

Quick Guide – MyAberdeen: Ultra Course View (Students)

Ultra Course View (Students)

Starting Out

We recommend using the Google Chrome web browser to access MyAberdeen. When opening an Ultra course, you are taken to the course's Content page. On the top-left, you will find the navigation bar, which allows you to change between the Content page, the Calendar, the Announcements, the Discussions page, the Gradebook page, the Messages page, and the Groups page. Any new announcements will now be displayed as a pop-up message once you enter the course. To view past announcements, click **"Announcements"** in the navigation bar. You may now also see a course banner image at the top of your course if your instructor or course coordinator has enabled this.

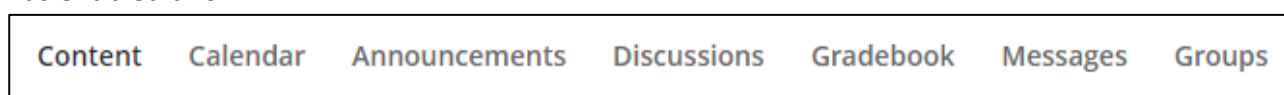


Figure 1 The navigation bar in an Ultra course.

The Course Content Page

On the Course Content page you can find the learning materials, activities and assessments that your instructors have provided. The Details and Actions menu on the left contains the Class Register, Course Description, Class Collaborate, Attendance, Groups, Announcements, and Course Books and Tools. You can also now view your Course Coordinators above the Details and Actions menu. You can message your Course Coordinator by selecting the envelope to the right of their name).

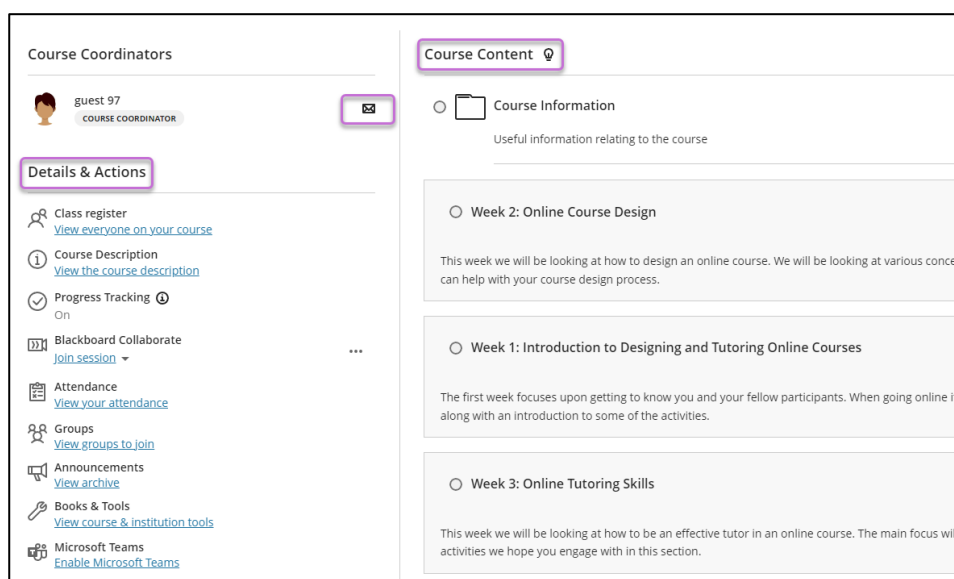


Figure 2 An Ultra course page with the message coordinator, Course Content and Details & Actions areas highlighted.

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Alternative Formats (Blackboard Ally)

Documents provided by your instructors may be available to download in alternative formats, also referred to as Ally. To access files in alternative formats in Ultra course view, click on the Ally icon next to the file you wish to download and select “Alternative Formats”. You can then choose from up to 6 alternative formats, depending on the type of content. Please refer to the [Blackboard support web site](#) for more information on which formats to choose and check out our [guide on the limitations of Ally](#).



Figure 3 A file in an Ultra Course with the Blackboard Ally icon highlighted.

Conditional Availability

For some material or assessments, instructors might choose to use Conditional Availability. This means that your content will be unavailable until a certain date and time, or only available after you have completed or interacted with the previous material. You can view the conditions for release by hovering your mouse over the item.

Suggestion: You might have to refresh/reload the page to update the availability status if the next part does not immediately become available.

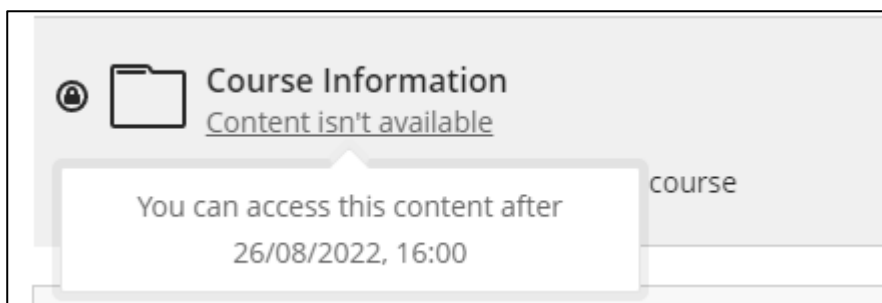


Figure 4 A folder in an Ultra course with conditional availability switched on.

Class Collaborate

Class Collaborate provides an interactive online classroom or meeting place. To take part in a session, you must join it via the Details & Actions menu on the course content page. To view recordings of previous collaborate online meetings, click on the ellipsis icon and select “View all recordings”.

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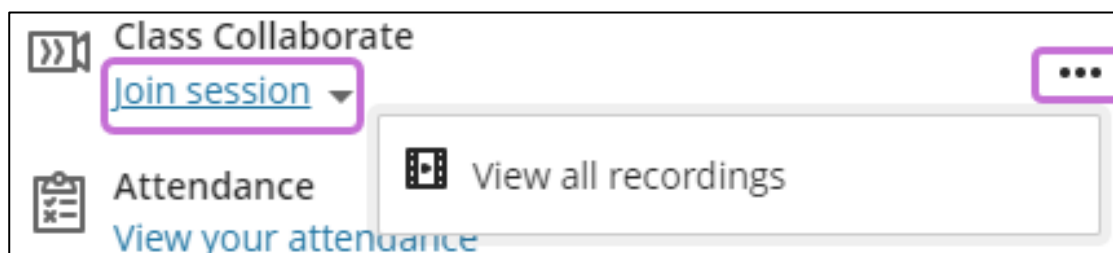


Figure 5 The Class Collaborate icon in the Details and Actions menu and the ellipses used to access previous recordings.

The Calendar Page

Here you can view any course-specific contact hours or due dates that your instructors have entered.

Suggestion: You can see the calendar for all your courses together from the base navigation on MyAberdeen.

The Discussion Page

Here, both students and instructors can take part in course or group discussions. This can be a useful way to provide feedback, engage in your materials, or ask your fellow classmates for help. For some discussions, participation might be assessed (this is indicated by a due date). A speech bubble icon indicates that there are new posts in a discussion or a conversation.

The Gradebook Page

This is where your assessment feedback and provisional grades for the course are shown. It also shows the due dates for upcoming and past assignments, while the top right corner may display the current overall mark for the course if enabled by your Course Coordinator.



Figure 6 The categories visible in the gradebook page.

Tests and Assignments

To complete a test or an assignment in a course, go to the course's "Course Content" page and click on the test or assignment you wish to complete. A menu will appear on the right with basic information about the test/assignment, such as the due date and how many attempts you have to complete it in. To start an attempt, click on **"Start Attempt"** for assignments or **"View Assessment"** for tests on this menu. If you get more than one attempt this is also how you start your next attempt.

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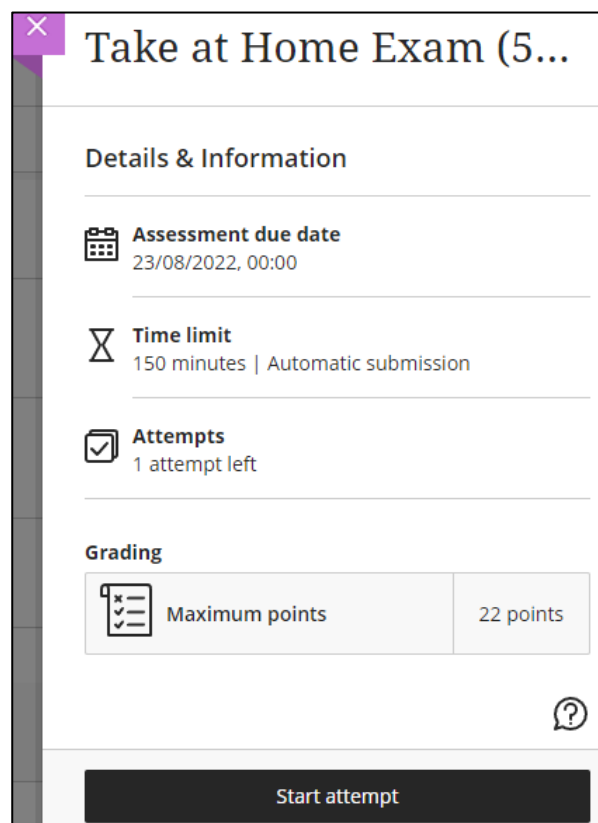


Figure 7 The information panel for an assignment with the 'Start Attempt' button visible.

To submit a file to an assignment, click on the “paperclip” icon in the text editor. You can also type your response into the editor directly which will display your word count. Once you have answered all the questions or uploaded your files, make sure you click “submit” to submit your answers/file.

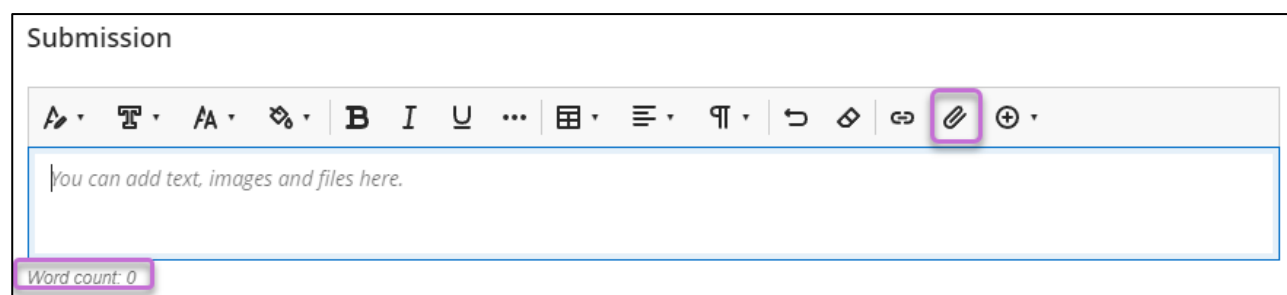


Figure 8 The text editor in a Class Ultra assignment.

Gradings

After submitting a test which is automatically graded, you can click on “View submission” to review your attempt. If your submission requires grading, you will see “Submitted” instead of a grade. This means that the submission has been received but has not been graded yet. Click “Submitted” to view your submission.

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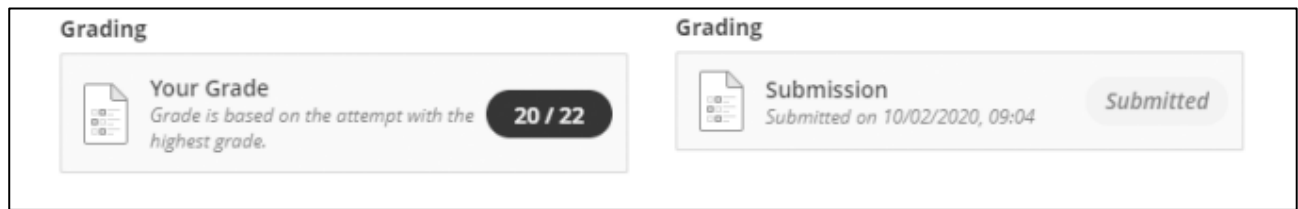


Figure 9 An item which has been graded (left) and an item that has been submitted and is awaiting grading (right).

Absence Report Form and Course Feedback Forms.

With the Ultra Course view, the Absence Report Form and the Course Feedback Forms can be found on the Key resources page on the base navigation or via the Student Hub.

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Further Resources

- Toolkit: [Collaborate](#)
- Toolkit: [Accessibility for Users](#)
- Blackboard: [Help for College or University Students](#)
- Blackboard: [What is “Ultra”?](#)
- Blackboard Ultra: [Types of Course Content](#)
- Blackboard Ultra: [Announcements](#)
- Blackboard Ultra: [Discussions](#)
- Blackboard Ultra: [Messages](#)
- Blackboard Ultra: [Blackboard Collaborate with the Ultra Experience](#)
- Blackboard Ultra: [Notifications](#)
- Blackboard Ultra: [Submit Assignments](#)
- Blackboard Ultra: [Tests](#)
- Blackboard Ultra: [Grades](#)