Top Tips for MyAberdeen

This guide provides you with tips on how to get the best out of your Virtual Learning Environment.

1. Familiarise yourself with the Ultra Base Navigation on MyAberdeen.

For example, did you know that from the Key Resources page you can access the Absence Reporting Form, the Print Manager and even submit feedback on MyAberdeen?
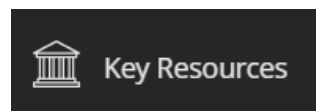
Watch the [Toolkit's Base Navigation video](#) to see what else is new.

2. Ultra Course View

As of Academic Year 2022-23 the university has fully transitioned to Ultra course view. To get more information about how Ultra course view works go to the [MyAberdeen: Students Toolkit resource](#) and take a look at the links and quick guides provided.

3. Manage your notification

Are you getting too many or too little notifications? In your *Activity Stream*, click on the *Notification Settings* icon located in the top-right hand corner. You can then choose your stream, email and push notifications. You can also access these settings from your *Profile* page.
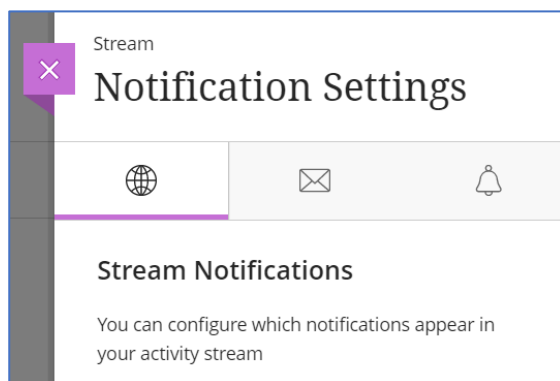
Stream Notifications

Notifications for due dates, grades, and feedback always appear in your stream. You can control what other activity appears in your stream.

Email Notifications

Choose how often you want to receive emails for activities.

- *Email me right away:* receive individual notifications for each activity you choose from the list.
- *Email me once a day:* all notifications are collected and emailed to you once a day at 6.30am.

Under *Notify me by email about these activities,* select which notifications you want to receive, such as new grades, new content added, and new messages. Clear all the checkboxes if you don't want to receive emails about the activities in the list.

Push Notifications

These settings allow you to choose what notifications to receive via the mobile app.

4. Learn how to download files in alternative formats
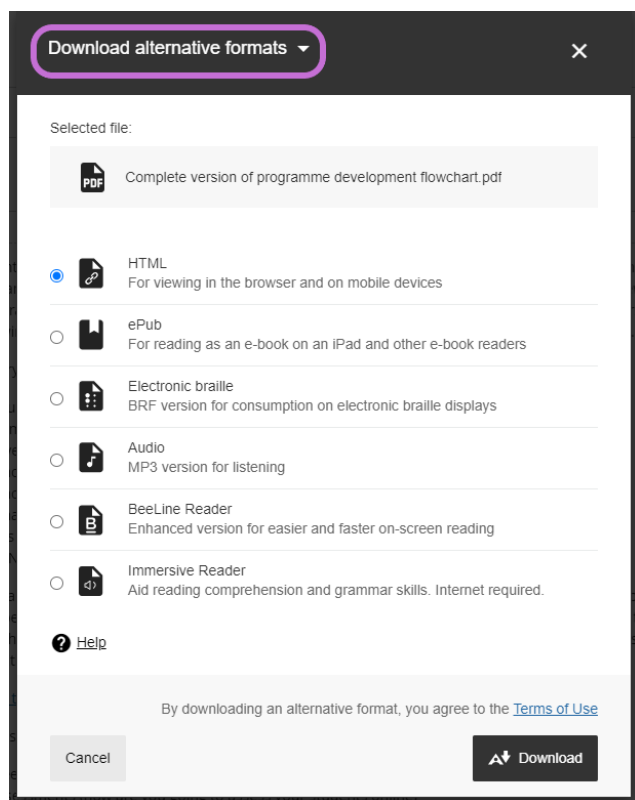
MyAberdeen provides functionality that creates alternative files that are easier to use by all students. Alternative files include ePub, electronic braille, audio, HTML, and tagged PDF. Don't stick to just one format! Use as many formats as you want. For example, if the content isn't in your first language, you could follow along in the ePub as you listen to the audio file.

To download alternative formats simply click on the drop-down menu next to any of your course documents and select *Alternative formats.* Then, select the format or formats that best suit your learning needs, and click *Download.* Sometimes you may get the message: 'The alternative formats for this file have been disabled'. In these instances, you tutor has disabled the alternative formats because of copyright restrictions. If you do need alternative formats due to a disclosed disability, contact your tutor immediately.

For more information on downloading alternative formats, please read our Alternative Formats on MyAberdeen quick guide.

5. Download the Blackboard app

The Blackboard app makes it easy for you to access MyAberdeen on your mobile devices. The app is available for iOS, Android, and Windows mobile devices.

To download and install the app

- Search for *Blackboard* in your app store.
- If you cannot find it, please see Quick Start for the Blackboard App.
- Install the *Blackboard app* on your mobile device.
- Open the app and search for the full name of your school.
- Log in with your IT username and password.

For more information:

- Watch a video Introducing the Blackboard App.
- Read the Feature Guide for the Blackboard App.

6. Consult your Course Guide

You can download your Course Guides from the course areas on MyAberdeen. Make sure to read them carefully at the beginning of the year. Pay close attention to different types of assessment and whether you need to submit a hard copy, an electronic submission, or both. If you are uncertain about how to submit your assessment, contact your course coordinator.