

Quick Guide – MyAberdeen: Ultra Course View (Students)

Ultra Course View: Getting Started

This Quick Guide will take you through the process of navigating courses in the Ultra Course View.

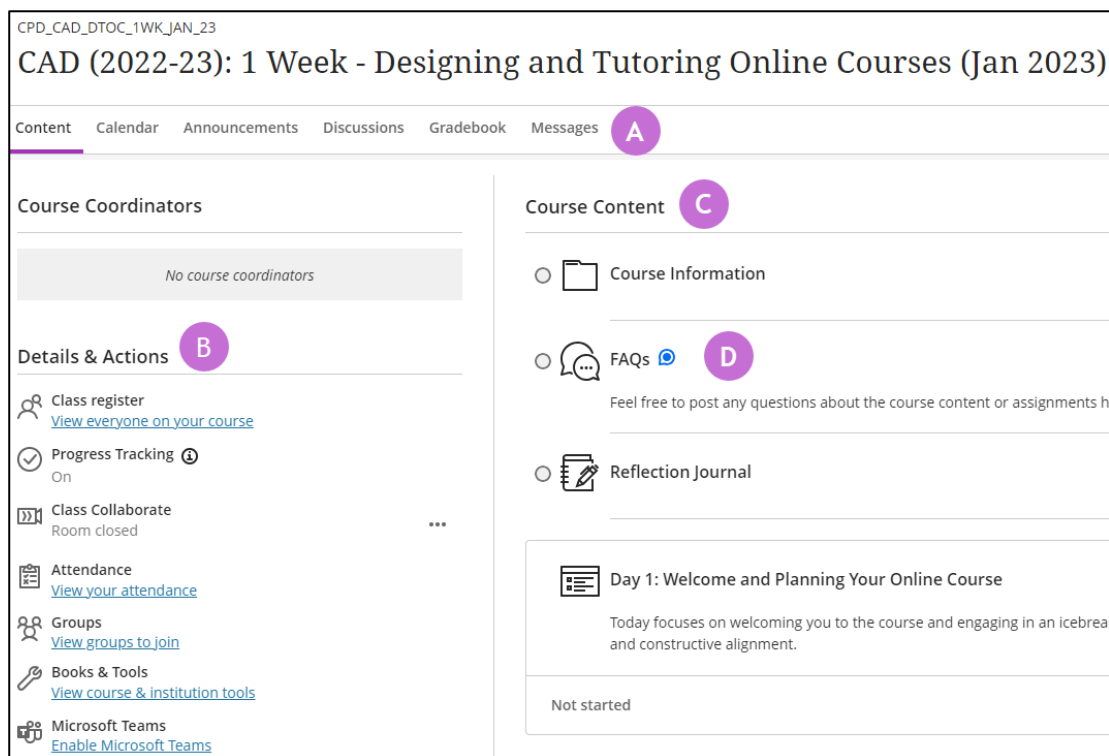


Figure 1 A screenshot of a MyAberdeen course page.

ULTRA: The course environment

- A. Navigation Bar:** Open frequently used tools in one step. Select the Content, Calendar, Announcements, Discussions, Gradebook, Messages, and Analytics tabs to easily access those tools.
- B. Details & Actions:** this menu contains links to information and tools made available for your course, such as Class Collaborate, a list of everyone on your course, and tools available to use on your course.
- C. Course Content:** All your content appears in the main part of the page. When you open a piece of content, it slides out in a layer on top of the *Course Content* page. Close layers to go back to a previous spot in your course.
- D. New activity:** The new activity icon appears when new activity occurs in a discussion or course conversation for assignments, tests, and documents.

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Top tips

- **Search Course Content:** Use the Search Course Content tool to find items within the Course content area.

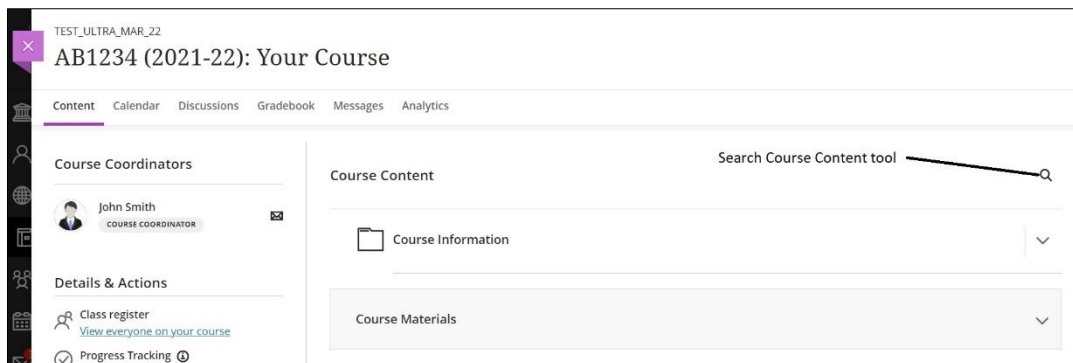


Figure 2 A screenshot of a MyAberdeen course page highlighting the Search Course Content tool to the far right of the screen, beside the Course Content title text.

- **Hidden menus:** Click on the three dots icon to reveal more options for an item, for example to Download File or to View all recordings of previous Collaborate online meetings.



Figure 3 A screenshot of an expanded assessment menu, allowing it to be downloaded.

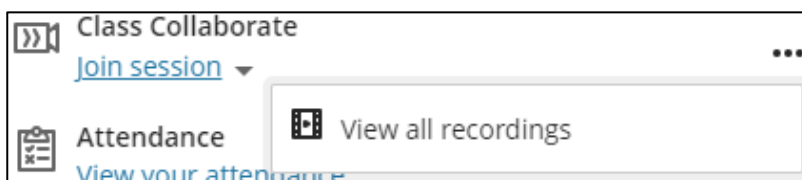


Figure 4 A screenshot of the Course Room menu list after clicking the ellipsis, allowing all recordings to be viewed.

- **Alternative formats:** some files allow you to download the document in an alternative format, such as HTML or mp3, created by [Blackboard Ally](#). You can still download the file in its original format by clicking the ellipses and **Download Original File**.



Figure 5 A document with the expanded list, showing a download option and an option to download alternative formats.

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- **Announcements:** New Announcements will display as a pop up message when you first log in to the course.

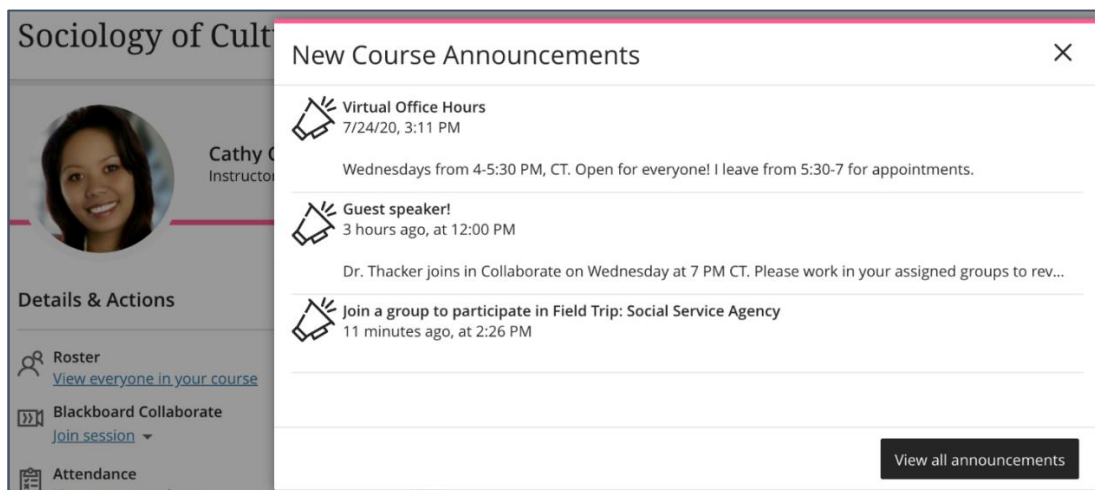


Figure 6 A screenshot of the Course Announcements page displaying the newest announcements for the course.

To view old announcements again, click on the Announcements tab in the Navigation Bar.

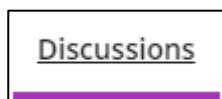


Figure 7 The Discussions button from the Course Navigation bar that has been clicked on.

- **Messages:** Your tutor may communicate to the class by using Messages instead of announcements. To view all your messages or to send a new message, go to Messages from the top navigation menu. **Please note** that messages are not monitored in all courses. Check your course guide or course information folder for the preferred communication method.

When you have a new message, you will also get a notification on your Daily Notifications email from Blackboard (unless you have chosen not to receive these in your [notification settings](#)).

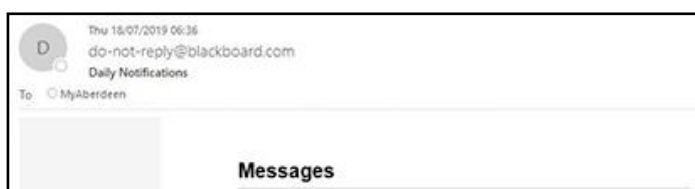


Figure 8 An email displaying the Daily Notifications from Blackboard and the Messages sent from a course.

You may also receive an email notification, if the sender selected to send an email copy.

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Figure 9 An email displaying the message sent from a course.

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Further Resources

- Blackboard: [What is Ultra](#)
- Blackboard ULTRA: [Access content in a course](#)
- Blackboard ULTRA: [Course announcements](#)
- Blackboard ULTRA: [Discussions](#)
- Blackboard ULTRA: [Messages](#)
- Blackboard ULTRA: [Access Blackboard Collaborate from your course](#)
- Blackboard ULTRA: [Notifications](#)