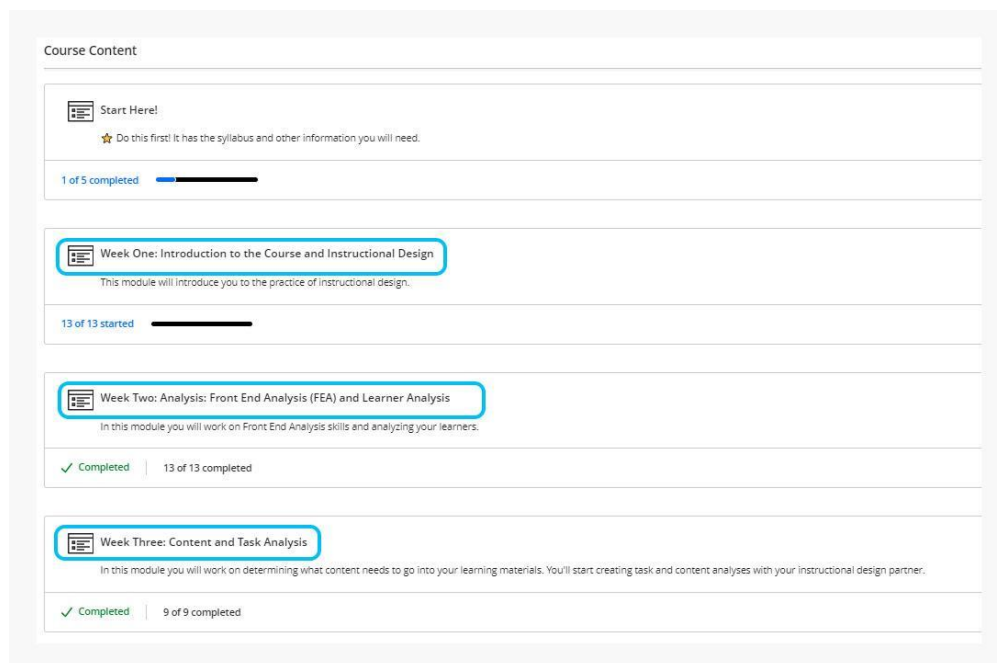
How To Navigate Your Course Materials

How Content Is Organized

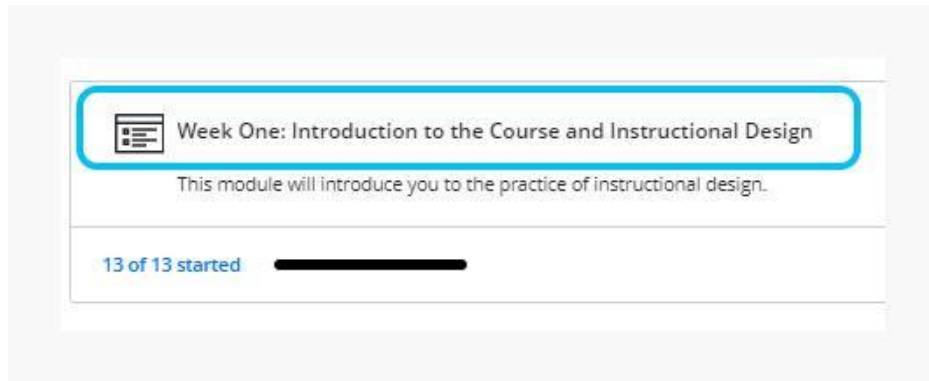
1. Your course opens in the **Content** tab. The **Content** tab is where your course materials live.



2. Your course is organized in Modules by week.

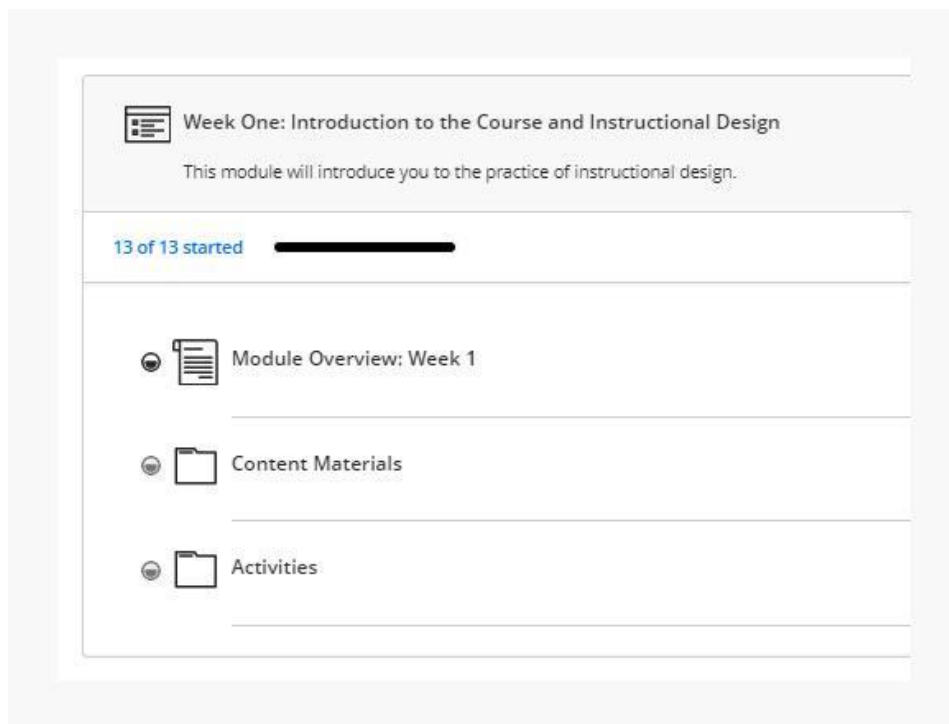


3. To open a Module, just click it.



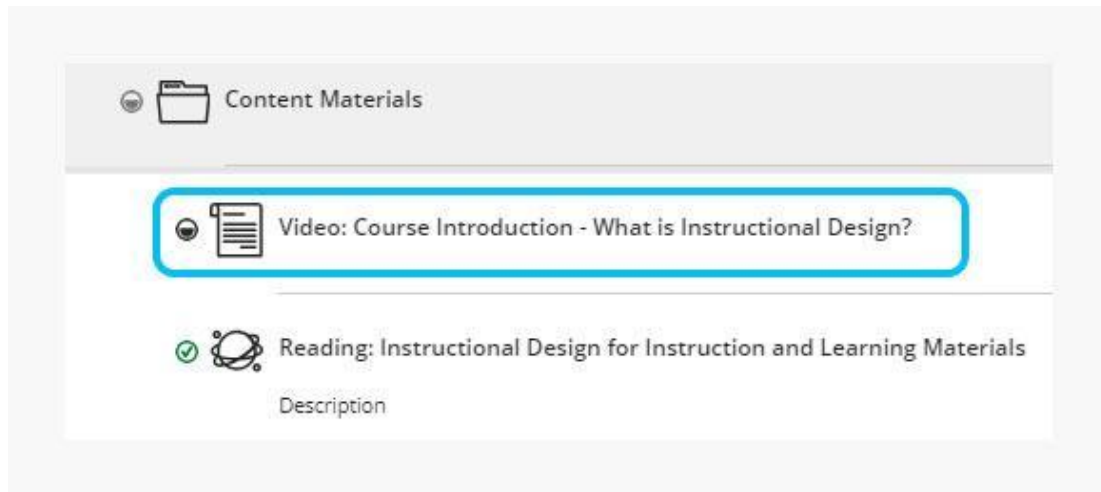
4. Inside Each Module is:

- A. **A Module Overview:** a list of things that you will learn in the module.
- B. **Content Materials:** readings, videos, interactive elements, and more.
- C. **Activities:** practice activities, discussions, quizzes, and links to assignments.



How To Move Through A Module

1. To move through a Module, start by pressing the first item on the list.



2. Once finished with the item, click the **Next** button on the top right to go to the next item on the list. (There is also a **Previous** button on the top left that will take you backward).

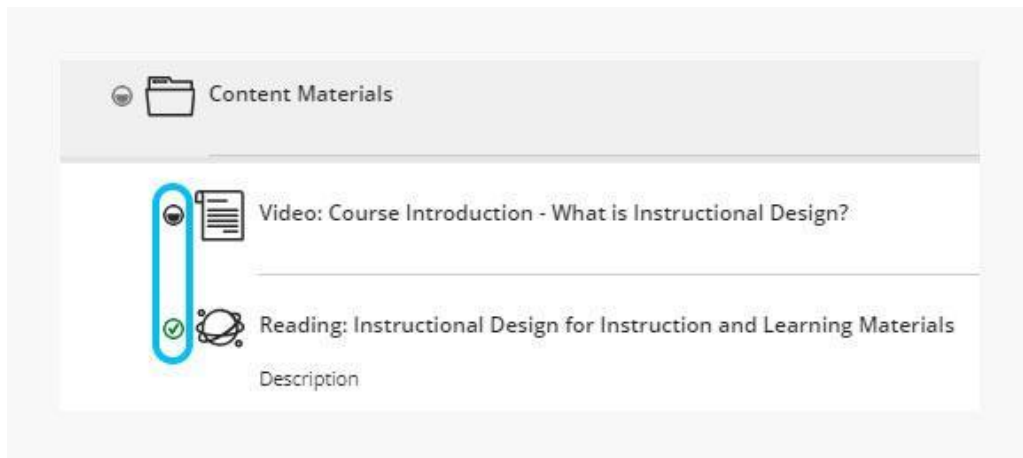


3. When ready to close the item, press the X button on the top left.



How To Check Off Items

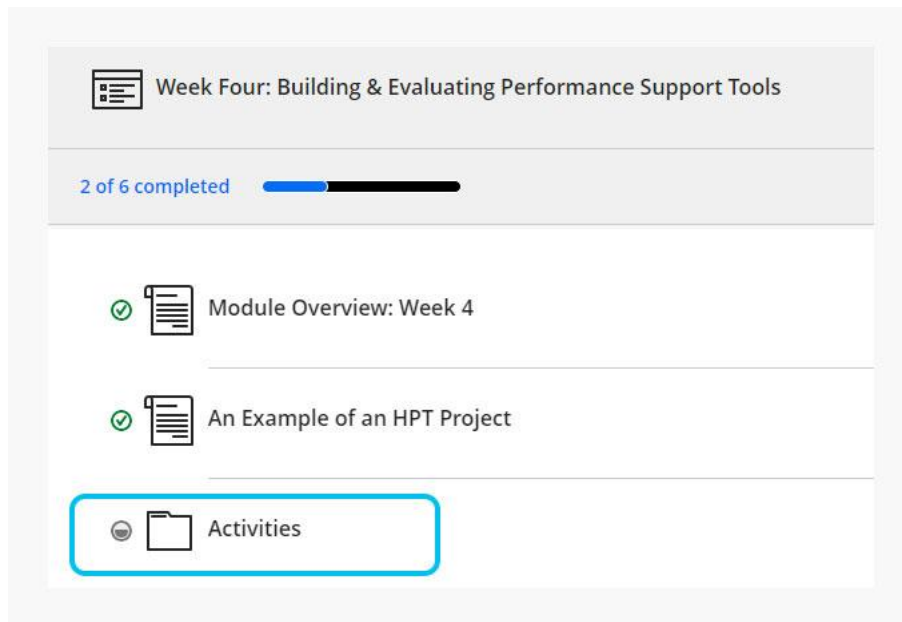
There is a little circle to the left of each item. The circle is empty if the item has never been opened. Once it is opened, the circle becomes half-full. To check it off, just click it.



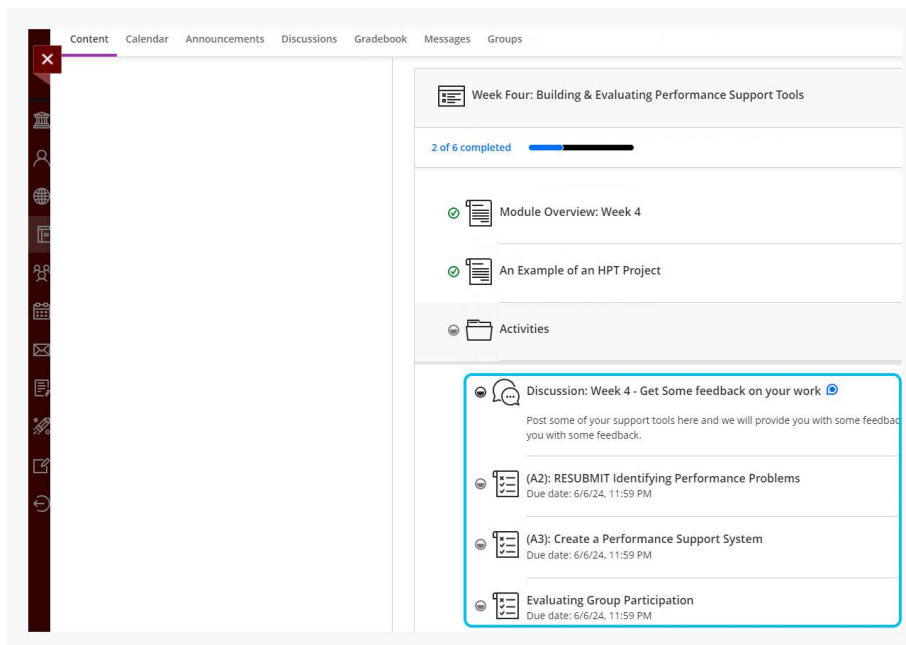
Assignments

How To Find Your Assignments

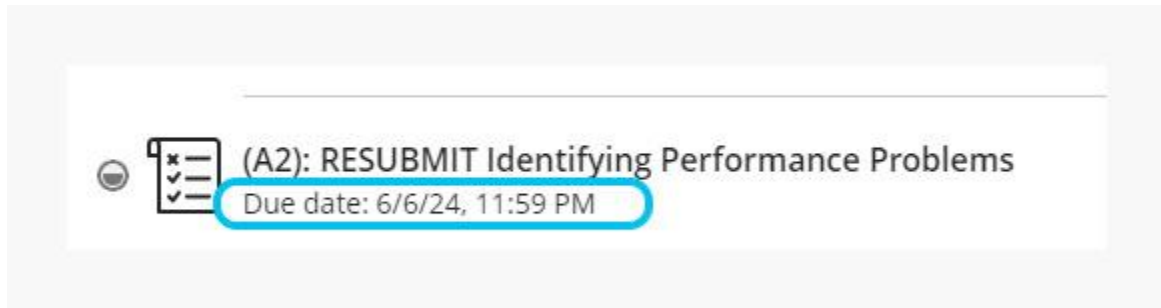
1. Go to the **Activities** folder inside a Module.



2. Your assignments for the week will display.

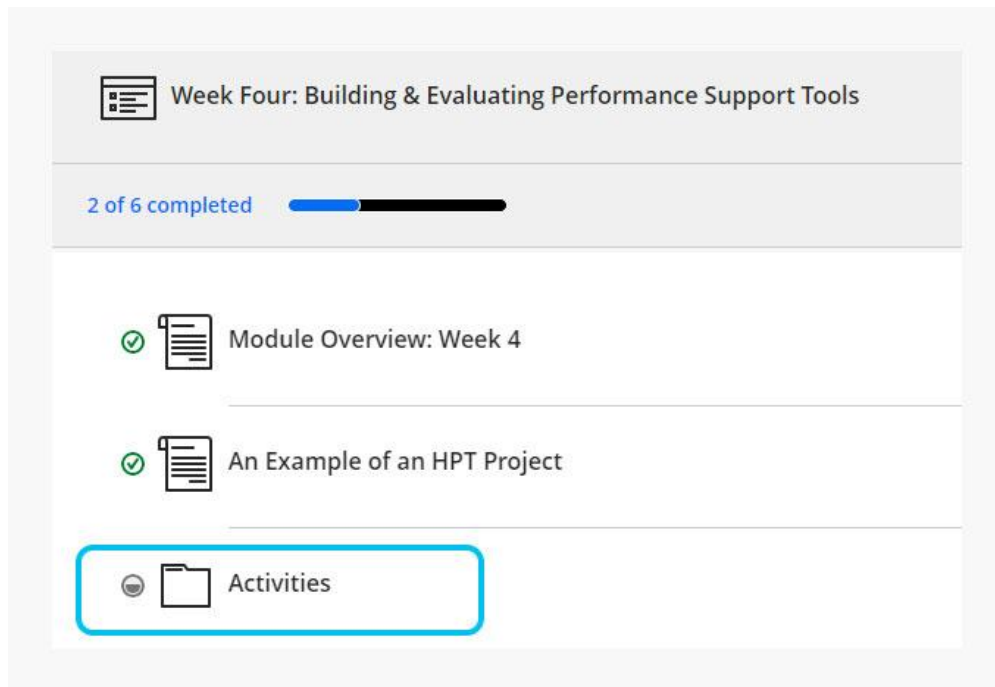


3. Note the due dates on your assignments.

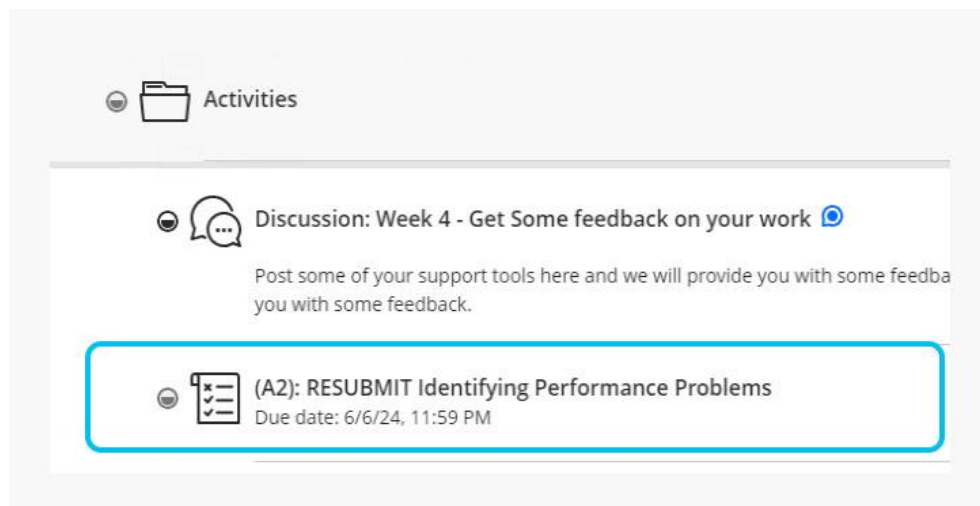


How To Submit An Assignment

1. Go to the **Activities** folder of a Module.



2. Click an assignment to start the submission process.



3. Press **Start Attempt 1**.

LTEC 647 600 Human Performance Technology (3), Su...

(A2): RESUBMIT Identif...

< Previous Next >

Details & Information

Assessment due date
6/6/24, 11:59 PM

Grading rubric
[This item is graded with a rubric](#)

Attempts
2 attempts left

Grading

Maximum points Grade is based on the last attempt with a grade.	100 points
--	------------

Start attempt 1

4. Click the *text box* inside the assignment submission screen.

LTEC 647 600 Human Performance Technology (3), Summer 2024 - Summer H

(A2): RESUBMIT Identifying Performance Problems

Assignment Content

Use this if your group is resubmitting the second assignment. If you're not resubmitting you can simply ignore this. When you resubmit please make sure:

1. Every member of the group is listed on the assignment.
2. Every group member turns in the same document.

Submission

Drag and drop files here or click to add text.

Details & Information

Assessment due date
6/6/24, 11:59 PM (EDT)

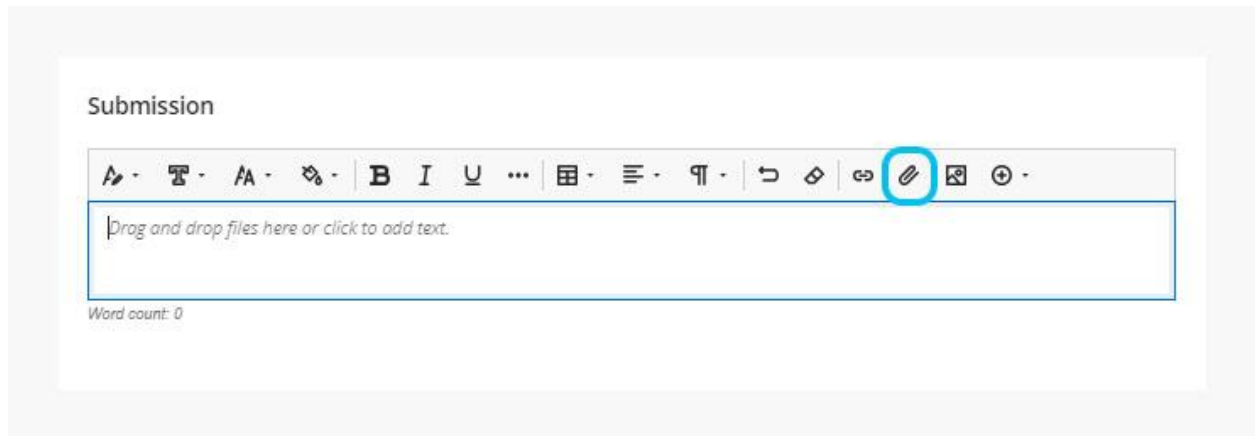
Grading rubric
[This item is graded with a rubric](#)

Attempts
2 attempts left

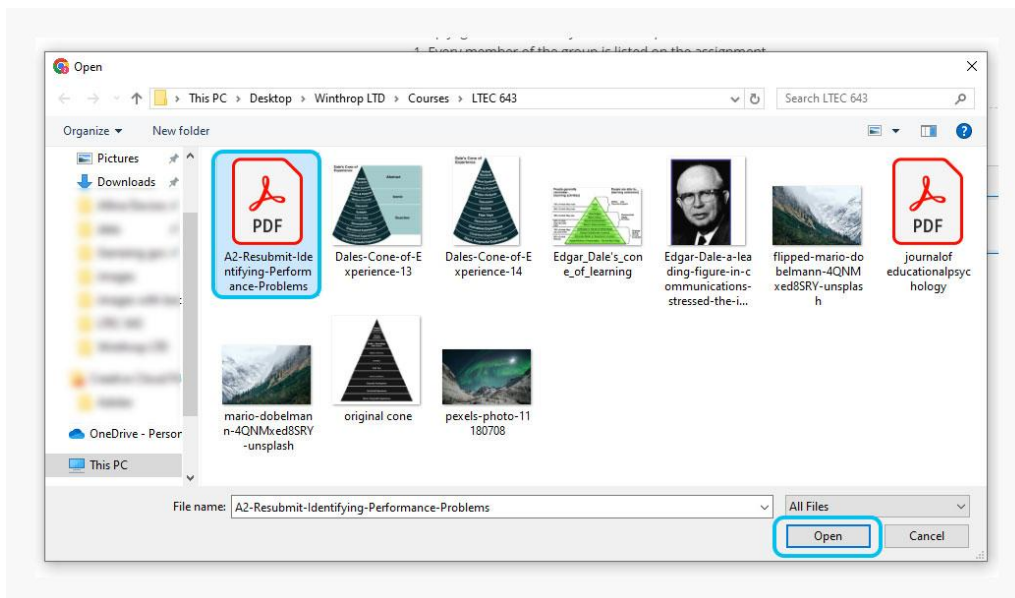
Grading

Maximum points	100 points
----------------	------------

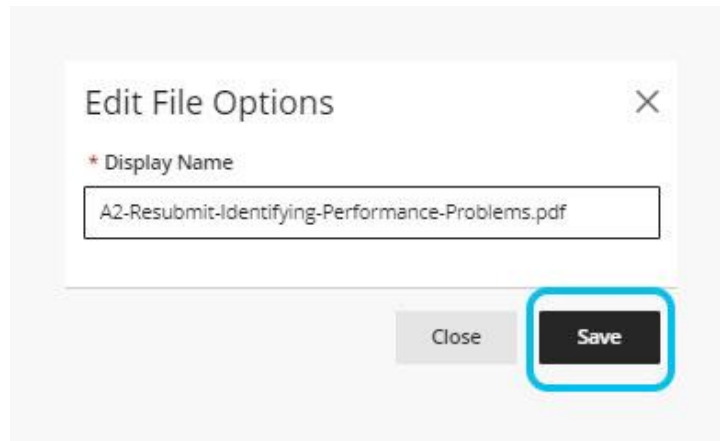
5. A tool menu will pop up above the text box. Click the *paperclip* to add your attachment.



6. Find the attachment on your computer, select it, and press **Open**.

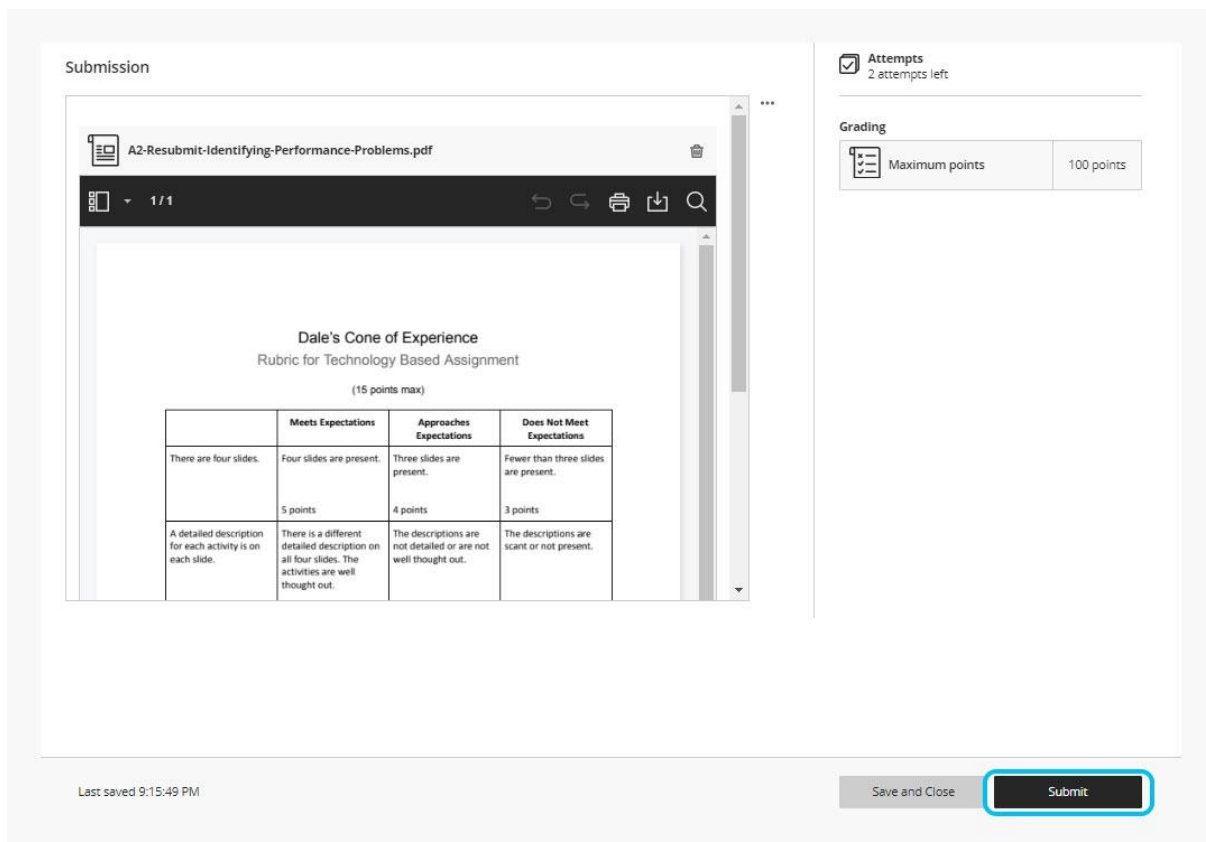


7. Press **Save**.



The 'Edit File Options' dialog box is shown. It has a title bar with a close button (X). Below the title, there is a label '* Display Name' followed by a text input field containing 'A2-Resubmit-Identifying-Performance-Problems.pdf'. At the bottom right, there are two buttons: 'Close' and 'Save'. The 'Save' button is highlighted with a blue rectangular border.

8. Preview and press **Submit**.



The submission preview screen is shown. It features a central preview window displaying a PDF document titled 'A2-Resubmit-Identifying-Performance-Problems.pdf'. The document content includes 'Dale's Cone of Experience Rubric for Technology Based Assignment' and a table with 4 columns and 2 rows of criteria and points. To the right of the preview window, there is a sidebar with 'Attempts' (2 attempts left) and 'Grading' (Maximum points: 100 points). At the bottom right, there are two buttons: 'Save and Close' and 'Submit'. The 'Submit' button is highlighted with a blue rectangular border.

Submission

A2-Resubmit-Identifying-Performance-Problems.pdf

1 / 1

Dale's Cone of Experience
Rubric for Technology Based Assignment
(15 points max)

	Meets Expectations	Approaches Expectations	Does Not Meet Expectations
There are four slides.	Four slides are present. 5 points	Three slides are present. 4 points	Fewer than three slides are present. 3 points
A detailed description for each activity is on each slide.	There is a different detailed description on all four slides. The activities are well thought out.	The descriptions are not detailed or are not well thought out.	The descriptions are scant or not present.

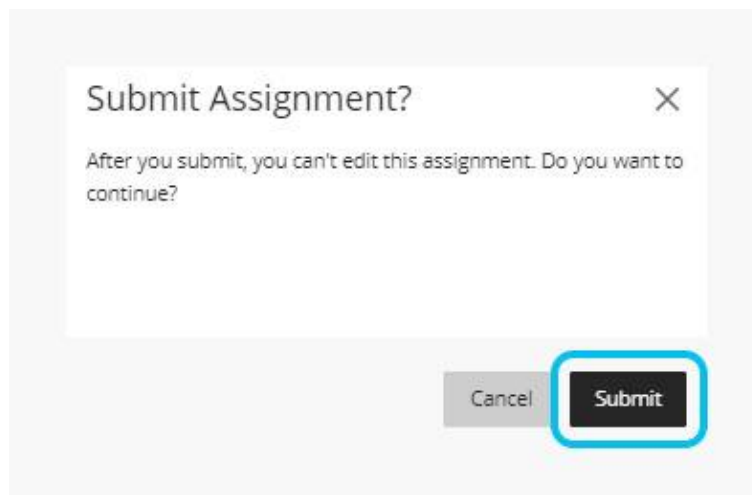
Attempts
2 attempts left

Grading
Maximum points 100 points

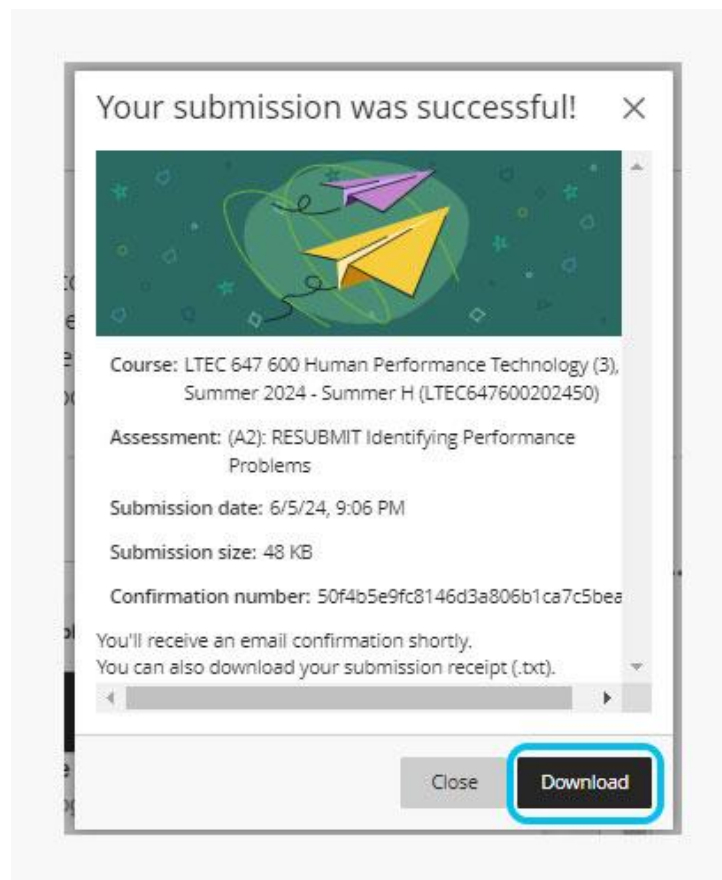
Last saved 9:15:49 PM

Save and Close Submit

9. Press **Submit** again.

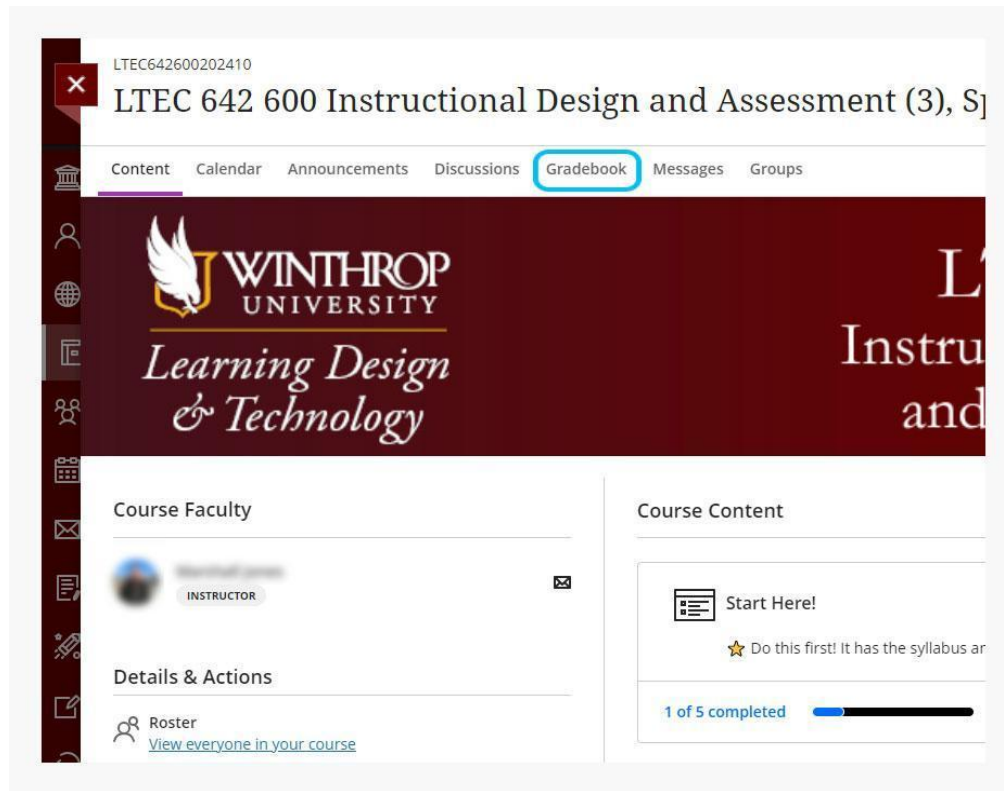


10. **Download** and keep a copy of the submission receipt.



How To Resubmit An Assignment

1. Click the **Gradebook** tab at the top of your course.



2. Your course's **Gradebook** will appear.

The screenshot shows the Blackboard Ultra Gradebook view. The 'Gradebook' tab is selected in the top navigation bar. The table below lists the assignments in the course.

Item Name	Due Date	Status
(A1) System Map 2 attempts submitted	5/19/24	Graded
(A2): Identifying Performance Problems 1 attempt submitted (1 Late)	5/26/24	Graded
(A2): RESUBMIT Identifying Performance Problems 2 attempts possible	6/6/24	Unopened
(A3): Create a Performance Support System Attempt 1 started	6/6/24	Draft saved
Evaluating Group Participation Attempt 1 started	6/6/24	Draft saved

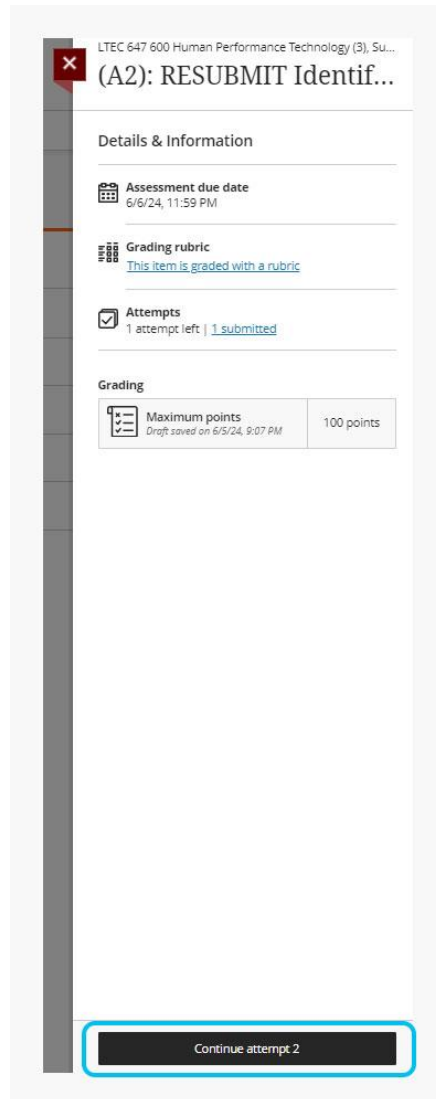
1. Locate and click the assignment you need to resubmit.



This screenshot shows a single assignment card in a Blackboard Ultra interface. The card has a blue border and contains the following information: a list icon with a checkmark, the title '(A2): RESUBMIT Identifying Performance Problems', the text '1 attempt submitted', the date '6/6/24', the status 'Submitted', and a 'Not graded' badge.

	(A2): RESUBMIT Identifying Performance Problems 1 attempt submitted	6/6/24	Submitted	Not graded
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2. Press **Continue Attempt 2**.



This screenshot shows the details page for the assignment '(A2): RESUBMIT Identifying Performance Problems'. The page includes a sidebar with a red 'X' icon and a main content area with the following sections:

- Details & Information**
 - Assessment due date:** 6/6/24, 11:59 PM
 - Grading rubric:** [This item is graded with a rubric](#)
 - Attempts:** 1 attempt left | [1 submitted](#)
- Grading**
 - Maximum points:** 100 points
Draft saved on 6/5/24, 9:07 PM

At the bottom of the page, there is a button labeled 'Continue attempt 2' which is highlighted with a blue border.

3. Click the *text box* inside the assignment submission screen.

LTEC 647 600 Human Performance Technology (3), Summer 2024 - Summer H

(A2): RESUBMIT Identifying Performance Problems

Assignment Content

Use this if your group is resubmitting the second assignment. If you're not resubmitting you can simply ignore this. When you resubmit please make sure:

1. Every member of the group is listed on the assignment.
2. Every group member turns in the same document.

Submission

Drag and drop files here or click to add text.

Details & Information

Assessment due date
6/6/24, 11:59 PM (EDT)

Grading rubric
[This item is graded with a rubric](#)

Attempts
1 attempt left | 1 submitted

Grading

Maximum points	100 points
----------------	------------

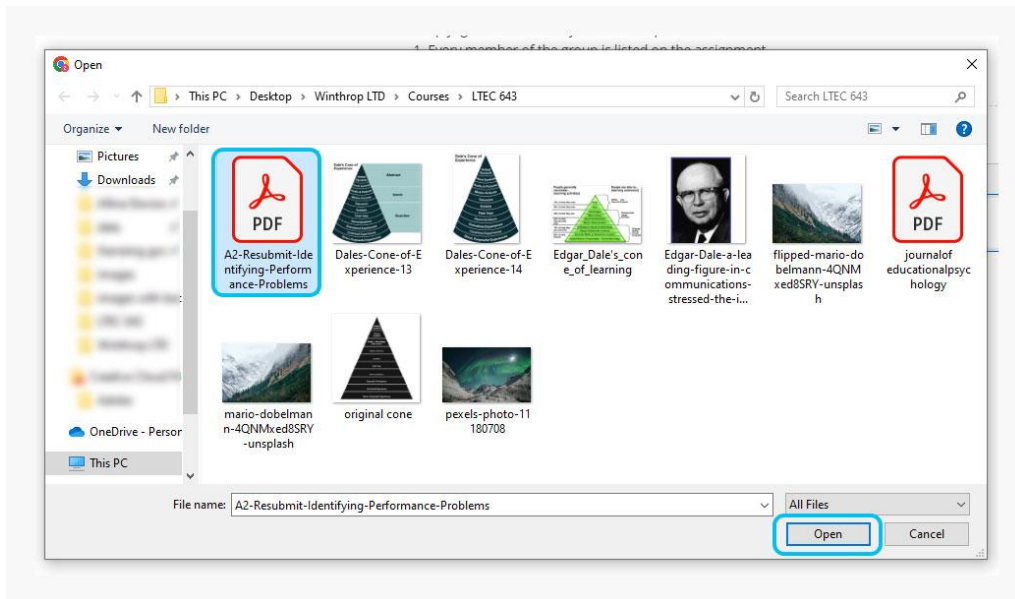
4. A tool menu will pop up above the text box. Click the *paperclip* to add your attachment.

Submission

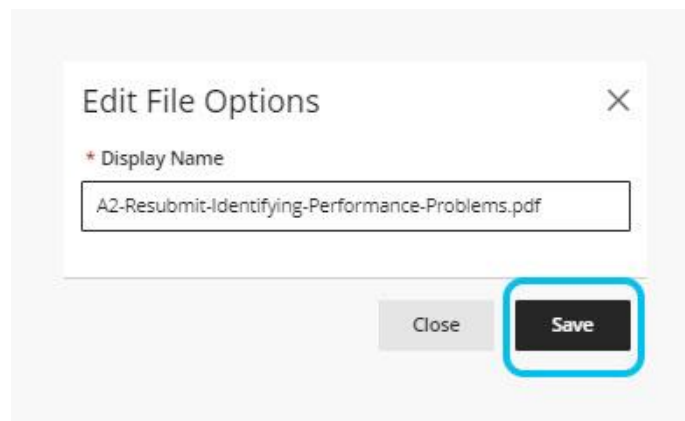
Drag and drop files here or click to add text.

Word count: 0

5. Find the attachment on your computer, select it, and press **Open**.



6. Press **Save**.



7. Preview and press **Submit**.

Assignment Content

Use this if your group is resubmitting the second assignment. If you're not resubmitting you can simply ignore this. When you resubmit please make sure:

1. Every member of the group is listed on the assignment.
2. Every group member turns in the same document.

Submission

A2-Resubmit-Identifying-Performance-Problems.pdf

Page 1 of 1

Dale's Cone of Experience
Rubric for Technology Based Assignment
(15 points max)

	Meets Expectations	Approaches Expectations	Does Not Meet Expectations
There are four slides.	Four slides are present. 5 points	Three slides are present. 4 points	Fewer than three slides are present. 3 points
A detailed description for each activity is on each slide.	There is a different detailed description on all four slides. The activities are well thought out. 5 points	The descriptions are not detailed or are not well thought out. 4 points	The descriptions are scant or not present. 3 points

Word count: 13

Details & Information

Assessment due date
6/6/24, 11:59 PM (EDT)

Grading rubric
[This item is graded with a rubric](#)

Attempts
1 attempt left | 1 submitted

Grading

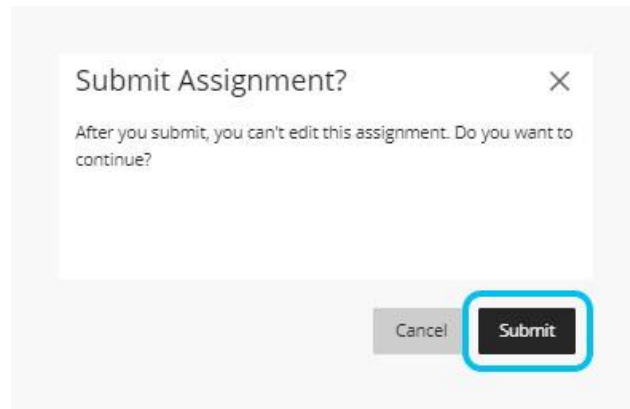
Maximum points	100 points
----------------	------------

Last saved 9:21:07 PM

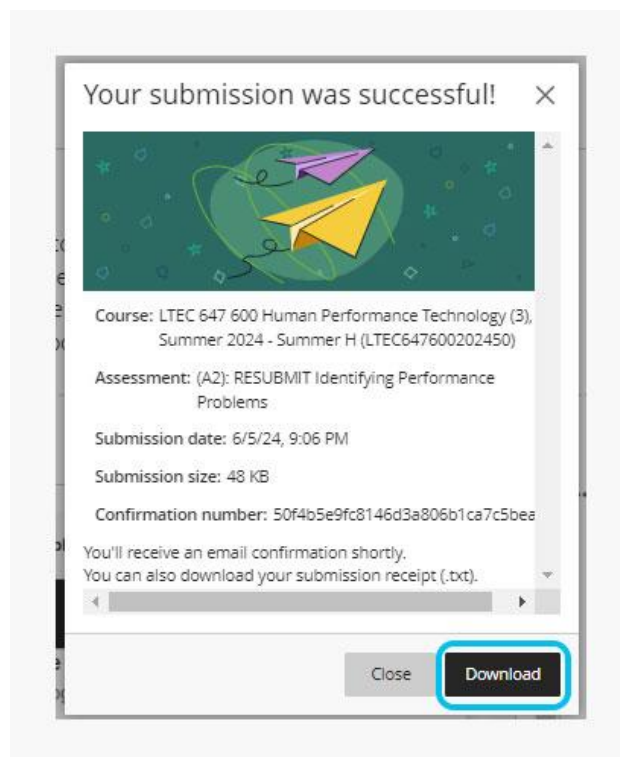
Save and Close

Submit

8. Press **Submit** again.



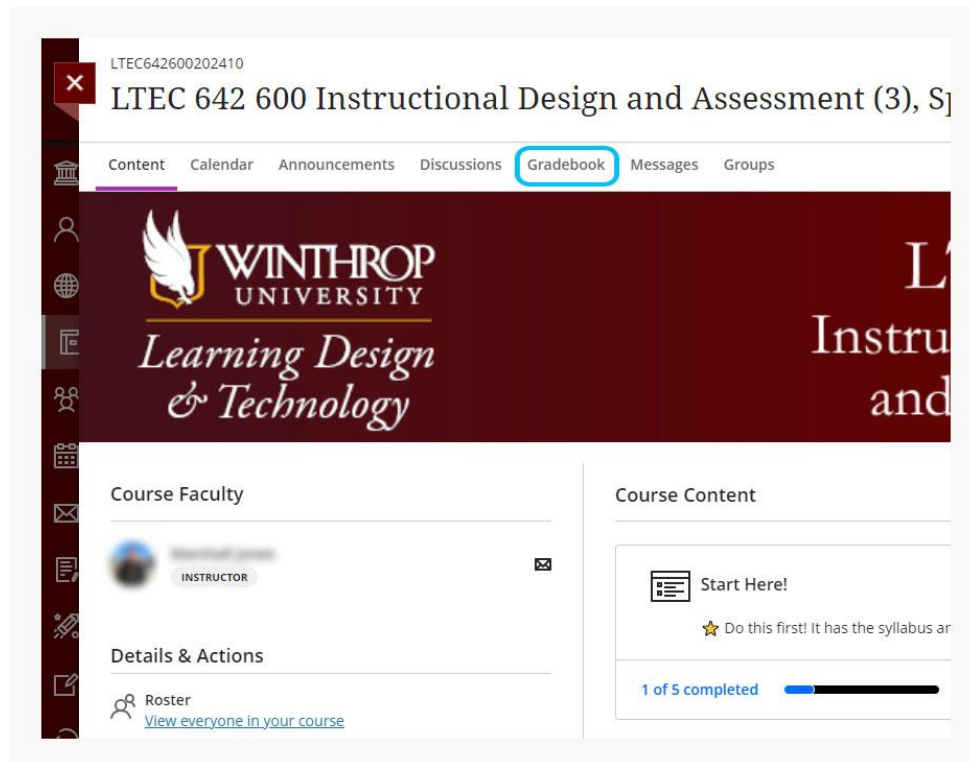
9. **Download** and keep a copy of the submission receipt.



10. **Immediately** email your professor to let them know you have resubmitted your assignment.

How To Check A Grade

1. Click the **Gradebook** tab at the top of your course.

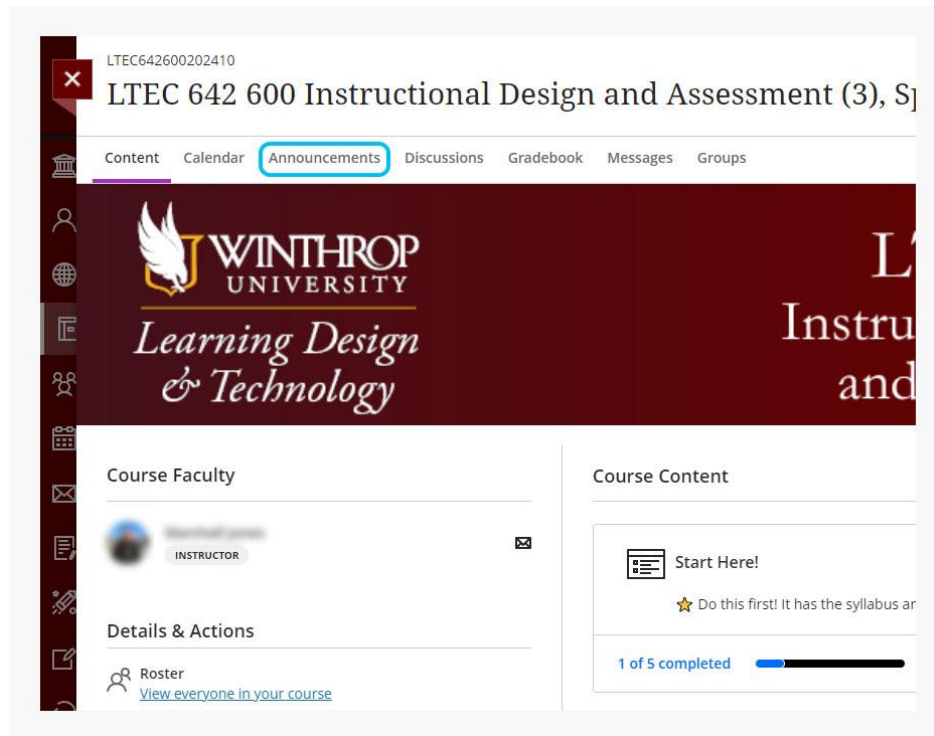


2. Your grade will appear in the **Grade** column after your professor has graded your assignment.

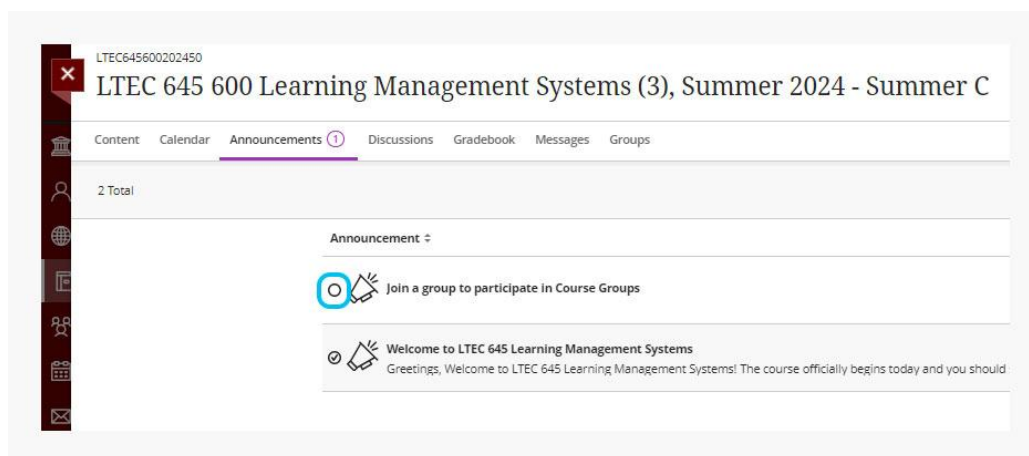
Item Name	Due Date	Status	Grade
(A1) System Map 2 attempts submitted	5/19/24	Graded	100 / 100
(A2): RESUBMIT Identifying Performance Problems 2 attempts submitted	6/6/24	Submitted	Not graded
(A3): Create a Performance Support System Attempt 1 started	6/6/24	Draft saved	Not graded
Evaluating Group Participation Attempt 1 started	6/6/24	Draft saved	Not graded

How To View Announcements

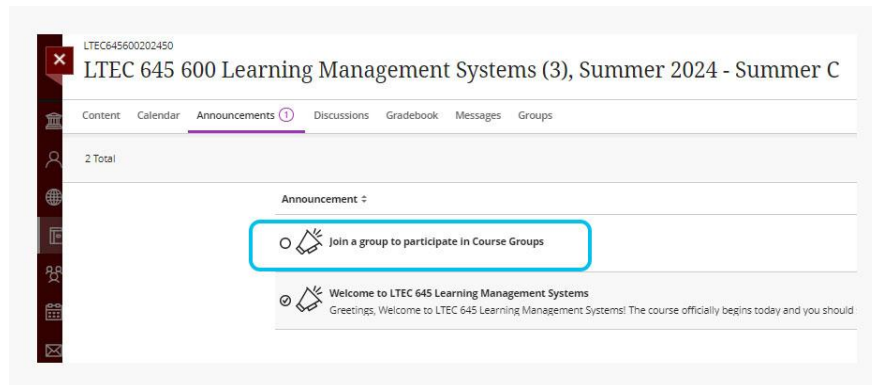
1. Click the **Announcements** tab at the top of your course.



2. Your class announcements will appear. An empty circle marks announcements that have not been read.



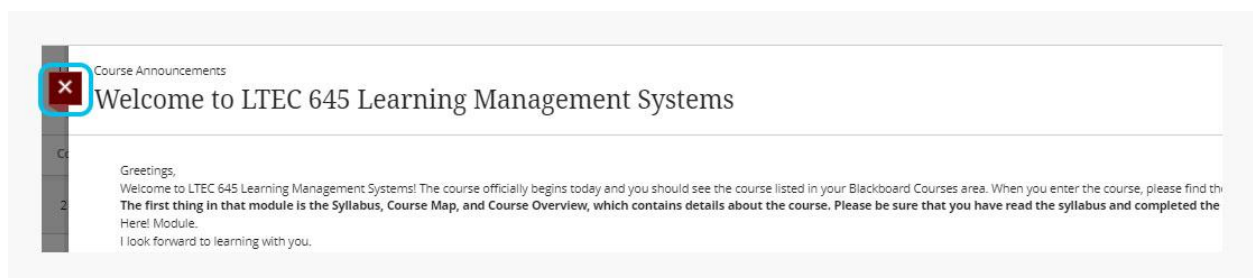
3. Click to open the announcement.



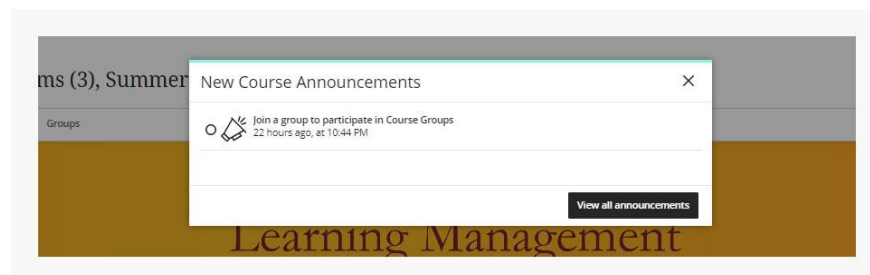
4. Read the announcement.



5. Press the red X on the left to return to the **Announcements** tab.



6. When an announcement is published, it will pop up as a notice in your course.



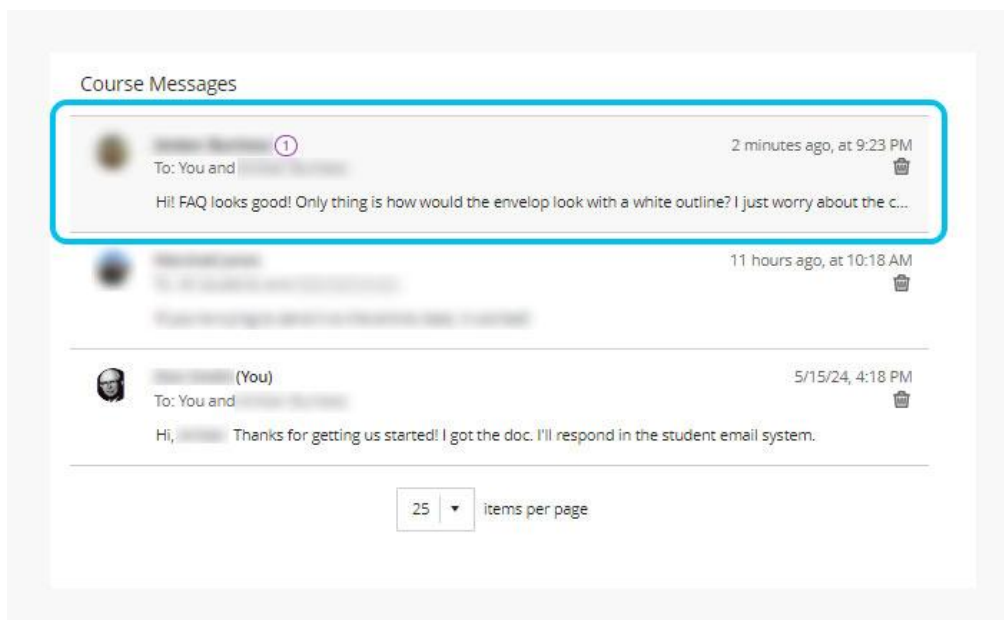
Messages

How To Check Your Messages

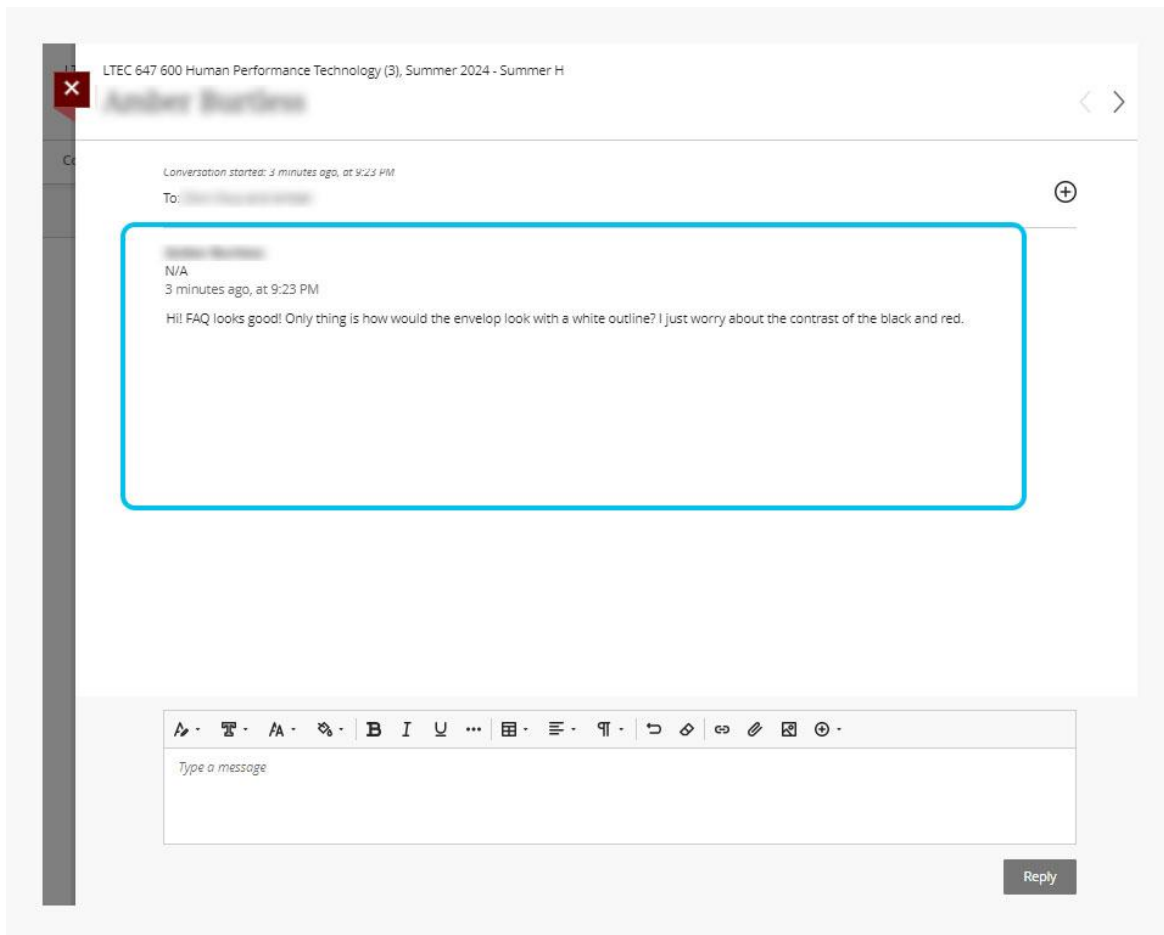
1. Click the **Messages** tab at the top of your course.



2. Your course messages will appear. Newer messages are at the top. Click a message to read it.

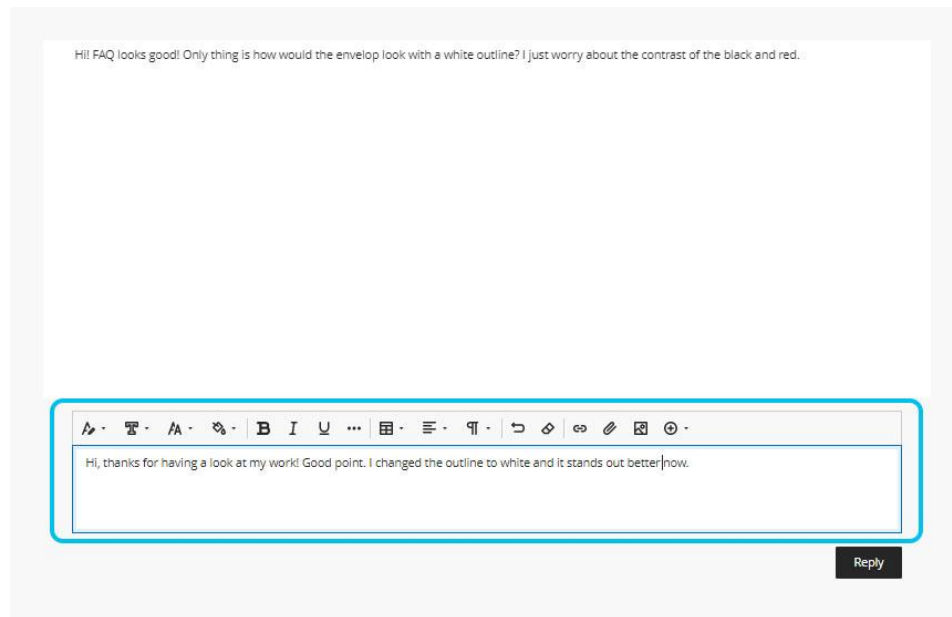


3. The message will open.

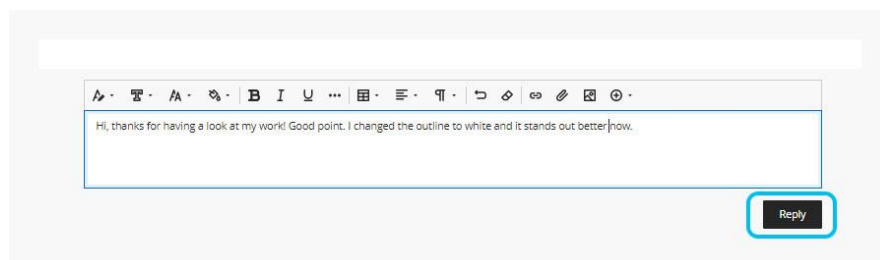


How To Reply To A Message

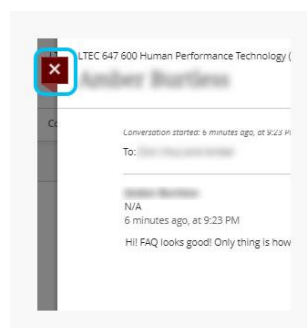
1. Type your message in the text box at the bottom of the message. Use the tools menu to customize the look of your text or insert or attach media.



2. Press **Reply** when ready to send.

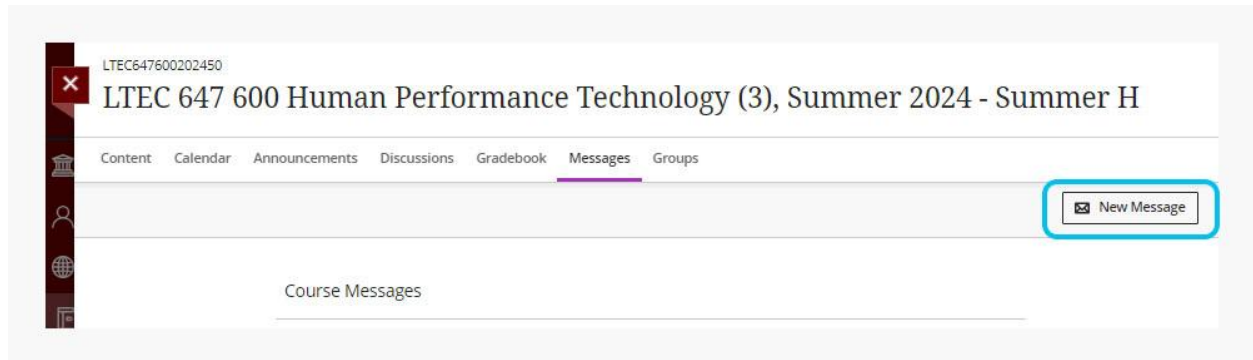


3. Click the red X on the left to close the message and return to the **Messages** tab.

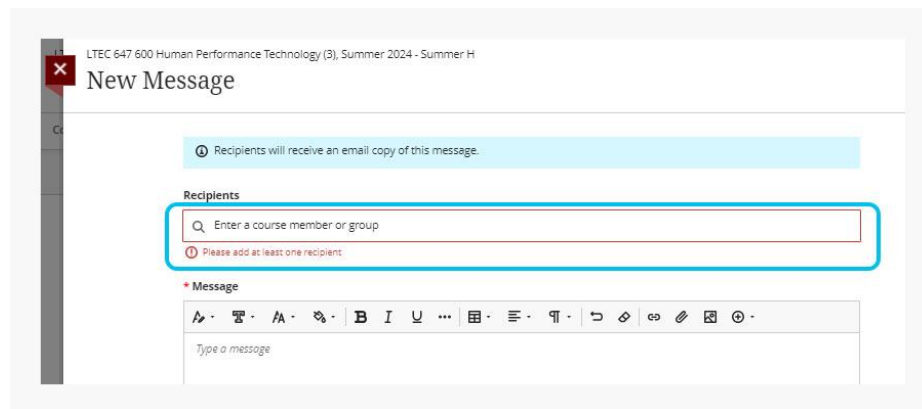


How To Send A New Message

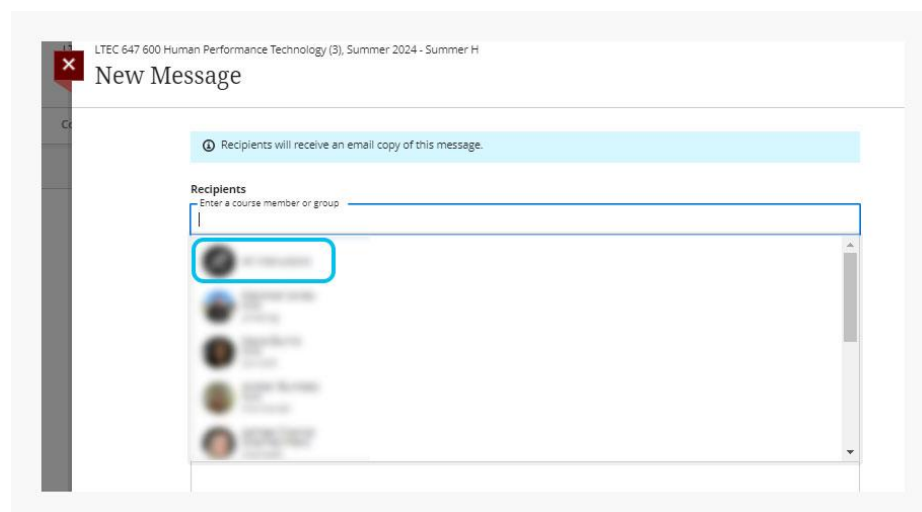
1. From the **Messages** tab, press the **New Message** button.



2. Click the **Recipients** search bar.



3. Choose the message recipients from the drop-down menu. You will be limited to the students and professors in your class.



4. Type your message. Use the tools at the top of the message section to customize the look of your text, insert media, and more.

The screenshot shows the 'New Message' interface in Blackboard Ultra. At the top, the course name 'LTEC 647 600 Human Performance Technology (3), Summer 2024 - Summer H' is displayed. Below the title, a light blue banner states 'Recipients will receive an email copy of this message.' The 'Recipients' section includes a search bar with the placeholder text 'Enter a course member or group' and a dropdown menu. The 'Message' section is highlighted with a blue border and contains a rich text editor toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert media, and more. The message body contains the text: 'Good morning. I just shared a Google Doc with you. Have a look and tell me what you think?'. A 'Send' button is located at the bottom right of the form.

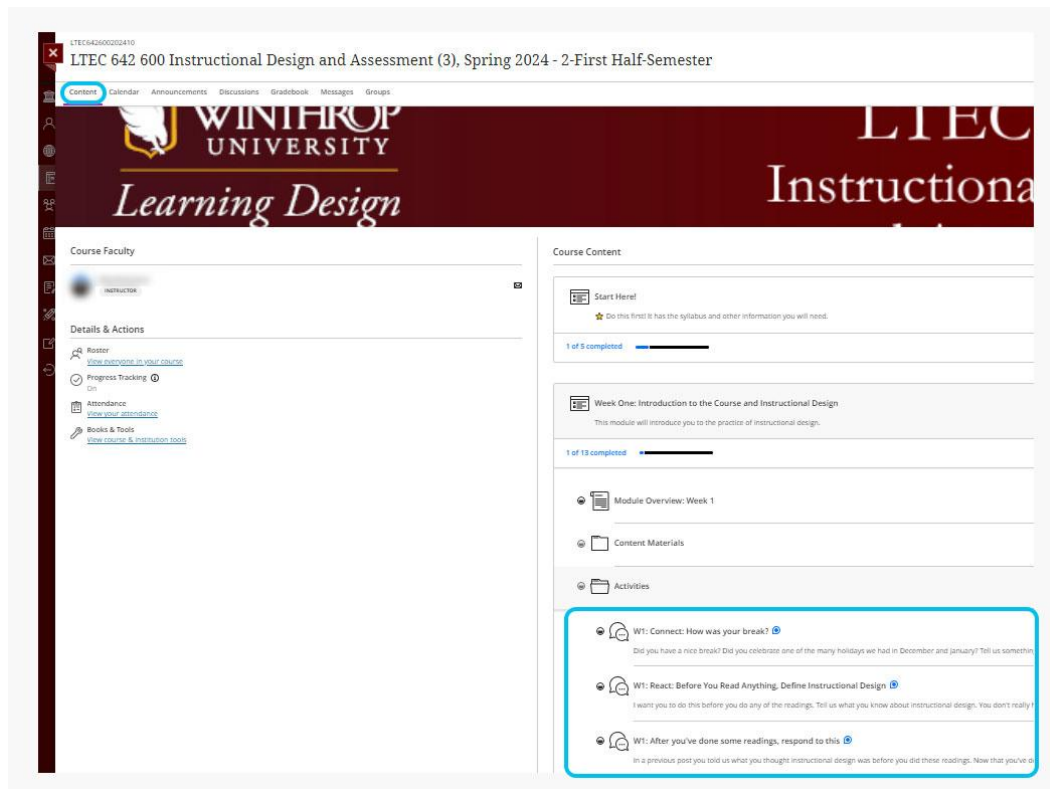
5. Press Send.

This screenshot is identical to the previous one, showing the 'New Message' form. The 'Send' button at the bottom right is now highlighted with a blue border, indicating the final step in the process.

Discussions

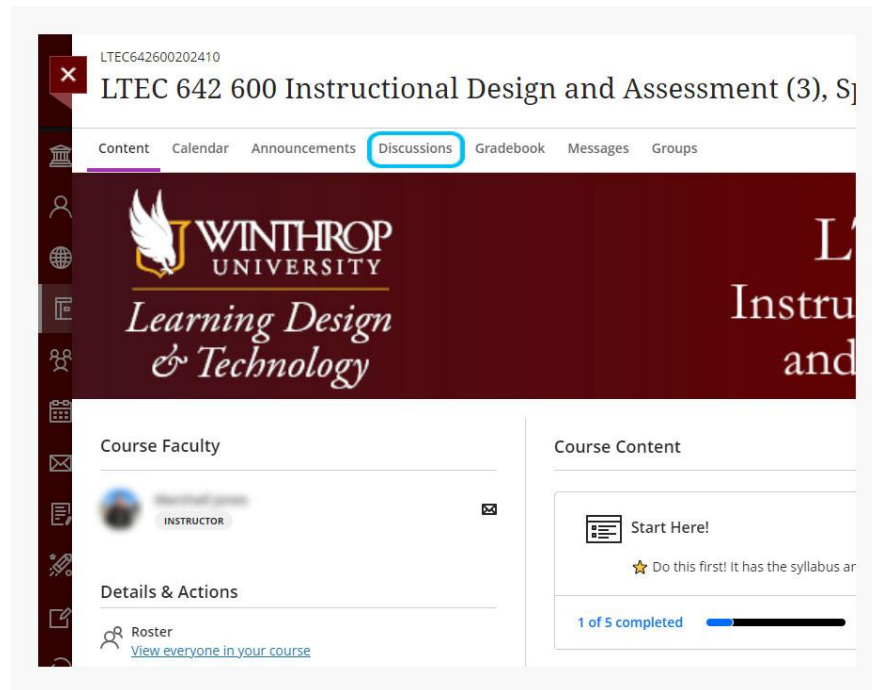
How To Find Discussions In The Activities Folder

1. The most common way to get to the weekly discussions is to look in the **Activities** folder in your weekly Module.

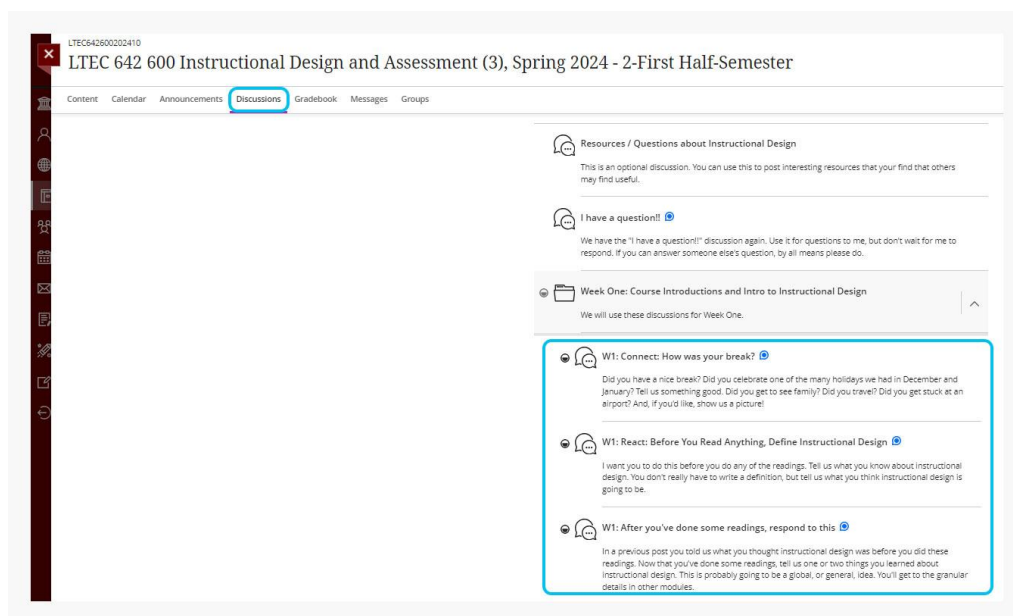


How To Find Discussions In the Discussions Tab

1. A second way to find your weekly discussions is to click the **Discussions** tab at the top of your course.

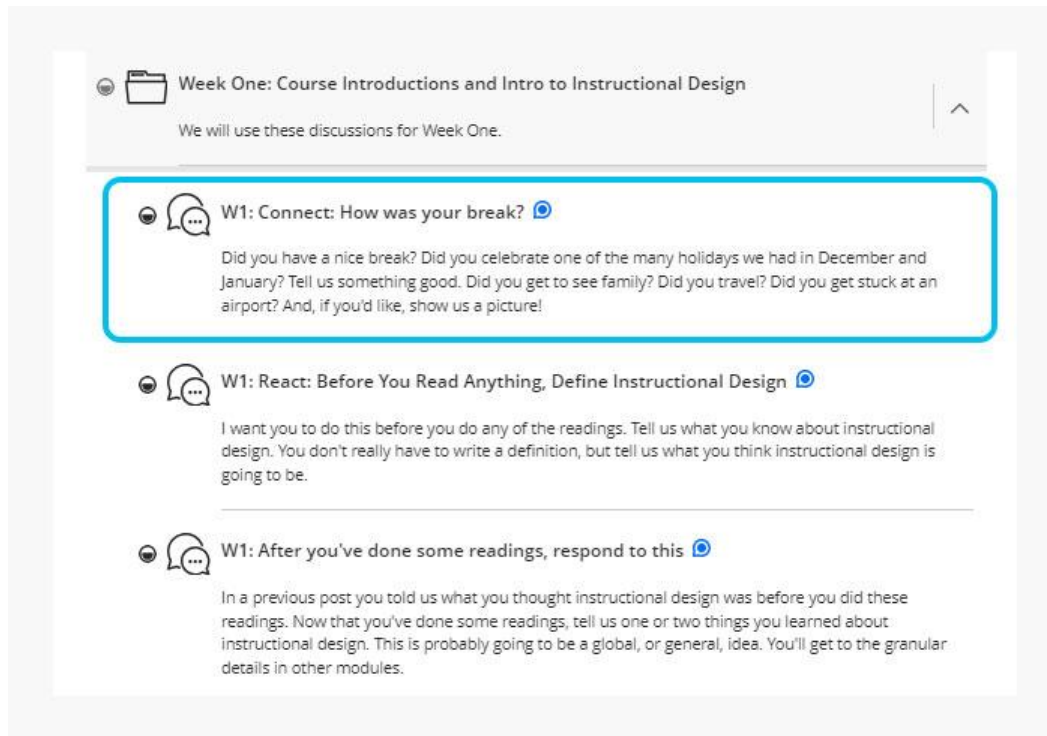


2. Scroll down to the weekly discussions you want to work with.

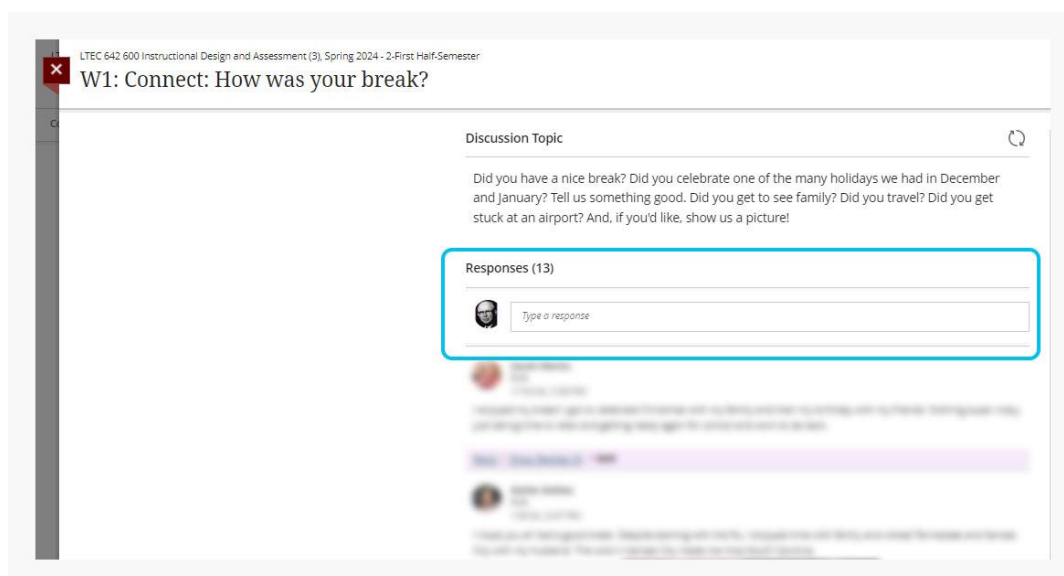


How To Respond To A Discussion Topic

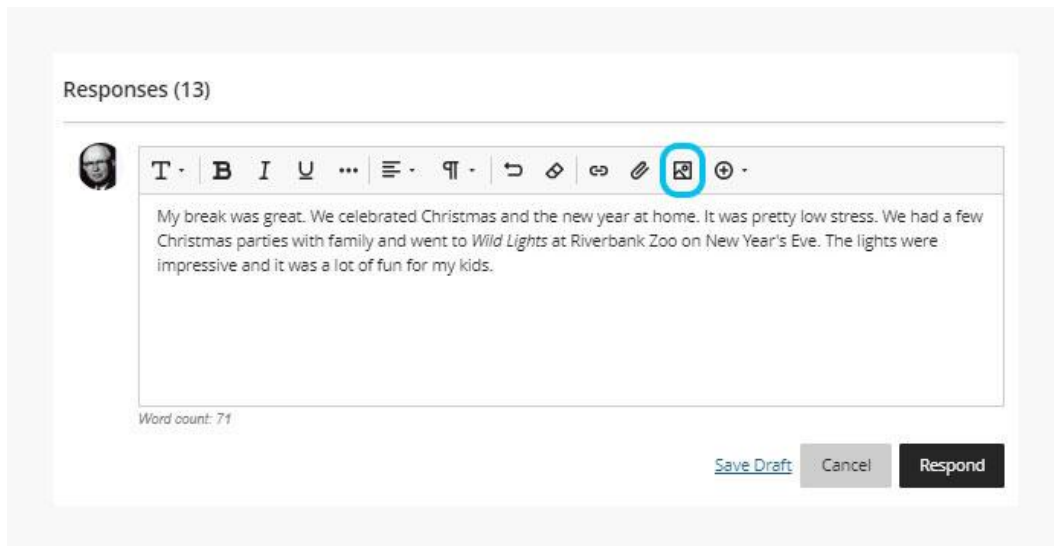
1. Click the discussion to open it.



2. Read the discussion topic. To get started with your response, select the Response text box and start typing.



3. If you would like to add an image, press the **insert image** button on the tool menu above the text box.



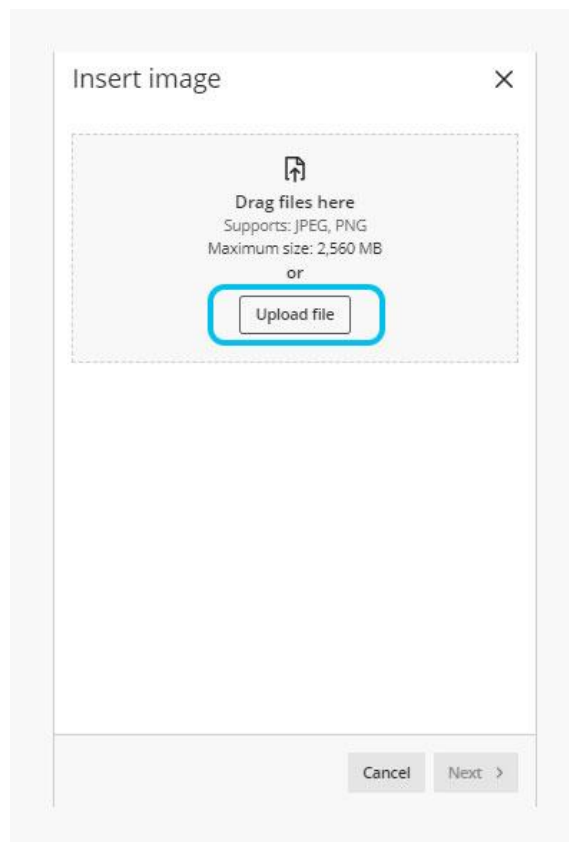
Responses (13)

My break was great. We celebrated Christmas and the new year at home. It was pretty low stress. We had a few Christmas parties with family and went to *Wild Lights* at Riverbank Zoo on New Year's Eve. The lights were impressive and it was a lot of fun for my kids.

Word count: 71

[Save Draft](#) [Cancel](#) [Respond](#)

4. Press **Upload file**.

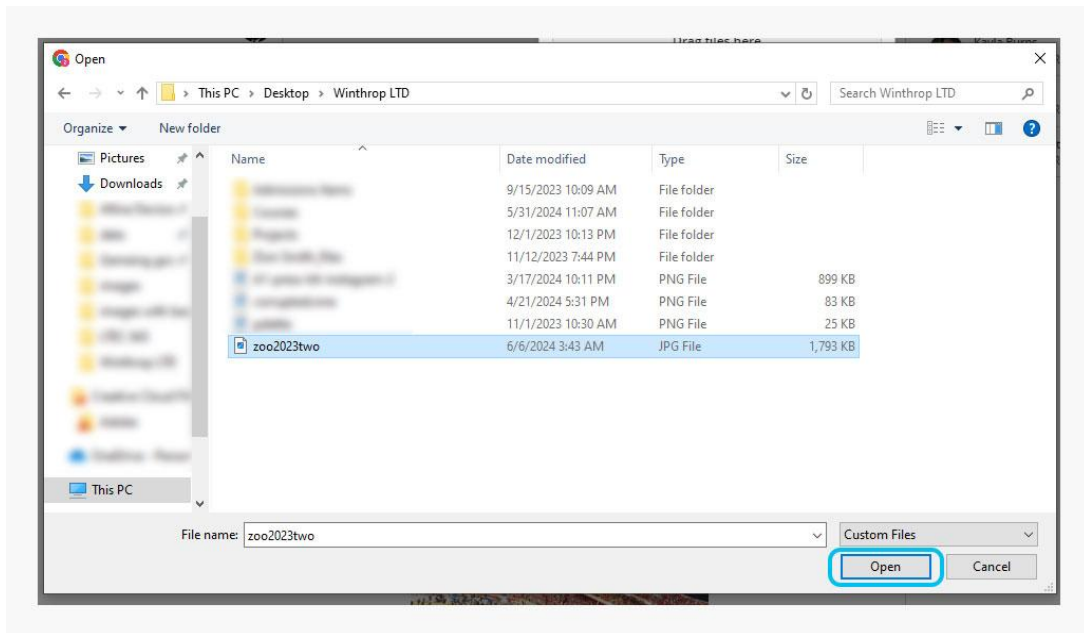


Insert image

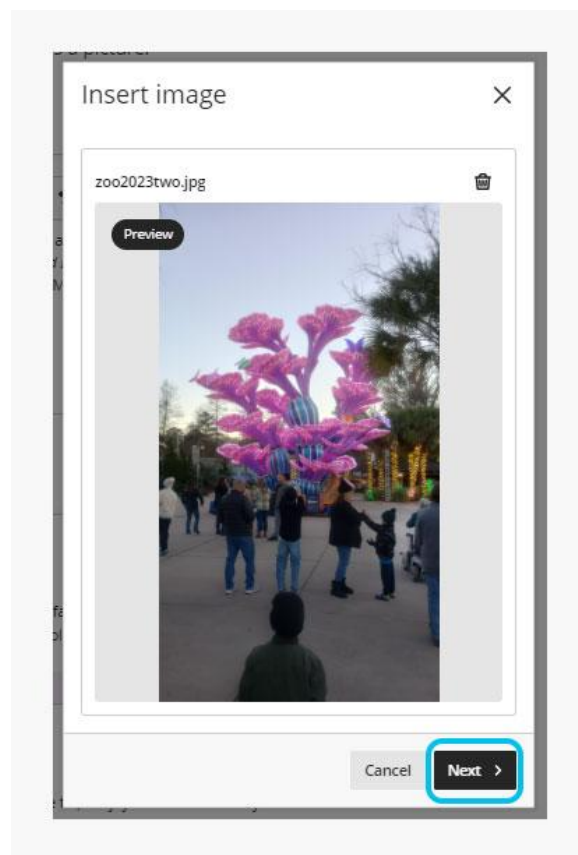
Drag files here
Supports: JPEG, PNG
Maximum size: 2,560 MB
or
[Upload file](#)

[Cancel](#) [Next >](#)

5. Find the image on your computer, click it, and press **Open**.



6. Press **Next**.



7. Add a short description in the *Alternative text* box. Press **Save**.

Edit File Options

* Display Name
zoo2023two.jpg

Accessibility

An image description makes it easier to connect the image to its context and allows people with visual impairments to perceive the image. [Learn how to describe an image.](#)

Alternative text

Riverbank Zoo - Christmas Lights

☐ Mark the image as decorative

Close

Save

8. Click **Respond**.

Responses (13)



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My break was great. We celebrated Christmas and the new year at home. It was pretty low stress. We had a few Christmas parties with family and went to *Wild Lights* at Riverbank Zoo on New Year's Eve. The lights were impressive and it was a lot of fun for my kids.



Word count: 71

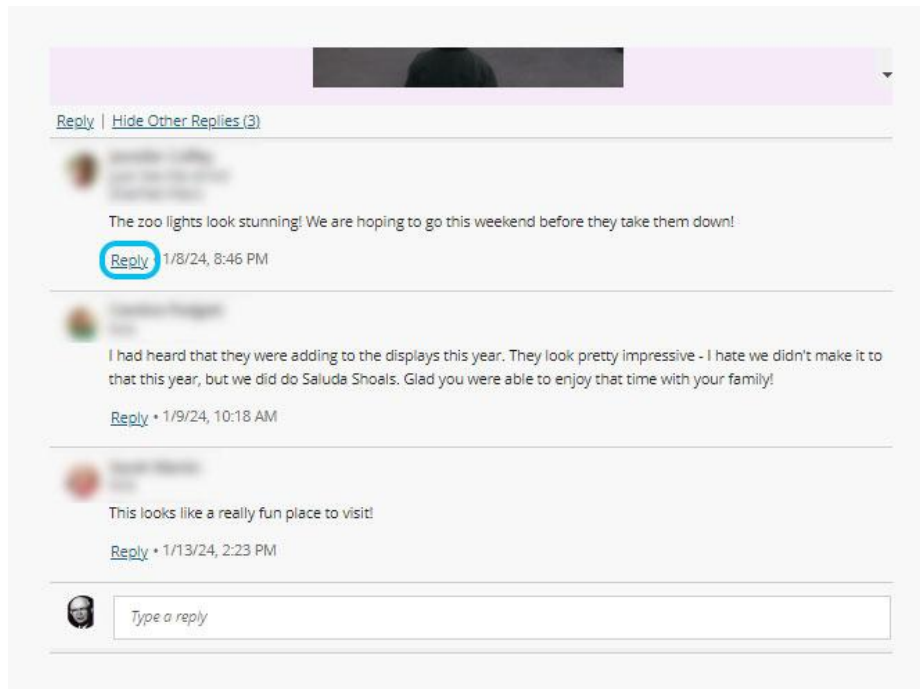
Save Draft

Cancel

Respond

How To Reply To A Comment On Your Discussion Post

1. To respond to a comment left on your discussion post, press **Reply**.



2. Enter your response and press **Reply**.

