Online Student Support Handbook

For additional support, contact the E-Learning
716-880-2358 / elearning@medaille.edu / Huber 121
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Welcome & Overview

Welcome to the Medaille College Blackboard Online Student Support Handbook. The college offers several types of course modalities involving online course work. We are sure you will find one that fits your needs. Blackboard is the learning management system that is used campus wide.

Types of Blackboard Courses
Medaille offers several online modality course experiences:

- **Online (E)** - The course is a 100% asynchronous online experience.
- **Hybrid (X)** – The course has more than 50% of the content online and meets on-ground once a week for class.
- **Online (A)** – The course is a 100% online asynchronous course in an on-ground program.
- **Web Enhanced On-Ground Course Supplement** – Instructors supplement traditional on-ground courses with content, assessments, announcements, and/or other in Blackboard (Bb) tools.

Time-On-Task

In order to ensure adequate time-on-task for online courses, students are expected to complete a minimum time-on-task for learning activities. Please refer to the chart below for minimal-time on-task requirements.

(Source: [http://www.nysed.gov/college-university-evaluation/distance-education-program-policies](http://www.nysed.gov/college-university-evaluation/distance-education-program-policies)).

Time on task is the total learning time spent by a student in a college course, including instructional time as well as time spent studying and completing course assignments (e.g., reading, research, writing, individual and group projects.) Regardless of the delivery method or the particular learning activities employed, the amount of learning time in any college course should meet the requirements of Commissioner’s Regulation Section 50.1 (o), a total of 45 hours for one semester credit (in conventional classroom education this breaks down into 15 hours of instruction plus 30 hours of student work/study out of class, per credit hour.)

"Instruction" is provided differently in online courses than in classroom-based courses. Despite the difference in methodology and activities, however, the total "learning time" online can usually be counted. Rather than try to distinguish between "in-class" and "outside-class" time for students, the faculty member developing and/or teaching the online course should calculate how much time a student doing satisfactory work would take to complete the work of the course, including:

- reading course presentations/ "lectures"
- reading other materials
- participation in online discussions
- doing research
- writing papers or other assignments
- completing all other assignments (e.g. projects)

The total time spent on these tasks should be roughly equal to that spent on comparable tasks in a classroom-based course. Time spent downloading or uploading documents, troubleshooting technical problems, or in chat rooms (unless on course assignments such as group projects) should not be counted.

In determining the time on task for an online course, useful information includes:
- the course objectives and expected learning outcomes
- the list of topics in the course outline or syllabus; the textbooks, additional readings, and related education materials (such as software) require
- statements in course materials informing students of the time and/or effort they are expected to devote to the course or individual parts of it
- a listing of the pedagogical tools to be used in the online course, how each will be used, and the expectations for participation (e.g., in an online discussion, how many substantive postings will be required of a student for each week or unit?)

Theoretically, one should be able to measure any course, regardless of delivery method, by the description of the content covered. However, this is difficult for anyone other than the course developer or instructor to determine accurately, since the same statement of content (in a course outline or syllabus) can represent many different levels of breadth and depth in the treatment of that content, and require widely varying amounts of time.

### Time-On-Task for Online Courses

<table>
<thead>
<tr>
<th>Course credit</th>
<th>Total time-on-task for online course</th>
<th>Minimum time-on-task per week (7 weeks)</th>
<th>Minimum time-on-task per week (15 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>45 hours</td>
<td>6.4 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>2</td>
<td>90 hours</td>
<td>12.9 hours</td>
<td>6 hours</td>
</tr>
<tr>
<td>3</td>
<td>135 hours</td>
<td>19.3 hours</td>
<td>9 hours</td>
</tr>
<tr>
<td>4</td>
<td>180 hours</td>
<td>25.7 hours</td>
<td>12 hours</td>
</tr>
</tbody>
</table>

### Time-On-Task for On-Ground Courses

<table>
<thead>
<tr>
<th>Course credit (7 weeks)</th>
<th>Total time-on-task for course</th>
<th>Minimum time-on-task per week (7 weeks)</th>
<th>Minimum time-on-task per week (15 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>15 hours 30 outside of class hours</td>
<td>7.5 in class hours 4.3 outside of class hours</td>
<td>1 in class hour 2 outside of class hours</td>
</tr>
<tr>
<td>2</td>
<td>30 hours 60 outside of class hours</td>
<td>4.3 in class hours 8.6 outside of class hours</td>
<td>6 in class hour 4 outside of class hours</td>
</tr>
<tr>
<td>3</td>
<td>45 hours 60 outside of class hours</td>
<td>6.4 in class hours 12.9 outside of class hours</td>
<td>3 in class hours 6.1 outside of class of hours</td>
</tr>
<tr>
<td>4</td>
<td>60 hours 120 outside of class hours</td>
<td>8.6 in class hours 17.1 outside of class hours</td>
<td>12.1 in class hours 8 outside of class hours</td>
</tr>
</tbody>
</table>
Attendance and Participation

Regular attendance and participation are expected in all classes and academic activities related to a course (e.g., field trips) unless otherwise specified. Individual faculty members establish the specific attendance and participation for the requirements in their courses.

Excessive absences may be detrimental to student learning and performance and may affect certain types of financial aid. Discontinuance of attendance and/or participation in a course or courses does not constitute an official withdrawal. Students intending to withdraw from classes must file the appropriate paperwork with administrative offices. Withdrawal forms are available in the Registrar’s Office.

Medaille College subscribes to the “Guidelines on Students and Religious Observance” adopted by the Commission on Independent Colleges and Universities. Absence does not excuse a student from coursework and responsibility for its completion.

Roster Reconciliation

The College utilizes a Roster Reconciliation process in which faculty validate their class rosters each term/semester prior to the Census date. Any student who is not present in classes may be administratively withdrawn during Roster Reconciliation.

The classes a student is enrolled in and participating in as of the roster reconciliation date will determine the amount of Title IV monies a student will receive.

Official Class Attendance and Participation for Online Courses

Completion and submission of required weekly assignments is expected of all students in online courses.

Attendance/participation in an online course involves the completion and submission of a minimum of one of the following activities per week documented within the online course:

- Student submission of an exam, quiz, or academic assignment
- Documented student participation in an interactive tutorial or computer-assisted instruction
- Discussion forum post(s) by the student showing the student’s participation in an online discussion about academic matters
- Email(s) or in-course messages from the student or other documentation showing that the student-initiated contact with a faculty member to ask a question about an academic subject studied in the course.

Last date of attendance in an online course is determined by the last date on which the student completes any of the actions listed under the Official Class Attendance/Participation/Absence Policy and any activity that the College determines as an Academically Related Activity (ARA). Logging into a course, clicking on a syllabus or other course document, or clicking on any other assignments within the course, does not constitute attendance.

Because of the unique characteristics of online learning, students should review the following attendance and participation guidelines:

- If a student does not attend the online course (see attendance and participation definition above) by the add/drop date, the student will be dropped from the course.
• Each course must be completed during the established time-period. Courses may not be extended over additional terms unless an Incomplete (I) grade has been issued.

• Communication has always played a key role in higher education. In online courses, communication is both more essential and more formal. Students are expected to adhere to standard netiquette rules for course communications. Please review the Online Netiquette Expectations.

• Attendance/participation records are maintained through Blackboard.

• It is the student’s responsibility to complete all required weekly course assignments.

• Computers and the Internet are easily accessed and highly portable; online courses do not require any synchronous meeting times. Therefore, students may plan to complete course work at remote locations, during travel, or when confined to the home. Only extreme hardship, military deployment, serious illness, or other documented extraordinary circumstances will be considered as a valid excuse for weeklong absences from the virtual classroom.

• A grade of Incomplete (I) is given only in very special circumstances. The student must furnish documentation to the instructor that coursework cannot be completed due to illness or other circumstances beyond the student’s control. The student must participate in the course and have done satisfactory work up until the last two weeks of the course. All work must be completed within seven weeks from the final meeting date of the course.

• Students are responsible for all weekly coursework. Students who miss weekly assignments or discussion boards should contact their instructor to account for their absence. Each individual faculty member will establish and publish the consequences of missed deadlines. It is the student’s responsibility to contact the instructor about making up missed work.

• Students will be allowed to make up missed classwork with no penalty if the absence was caused by documented illness, death of an immediate family member, or participation in College sponsored activities. Otherwise, the instructor has no obligation to allow students to make up work.

Course Syllabus Policy

At the beginning of every course, the instructor distributes a written course syllabus to all students. The syllabus describes the objectives and content for the course and the method by which students’ work will be evaluated for grades. Students are required to maintain copies of all syllabi for their reference.

Evaluation of Students’ Work

An evaluation system is required for each course. Examinations are ordinarily part of the evaluation system, but alternative methods of overall evaluation may be employed. At the first-class meeting of the semester, the instructor will inform students, through the course syllabus, of the type of evaluation system that will be used for that course throughout the semester.

Student Opinion Surveys

Information regarding Student Opinion Surveys is available in Policy Manual Faculty Handbook/Volume IV paragraph 4.5.4.6. All students are encouraged to respond to Student Opinion Surveys for each course taken at Medaille College.
Academic Integrity

Medaille College upholds the highest standards of academic work; these standards rest upon the academic integrity with which the student performs their work. The student’s academic integrity is manifested in the uniqueness of their academic work, in their conduct during examinations, and by the proper attribution of their sources in the preparation of written work. Submission of false data, falsification of transcripts or grades, misconduct during examinations, turning in-group work as an individual effort, and plagiarism are among the violations of academic integrity. Cell phones, texting, and instant messaging are prohibited during the administration of any examination.

Need Assistance?

Contact Your Instructor

Contact your course instructor for any course content related questions. The Office of Online Learning and Information Technology (IT) Helpdesk are unable to answer those questions.

Visit the Online Learning for Blackboard Needs

- Visit the Office of Online Learning website for additional resources. Call 716.880.2358 Monday-Friday from 8am-4pm or email elearning@medaille.edu.

Contact the IT Helpdesk for Technical, Computer & Software Needs

- Contact the Medaille College Helpdesk 24/7 support at 716.880.2282 or email helpdesk@medaille.edu.

Visit the Blackboard Help Website

- For additional Blackboard assistance, visit Blackboard Student Help.
Online Netiquette Expectations

Online Netiquette Expectations – Manners on the Internet

Watch the netiquette video for a brief overview of expectations when communicating online (2:02).

Regular, professional, and concise communication is paramount in online communication. Online students and instructors are expected to adhere to standard netiquette rules for course communications. Netiquette reflects expected online behavior for students and faculty, establishing ground rules that will promote effective online interaction and positive learning experiences. Simply stated, netiquette defines good manners on the Internet.

Students should note the following additional considerations for online courses:

- Be polite and reflective; think about what is being written so as not to offend others. Work should be thoughtful and supportive, not opinionated.
- Address classmates by name. Own name should be signed to work on discussion boards and in e-mail.
- Do not type the entire message in all capital letters; most people find this annoying. It is like yelling at someone on the computer.
- Keep the discussion board posts relevant and concise. Since all class, members must read through all posts, avoid rambling, repetition, or opinionated arguments that are not supported by research. Respect other people’s time.
- Treat others as respectfully. Find a way to share a difference of opinion without verbal abuse or insults.
- Respect copyrights. There is a wealth of information on the Internet, and as an online student, the work, words, and ideas of others will be accessed. However, failing to attribute work to its true originator can feel like theft. Be scrupulous about citing sources.
- Use proper grammar and spelling. Abbreviated words, web jargon, and emoticons can wear thin and do nothing to increase skills in professional communication. Use spell checks if needed and remember to establish web habits that will be used successfully through a professional career. Standard typing, grammar, spelling, punctuation, and APA rules apply.
- Never put anything in writing that would cause embarrassment. Keep even private discussions appropriate and avoid profanity. Nothing is ever truly gone on the web and will reappear.
- For all e-mail, communication online students and instructors have been directed to use the Medaille e-mail system. There is additional e-mail capability within each Blackboard course, but mail sent within Blackboard will not be available after the course has closed.
- Instructors will publish their times of availability, including periods during the week when the instructor is not available. Online instructors have been asked to check their e-mail at least once a day while teaching, but keep in mind that online access does not necessarily mean immediate response. It is most likely that the instructor may share in the same work and family responsibilities. Every effort will be made to address student concerns promptly, and consideration will be appreciated. Students should expect an instructor to return a phone or e-mail message within a day or two.
- Keep in mind that others in the course cannot see facial expressions or body language. This makes joking or sarcasm tricky to pull off successfully online. The only interaction with classmates will be the typed letters on a computer screen. For that reason, reread work carefully before sending or submitting; make sure it says exactly what it should. Once it has been sent, it cannot be retrieved.
- Treat team members with the same respect reserved for the instructor and other classmates. Students are expected to contribute fully in all team activities.
- Online teams are not expected to carry or cover for non-performing team members.
- Students may also communicate with each other outside of the course management system. Medaille cannot monitor these communications; however, students are expected to adhere to the same standards that apply in the course management system.
Technology Requirements & Resources

Google Chrome
The preferred Internet browser for Blackboard is Google Chrome. If you are not using Google Chrome, download it here.

Browser Compatibility
Click here to run a browser check that ensures Blackboard supports your browser and operating system. Opening this page checks whether your browser supports the most recent release of Blackboard Learn. Make sure you receive the message below:

If you do not receive this message, contact the IT Help Desk at 716-880-2282 or 1-800 292-1582 for assistance to ensure browser compatibility. If you receive a message requiring you to "disable the pop-up blocker" follow these instructions.

Minimum Technology Requirements
Review the minimum technology requirements suggested by the IT Department. Please note that an updated computer and a strong Internet connection are required for this course.

Download the Blackboard App
Watch the following video about the Blackboard App and visit the App Store for your device download or the Blackboard Help page.

Medaille Email
Check your Medaille email frequently (at least daily). Your Medaille email address is the contact point that is used by the college to send important information to students. You are responsible for email directives that come through Medaille email.

Blackboard (Bb) Course Messages Email
Check your Bb course Messages email daily. This email is specific to each course you are taking. Instructors can send a copy of the Message email to your Medaille College email if you wish.

Medaille College IT Policies
Read the Medaille College IT Department Policies.
Information regarding the Medaille College Copyright Policy.

Additional Support
Additional support is available by visiting the Medaille IT Support Site

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Ultra-Course Menu & Toolbar

Watch the Bb Ultra Course Navigation Video (9:22)

- This video will provide you with tips and pointers for navigating through Ultra courses. It is a great introduction to the Bb Ultra experience.

The Details & Actions Menu

- Located on the left side, this menu gives you access to tools such as:
  - Class Roster
  - Blackboard Collaborate
  - Groups
  - Announcements

The Top Toolbar

- Located on the top left, this toolbar gives you access to the following course tools:
  - Course Content page
  - Calendar
  - Discussion Board
  - Grades
  - Course Messages

Details & Actions

- Roster
  - view everyone in your course
- Blackboard Collaborate
  - join session
- Attendance
  - view your attendance
- Groups • NEW
  - view groups to join
- Announcements
  - View archive
- Books & Tools
  - View course & institution tools
- OneDrive
  - Connect account

See your Course Content

Calendar for this course only

Course Discussion Board

See your Grades

Course specific email system

Medaille College Office of Online Learning –Student Bb Ultra Handbook (V7) (10.2021)
Messages – Course Email

To Send/Receive Messages inside a Course

Watch the [Creating a Message Email in Blackboard](1:31)

- Click on "Messages" located on the top toolbar to open the Messages window.
- New message notifications will appear in the top left corner.
- Your messages (starting with the most recent) will be displayed in the center of the window.

- To send a new message, click on the plus (+) sign on the right of the screen to open the New Message window
- Click inside the “Recipients” box to open your course specific address book. You can choose to send a message to all course members or select members individually.

- When you have finished typing your message in the text box editor, click “Send” in the lower right corner.
To Participate on the Discussion Board

Watch the Responding & Replying to Discussions on Bb video (3:03).

- There are two ways to access your discussions.
  - From the Course Content page, access the Discussion Board directly by clicking on the “Discussions” on the top tool bar. This will open the Discussion Board and display every discussion in your course.
  - You can also access your discussion from within the module where the discussion is required.
  - Once located, click anywhere on the content area to open the discussion.

- To participate, click inside the **Type a response** box located beneath the discussion prompt/directions to open the text box editor.
- Build your discussion entry in the text box editor.
  - Type to add text.
  - Click the paperclip to attach a document or insert an image.
  - Add weblinks by clicking the link icon and videos by clicking the plus (+) sign.
- Click the **Respond button** at the bottom of the text box to post your response.

**To Make Replies**

- To reply to someone’s response, click on the **Reply** link at the bottom of their post.
- The text box editor will open for you to type your reply.
- To save and come back, click the “Save Draft” link located in the lower right corner.
- To post, click the **Reply** button located on the bottom right and your reply will be added to the thread.
Submitting Assignments

How to Submit an Assignment

Watch this video on submitting an assignment in Bb (2:57).

- Click anywhere on the content area to open the assignment.
- From the assignment panel, click “View assessment.”

- On the Assignment page, click in the submission box
- Build your assignment in the text box editor.
  - Type to add text.
  - Click the paperclip to attach a document or insert an image. Add weblinks by clicking the link icon and videos by clicking the plus (+) sign.

- To save for later, click “Save and Close” in the lower right-hand corner. To submit your completed assignment, click “Submit” in the lower right-hand corner.
Taking Tests & Quizzes

How to Take a Test on Blackboard

Watch the student tutorial video on taking tests (3:50).

Click anywhere on the content area to open the test.

- Look to the bottom of the Test window:
  - for timed tests, click “Start attempt.”
    - When you are ready, click “Start Timer”
  - for untimed tests, it will say “View assessment.”

- Complete the test
  - Click on your chosen answer or
  - Type your answer in the blank
  - Add additional submission content (if required)

- When you have finished answering all of the questions, click the submit button in the bottom left corner.
How to Navigate your Grades and Feedback
Watch the student video tutorial on checking your grades (2:11).

YouTube Video Links:
✓ How to Check Grades (3:11)
✓ Review Assignment Feedback (0:55)

Check Grades for All Courses
- From the Institution Page, click on the Grades tab to view grades for all courses.
- Click an individual course name to go directly to that course’s Grades page.
Check Grades inside your Course

- Click on the Gradebook link on the upper left toolbar.

- Your Course Grades page will display all of the activity from your course.
  - Click on the colored grade pill to review your submission.
  - All grades are automatically color coded based on the following percentages:
    - 90% and above = green
    - 80-89% = yellowish green
    - 70-79% = yellow
    - 60-69% = orange
    - 59% and below = red

Click for details
Where to Find Individual Assignment Grades

- Assignments are not graded automatically. Instructors need to grade and post them.
  - “Not Graded” appears in the assignment’s side panel if your instructor has not graded your assignment yet.
- When your instructor posts the grades, they will appear in your Activity Stream, through the original assignment link and in the Gradebook.
  - From the assignment link, click the grade pill to view your submission and feedback. A purple comment bubble shows that you have feedback.
  - From the Activity Stream, select “View my grade.”
  - From the Gradebook, click on the assignment title. The grade pill will show your score and the purple comment bubble means you have feedback to review.

Review Your Submission

- Click on the checkers to view the rubric & feedback
- Click on the purple speech bubble to view instructor comments
Working in Blackboard Collaborate

How to Use Bb Collaborate Ultra

Watch the videos:
- [Getting Started with Bb Collaborate Student View](#) (5:58).
- [Using the Bb Collaborate Tool](#) (11:33).
- [Using BbC Breakout Groups](#) (3:24).

Join the Session

- From the Details and Actions menu, locate Blackboard Collaborate and click the carrot to the right of “Join session” to reveal all active sessions for your course.
- Click the appropriate link to enter your Collaborate session.

Navigate the Session

- Click to open the Session Menu
- Click to open the Bb Collaborate Tool Panel
- Toggle your camera and microphone on and off
- Raise your hand
- Access instant feedback buttons from the My Status & Settings icon
From the Session Menu

- Click the telephone for access to the dial-in number and PIN for this session.
- Report an issue or get help.
- Click the three dots next to “Tell me about Collaborate” for navigation tips.

- To exit the session, click the “leave session” bottom at the bottom of the panel.

From the Collaborate Panel

- Access the class Chat.
- View the Participants list.
- Share Content (when enabled by instructor)
- Access the My Settings panel

Sharing Content

- Students can Share Content with the whole class if it is enabled by your instructor.
- Students can always Share Content in breakout groups.
Blank Whiteboard

- Draw on the whiteboard with the Pencil tool
- Write with the Text tool
- Make shapes with the Line tool

Application Screen

- Select to share your Entire Screen, Window, or Chrome Tab
- Remember to click to share system audio if needed when using the Chrome Tab
- Click the “Share” button

Share Files

- Acceptable file types:
  - Images (jpg, png, jpeg)
  - PowerPoint
  - PDF

**Note 1:** Word docs & Excel are NOT acceptable file types

**Note 2:** Check your presentation slide size, especially if using Google slides. You may want to save it as a PPT. Sometimes images and fonts are shifted.

**Note 3:** Always practice before a presentation.
Watch this video on **Using Panopto Video Capture Recordings** (5:43).

- Log into Blackboard and click on the “Tools” tab, located on the left menu.
- **Step 1:** Click on the **Ultra Books and Tools** link on the course menu
- **Step 2:** Click on **Panopto Recordings**

- **Step 3:** Click on the **Create** button and then **Panopto Capture** option.
- **Step 4:** This option will allow you to have a **camera and presentation** recorded.

- **Step 5:** Click on the mic and check the volume or select a mic if you have multiple options.
• **Step 6:** Click on the camera to select it for a recording or to keep it off if you are not recording picture and picture.

• **Step 7:** Click the computer with the plus to select application share options.

• **Step 8:** Click the Record button to start and stop the recording.

• **Step 9:** Click the record button after your application share is loaded and then go to the application tab that you want to record.

• **Step 10:** After the video processes, it will show up in your Panopto video library. You will then have options to change Settings, Share, Edit (add captions), Check Stats, or Delete the video.
Submit a Panopto Assignment

How to **Upload a Panopto Video** (5:43) into an Assignment Submission

Note: When recording, select the course that you are recording the assignment for or your “my folder” on the left side to keep track of your videos.

- Click on the assignment & click “View assessment”
- Click in the Submission box and the text box editor will open.
- To upload your video, **click the (+) sign** to open the drop-down menu.
- Select “Insert/Edit LTI Item.”

- The Content Market will open.
- Select “Student Video Submissions/Instructor Quizzes.”
- Your Panopto Library will open.
- Locate the video you would like to include Click the button to the right of it.
- Then click the blue “**Insert**” button in the bottom right corner.
• Change the video a “Display Name” if necessary and click “Insert.”

![Insert LTI Item](image.png)

• Your video will appear in the Submission box.
• Finish any text or additional attachments needed for the assignment and then click “Submit.”
• Remember to use your netiquette skills by writing a greeting to your instructor and closing with your name.
A Look at Bb Ultra Mobile Version
Watch the Bb Ultra Mobile View experience video (3:22).

The Blackboard Mobile App looks very similar to the desktop version.

A Few Notes:
- The landing page has a snapshot of course tools, as there are no toolbars on individual pages.
- Notifications for new material show as blue numbers/dots.
- Gradebook is not available on the app.
How to Use the Blackboard Calendar

Watch the Bb calendar video (1:51).

The Blackboard Ultra Calendar functions similarly to Blackboard Learn Original, but contains a number of useful filters and views while collecting all of your useful course dates in one easy to manage location!

The calendar can be toggled between day/month views as well as schedule/due dates. Due dates displays activities in a list format, chronologically.

- Use the add event button (yellow arrow) to create calendar items with start/stop times, locations, and the ability to repeat the event. This can be useful in setting up office hours, study groups on a regular basis, etc.

- Clicking the gear icon (blue arrow) allows you to edit calendar settings. This can be helpful to coordinate specific course due dates rather than seeing them all compiled in one.
The Activity Stream

Watch Activity Stream Tool for Students video (2:48).

The activity stream is a brand new feature in Blackboard Ultra that displays updates from all classes, including newly posted course content, upcoming due dates, grades, and discussions. You can also filter this feed to display specific types of content as shown in the screenshot below.

By clicking the gear icon in the upper right-hand corner, you can change notification settings as well, including within the stream, through email, and even push notifications!

The notifications area of the activity stream offers a great deal of customization be sure to review all the options to tailor your experience to your tastes. Stream notifications change what content shows up within Blackboard on the activity stream. Email notifications change how often and what updates are summarized in email updates. Push notifications change updates through the Blackboard app sent through your mobile device.

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Using Blackboard Ally for Accessibility
Watch How to Use Ally for Students (2:18)

- To find Blackboard Ally in all of your courses, simply look for the Alternative formats symbol next to any uploaded files in courses and click it for a list of alternative formats available.
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Terms of Interest
Alt Text: A description of the contents of an image file, useful for accessibility tools like E-readers.
Audio (Mp3): Strictly audio version of content, using some e-reader cues to make it easier to follow for the listener.
Tagged PDF: A PDF file that includes hidden notes/markups useful for accessibility tools like E-readers, and makes text extraction easier.
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