**Accessing Your Course**

Finding your courses has changed since Blackboard Original. Blackboard Ultra Base Navigation puts everything at your fingertips, making getting to your courses a snap!

1. Log in to Blackboard.
2. Click the Courses icon and text (left-hand side).
3. Use the List or Grid icon to display courses in a manner that works for you.
4. Once you find the course you want to edit, use the Favorite icon (Star) to move it to the top.
5. Navigate to your course by clicking the course title or course image.

**Note:** Courses are organized by Term

**Posting an Announcement**

Announcements are an ideal tool for communicating time sensitive material to students, such as reminders about upcoming due dates or changes to the syllabus.

1. Log in to Blackboard and access the course.
2. Under Details and Actions click Create Announcement
3. Give your announcement a title, select recipients, and type your announcement.
4. To schedule your announcement to post later check the box next to Schedule Announcement and select the dates you would like the announcement to be visible and click Save.
5. To display your announcement immediately click Save, then click Post Now.

**Sending Messages**

Blackboard Messages helps you communicate with those who are enrolled in Blackboard courses. Messages can be sent to select students, TAs, groups, or an entire class.

1. Log in to Blackboard and open the course.
2. Click the Messages tab (below course title).
3. Click the Plus icon on messages page (upper right).
4. Select Recipients and type the message.
5. Click Send.

**Adding Course Content**

You can add content to any Course, Module, or Folder by hovering your cursor over the area you would like to add content to and clicking the Plus icon.

1. Log in to Blackboard and access the course.
2. Hover your cursor over the area where you are adding the content and click the Plus icon
   - To build a Document, add a link, connect an LTI or Upload a SCORM package, click Create
   - To upload content from your computer, click Upload
   - To upload content from external location, select the appropriate source.
3. To place content inside a Folder or Learning Module it must be opened first.

**Copying Content from a Previous Course**

When copying from a Blackboard Original course, some content types and test questions won’t make the move. Non-copied items will appear in an error report.

1. Open the Ultra course you want to copy content to.
2. Navigate to where you want the content to be placed and click the Plus icon.
3. Click Copy Content.
4. Your courses will be listed in the side panel. To copy an entire course, click the check box. To copy selected content, click the course name and check the boxes next to the content you would like to copy.
5. Click Copy Selected Content.

**Student Preview of Your Course**

Student Preview allows you to experience a course as your students will to ensure proper function. Your preview student is retained until you manually remove it on the Roster.

1. Log in to Blackboard and access the course.
2. Click the Student Preview icon/text (upper right).
3. Click Start Preview.
4. Click the Three Dots to exit preview (upper right).
   - Click Exit Preview to keep your student-self and your activities in course.
   - Click Reset Preview to delete all preview generated content.

Help with learning Blackboard  facdev@shsu.edu | Technical Support 24/7: blackboard@shsu.edu or 936.294.2780