

Blackboard Learn Ultra Student Job Aid for the University of Phoenix

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Key Things to Know Before Starting with Blackboard Ultra

This section contains key information that is useful to know before starting to use Blackboard Ultra.

Ensuring your web browser will work with Ultra

There are (2) key steps you need to take to ensure your web browser will work with Ultra.

The first step is you must use a browser that is compliant and officially supported by Ultra. ***The most current and a few previously released versions of Google Chrome (highly recommended), Apple Safari, Mozilla Firefox, and Microsoft Edge are the official Ultra supported browsers. Please note that Microsoft Internet Explorer is NOT an Ultra compliant or supported browser.***

Below is a link to Blackboard's [web browser support page](https://help.blackboard.com/Learn/Administrator/SaaS/User_Interface_Options/Ultra_Experience/Browser_Support), which is continually updated to reflect the current web browsers officially supported by Ultra, including noting some limitations when using Mozilla Firefox or Microsoft Edge with Ultra.

https://help.blackboard.com/Learn/Administrator/SaaS/User_Interface_Options/Ultra_Experience/Browser_Support

Once you have chosen an official Ultra supported browser, the second step you need to take in order to use Ultra is to enable browser cookies and turn-off your popup blocker (or configure to allow popups from vle.phoenix.edu) in your browser.

Ultra is fully responsive—Using it seamlessly from your phone, tablet, or PC

The Ultra interface is designed to be “fully responsive”. What this means is that Ultra will automatically determine and optimize its user interface to the device (i.e. smart phone, tablet, PC, or even a large monitor) you are using when accessing Ultra from your web browser. This means that no matter what device you access Ultra from, EVERY feature in Ultra is available from that device through Ultra’s fully responsive design.

As you will see in the Figures 1, 2, and 3 below, the same functionality in Ultra is available, but its interface is optimized for the given device, specifically a PC, tablet, and smart phone, respectively.

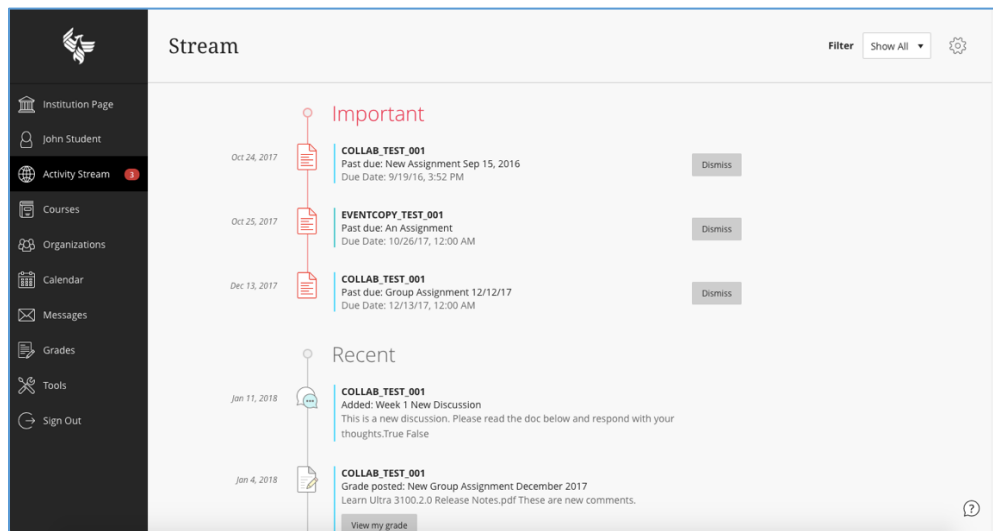


Figure 1 – Ultra Responsive Design Interface on PC

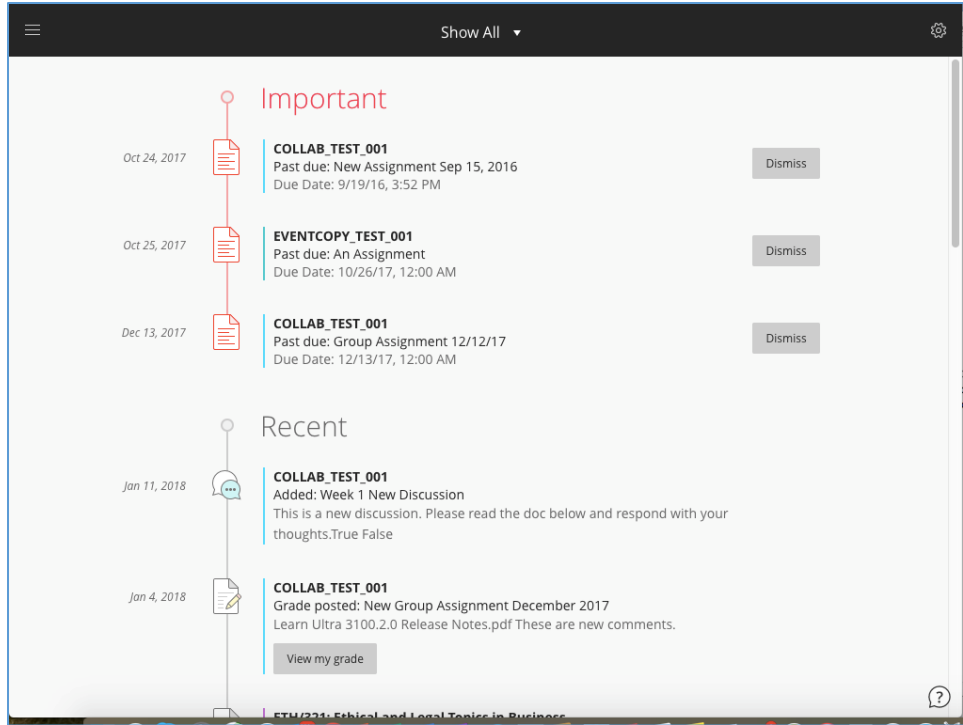


Figure 2 – Ultra Responsive Design Interface on Tablet

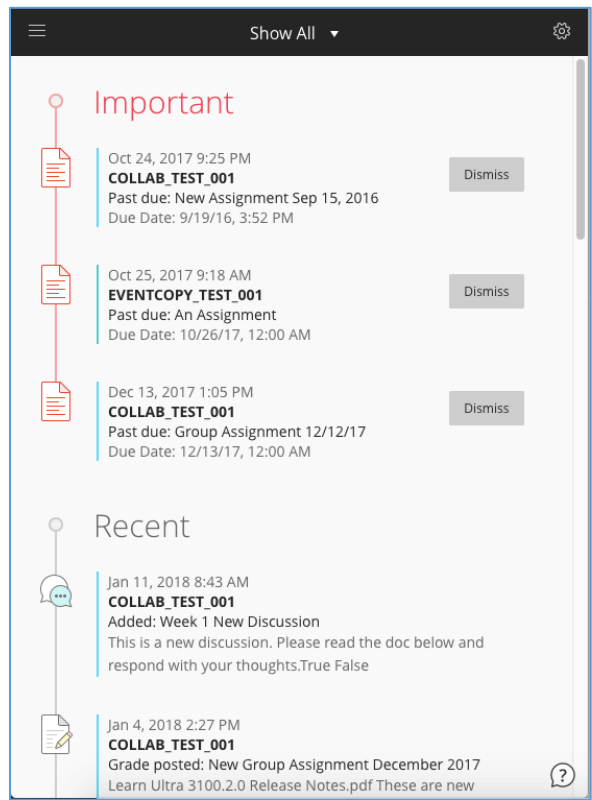


Figure 3 – Ultra Responsive Design Interface on Smart Phone

In addition to accessing Ultra from any device via its fully-responsive design, Blackboard also offers a native mobile application for students, in which some, but not all features in Ultra are available.

Currently, students can receive pertinent system and course notifications, view their activity stream, see upcoming assignments or tests and when they are due, view course content, use Collaborate (for real-time synchronous web conferencing), participate in a discussion, submit an assignment or test, and view their grades.

Below is a link that provides further details on precisely which Ultra features are [supported in the mobile application](#) and which are not.

https://help.blackboard.com/Learn/Instructor/Course_Content/Mobile_Friendly_Courses/Supported_Course_Content_in_Blackboard_App

Additional features are added to the Blackboard mobile app on a monthly basis.

For the most up-to-date information on the current functionality for the [Blackboard mobile application](#), including how to download, please see the following link:

https://help.blackboard.com/Blackboard_App/Student

Date & time always displayed in user's local time zone

Unlike New Classroom where date and time are always in MST (US Mountain Standard or Arizona time), in Ultra, the date and time that you see are always shown relative to YOUR current time zone (e.g. EST, CST, MST, PST, etc.) with daylight savings time also reflected when in effect. In other words, date and time in Ultra are NOT in MST (US Mountain Standard or Arizona time) unless you reside in that time zone.

So, for example, if an assignment or test is due at Midnight MST (Arizona time) and you reside in Boston, you would see that the assignment or test is due in Ultra at 2am EST (US Eastern Standard Time) or 3am EDT (US Eastern Daylight Savings Time), depending on the time of year, since that would be when your assignment or test is due in YOUR local time zone.

Logging into Ultra

You can login into Ultra using your credentials provided by the University. You can access Ultra with a couple of methods.

Method 1 – (Recommended) Accessing eCampus and clicking on a link to your course. For this method, use one of the official Ultra supported browsers mentioned above to access <https://ecampus.phoenix.edu>. You will see the centralized login page as shown below. Use your campus credentials to login and then click on the link to your course. You will then be automatically directed to your course in Ultra.

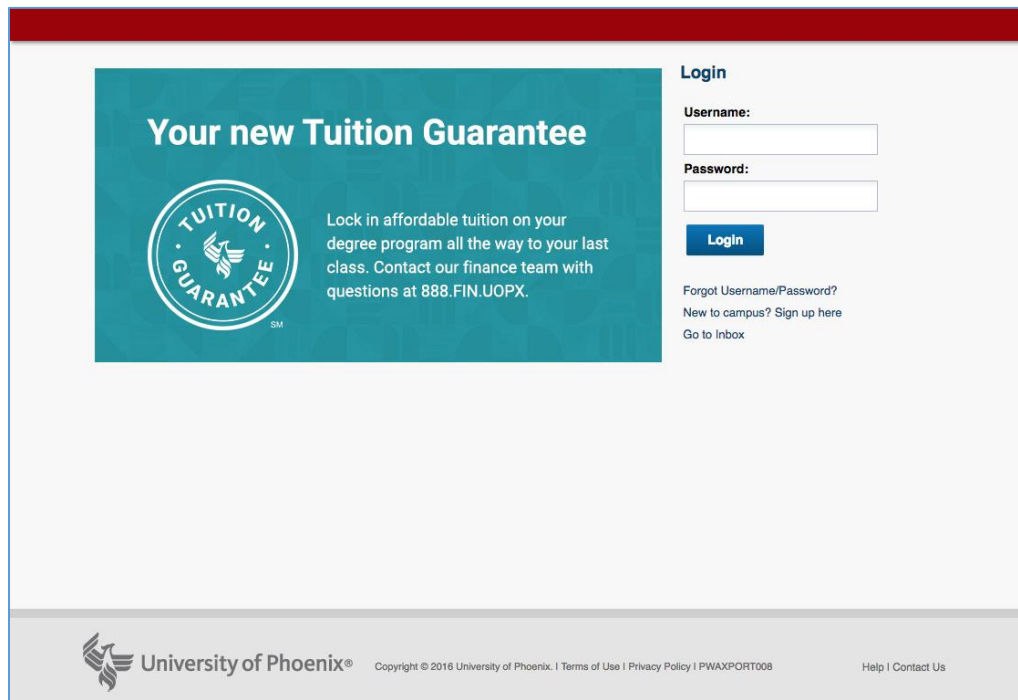


Figure 4 – eCampus Login Page

Method 2 – Accessing Ultra directly. For this method, [access Ultra](https://vle.phoenix.edu) by entering the following web link in your official Ultra supported browser <https://vle.phoenix.edu>. We recommend only using this option if eCampus is not currently available and method 1 above therefore cannot be used. You will still be directed to the eCampus login page, but thereafter you will need to select the course you wish to access in Ultra from the list of courses that you are enrolled in after successfully logging in.

Navigating in Ultra

If you login using eCampus, you will see the course outline for the course that you accessed. Clicking on the purple X in the upper left will return you to the main navigation area on the left-hand side of Ultra, which is the same area you will be launched into when you login using method 2 noted above. In this area, you will see the navigation icons on the left as noted in Figure 5 below. These areas are described in the next sections.

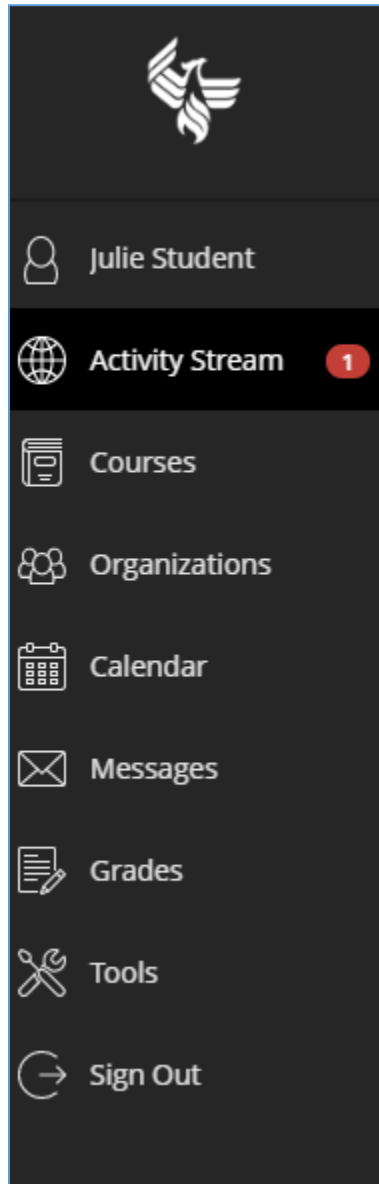


Figure 5 – Main Navigation Icons

User Profile. The first menu option you will see will contain your full name and the link will go to your user profile. You will see links to update personal information and to manage settings for activity stream and notifications. Please do NOT use the links to update your personal information, as this information will be managed in a different system. But you can use this area to manage which types of events you would wish to receive notifications. See the figure below.

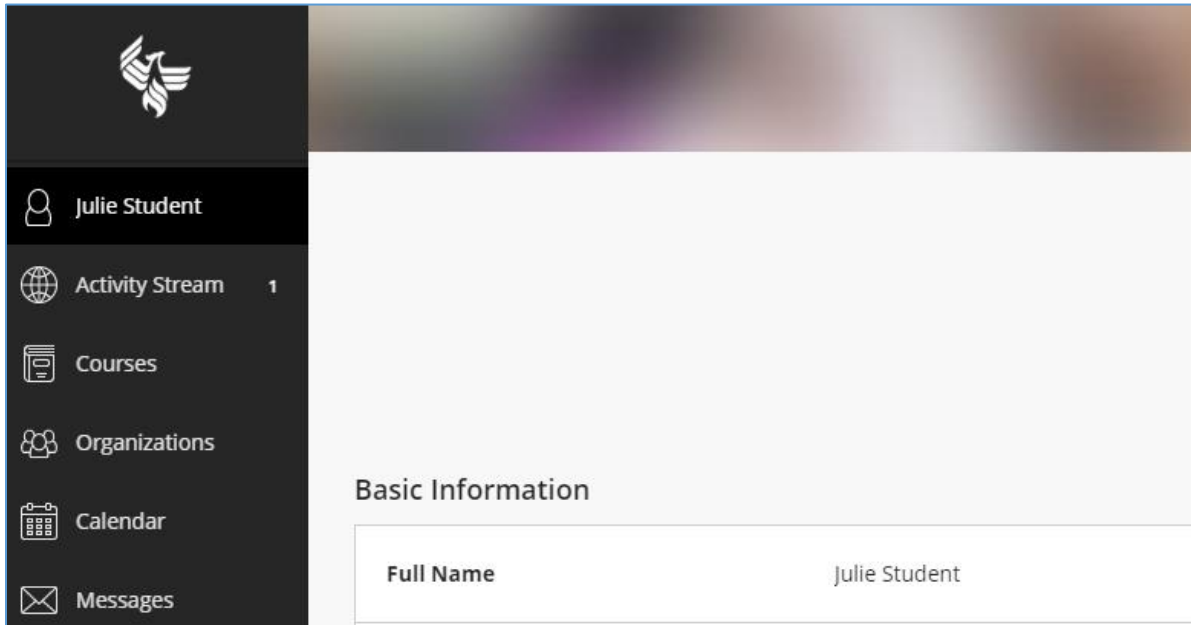


Figure 6 – User Profile

Activity Stream. The next menu option you will see is your activity stream. You will find notifications about various items in your course or global announcements in this area. For example, you might see notifications telling you that an assignment is due or that a grade has been posted. Much like your email inbox, you will find that these notifications can be grouped into ones that are flagged as important vs. upcoming vs. recent. See the figure below.

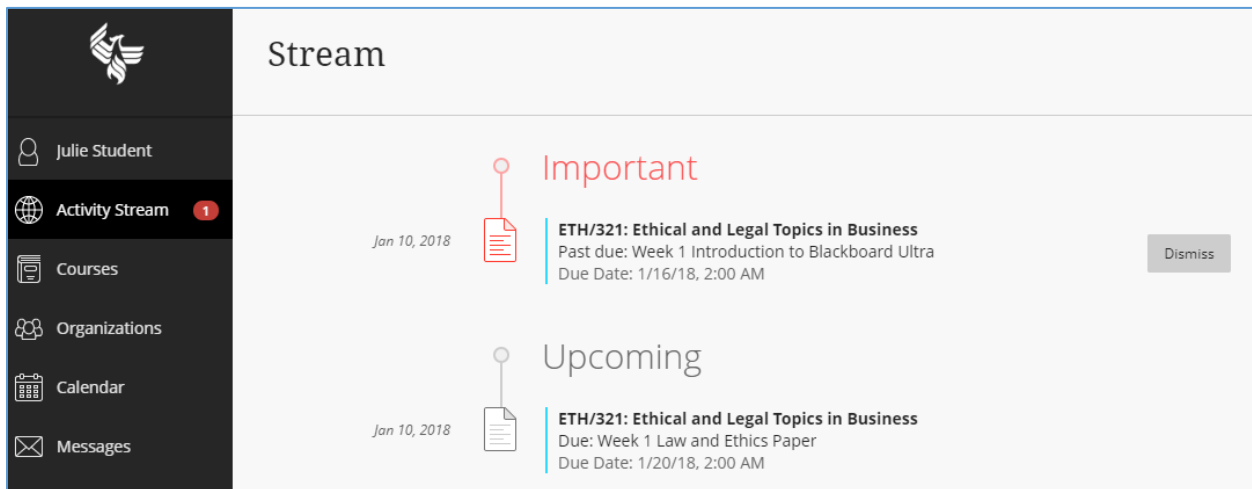


Figure 7 – Activity Stream

Note that a filter is visible in the upper right and that you can use this filter to limit the notifications you see in the Activity Stream. See the figure below.

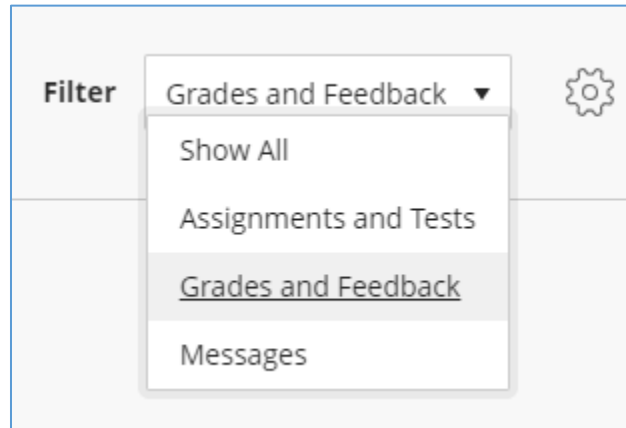


Figure 8 – Activity Stream Filter

Courses. The next menu option you will see is your course list. Here you will see the list of current courses or completed courses. You can click on the links for the course to navigate to the desired course. Please note that you will only see courses that you will or have taken in Ultra in this list. You will NOT see courses from New Classroom. See the figure below.

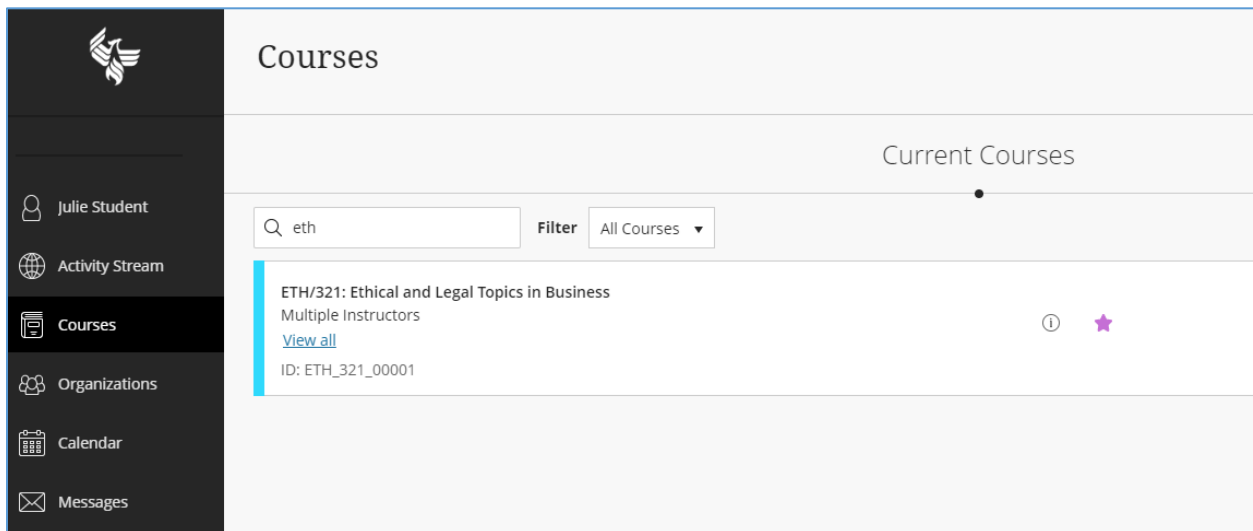


Figure 9 – Courses

Also note that you can search using the search text box in the upper left and that you can mark courses using the star on the right to make them stay at the top of the course list.

Organizations. Please note that we are not using this functionality at this time so you can skip this menu option.

Calendar. The next menu option you will see is the calendar. You can navigate to this area to see a global (i.e. all-courses) view of any upcoming assignments or tests for those that have due dates. See the figure below.

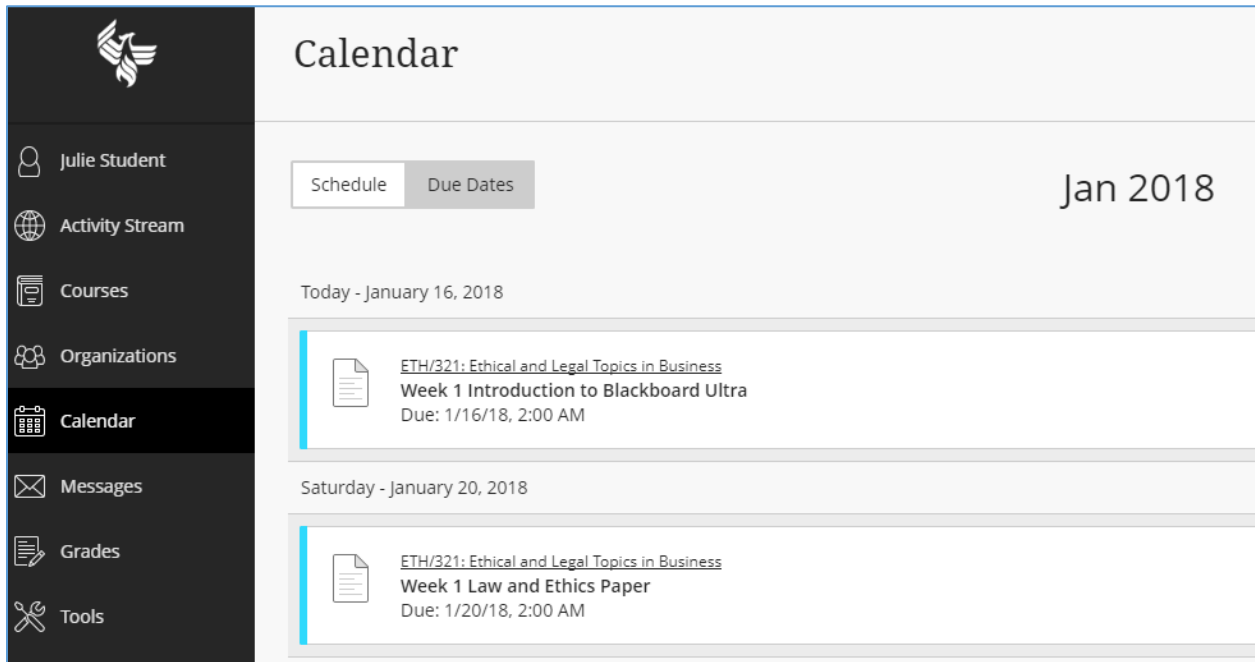


Figure 10 – Calendar

Messages. The next menu option you will see is for your private messages. Private messages are similar to email and are a way for you to send a message to your instructor(s) or fellow students in Ultra. Please note that these messages are stored within Ultra. You can configure or choose options to also send information as email but the main location for these messages will be in Ultra and you can always return to Ultra to read any replies. See the figure below.

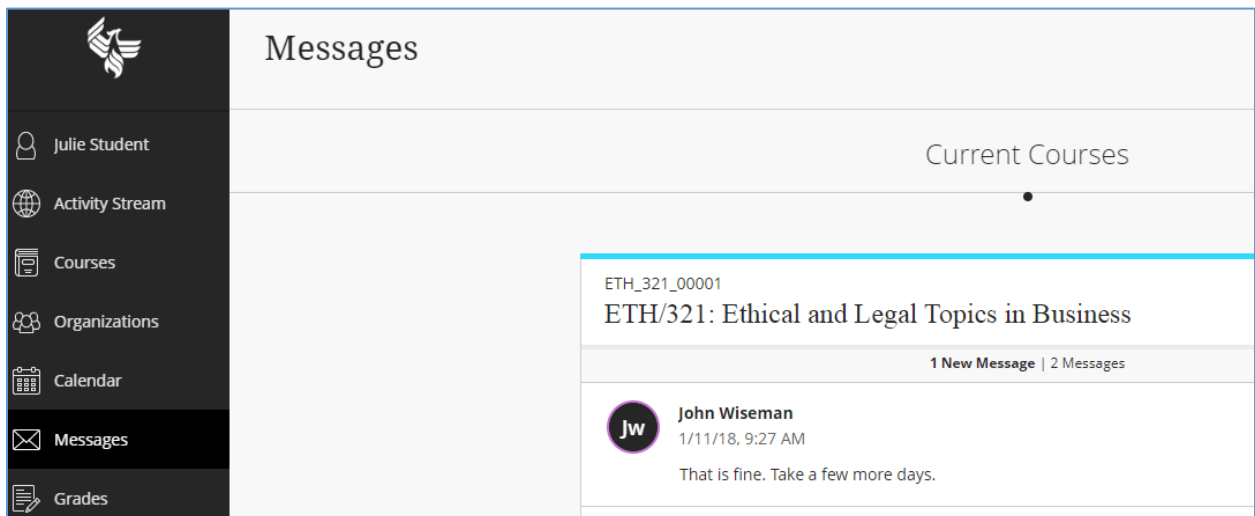


Figure 11 – Messages

Grades. The next menu option you will see is for grades. You can use this area to get a global view of any grades you have received for any of your courses. See the figure below.

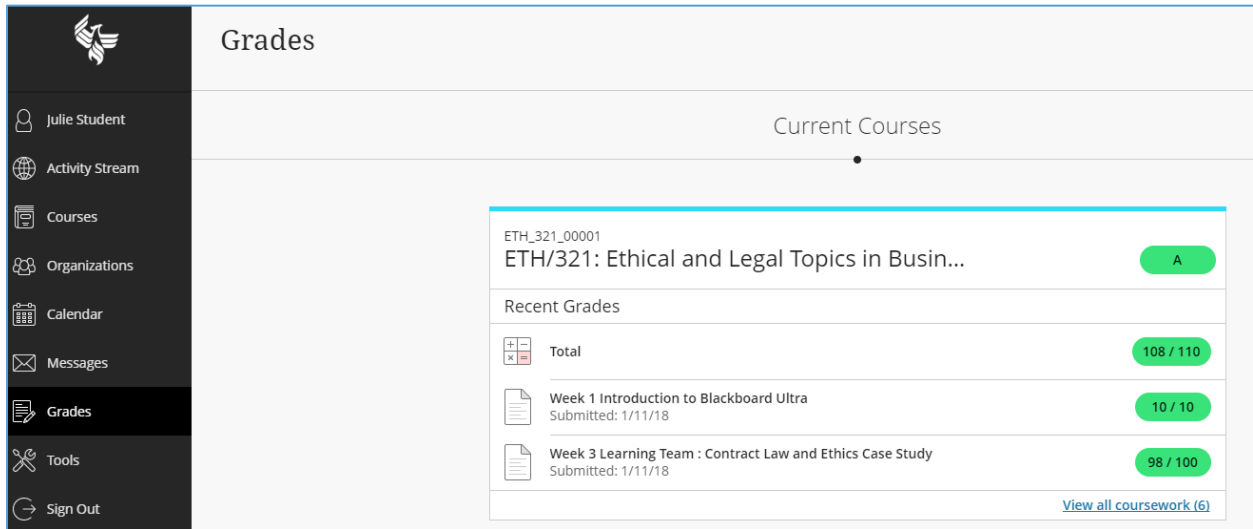


Figure 12 – Grades

Tools. Please note that we are not using this functionality at this time so you can skip this menu option.

Sign Out. The final menu option should be used to sign out of Ultra. Please note that even if you log out of Ultra, your common session for all campus resources is still active, so you can return to any of those links and even return to Ultra without needing to log on again. If you want to sign out entirely and ensure that no one else can access your resources, you should close your browser.

Context Sensitive Help. Also note that you will find a question mark on many of the pages in Ultra, usually in the bottom right. You can click on this link to get help about the particular functionality on that page in Ultra. See the figure below.

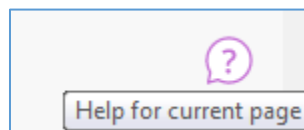


Figure 13 – Context Sensitive Help

Using the editor in Ultra

You will find various areas in Ultra where you can author responses in the web browser, such as assignments, tests, discussion boards, class and Learning Team conversations, messages, etc. Figure 14 shows the full view of the editor and the buttons you can use when authoring text. Note that you can do things such as change the size of text via the text, mark text as bold, italicized, and underlined. For math or financial notations, you can denote superscript and subscript notations or use the math editor. You can also mark lists with numbers or bullets. And finally, you can include links or embed documents.

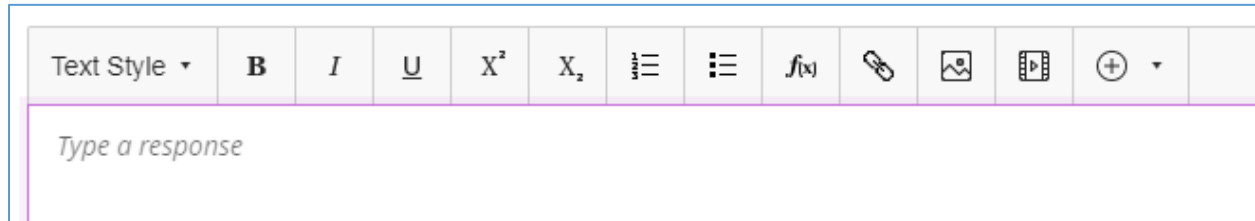


Figure 14 – Standard Ultra Text Editor

You might find when you are using a small device or screen or when you shrink your window size that you see a different view of the text editor as shown in the figure below. Note that the same functionality exists and some of the functions that were directly available as buttons are just moved into drop downs on the header.

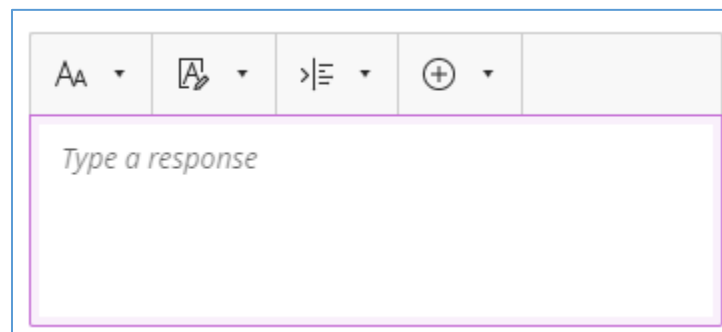


Figure 15 – Minimized View of Standard Ultra Text Editor

You can also use the editor to attach or embed documents. Use the plus icon to attach any files that you wish. Note that you can choose documents from your local machine, from web content, or from files stored with external cloud storage providers such as Microsoft OneDrive, GoogleDrive, Dropbox, or Box. Over time this list will continue to grow as support is added to include additional providers.

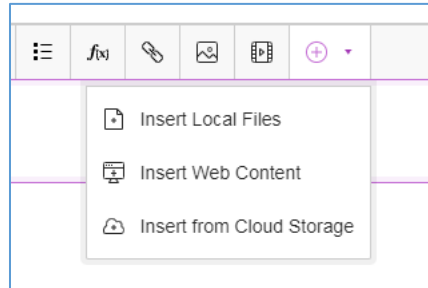


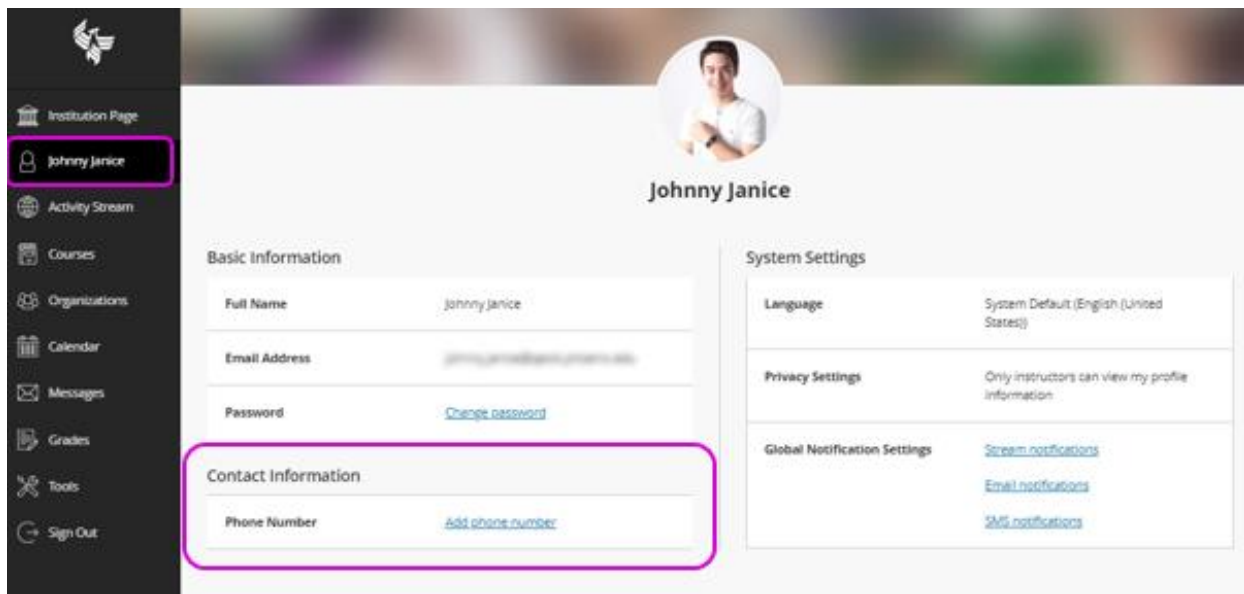
Figure 16 – Attaching Files or Web Content


SMS Notifications in Ultra

SMS notifications of activity in your Ultra course are available for your mobile device. You can receive notification of receiving new grades and feedback, as well as new messages.

To enable notifications:

Step 1: Access your profile page within Blackboard Ultra by selecting your name in the main navigation, which is located on the left hand side of the screen when you log in to your classroom.



Step 2: Add or update your phone number in the Contact Information, located in the bottom left hand section of your profile by selecting the edit button  located next to the link titled “add phone number”. The same information can be added by clicking on the “add phone number” link.

If your phone number is there already, go to step 5. If not, continue to step 3.

Step 3: Enter your mobile number and select the “Done” button on the bottom titled “done”.

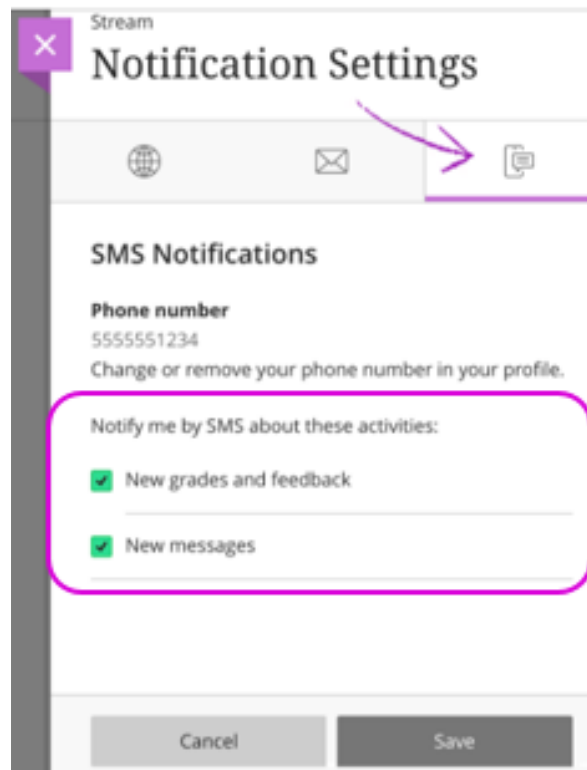
The screenshot shows a mobile profile editing interface. It has three main sections: 'Additional Information', 'Contact Information', and 'Job Information'. The 'Contact Information' section contains a 'Phone Number' field with a text input 'Type your phone number' and a dropdown menu set to 'Mobile'. This entire field is circled in purple. At the bottom of the form is a black button labeled 'Done'.

Step 4: Confirm your mobile number is now displayed on your profile page.

Step 5: Almost done! Go to System Settings on your profile page and select the “SMS notifications” link listed in the Global Notifications Settings in the bottom right hand side.

The screenshot shows a user profile page with two columns. The left column has 'Email Address' with a link 'Add email address', 'Password' with a link 'Change password', and 'Contact Information' with 'Phone Number' 8008675309 (Mobile). The right column has 'Privacy Settings' with the text 'Only instructors can view my profile information' and 'Global Notification Settings' with three links: 'Stream notifications', 'Email notifications', and 'SMS notifications'. The 'Global Notification Settings' section is circled in purple. A help icon (?) is in the bottom right corner.

Step 6: Once you select “SMS notifications”, a notification settings panel will appear. In the SMS Notifications options, “Notify me by SMS about these activities” list, select the SMS notifications you want to get and then select save:



***Clear all the check boxes if you don't want to receive SMS text messages about the activities in the list.*

Note: If you do not add a phone number to your profile page, you won't see any options in the SMS Notification Settings tab. Once you add your phone number, you will then be able to select which course activities you wish to receive SMS notifications for.

In addition, it is important to note that entering your mobile number within the Blackboard Ultra settings will only update your profile within Ultra. **Contact information located in Ultra (ex: your mobile information) will not share with other University of Phoenix services or platforms**, so please keep this in mind as you keep your contact information current.

Reviewing Your Coursework

This section will help you understand the detailed steps you will need to find, complete, and review your coursework.

Determining what you need to do

You can access the coursework by clicking on the first icon in the upper left. See the figure below.

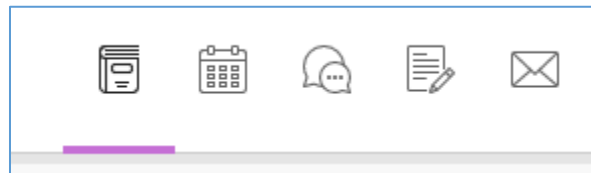


Figure 17 – Course Navigation Icons – Course Outline

When you open a course, you will see the course content in the lower right. Initially you will see a list of folders denoted by **Week**, **Day**, **Workshop**, or **Module** depending on the type of course that you are taking. Clicking on these folders opens them and when you open each week, day, workshop, or module folder you will then find folders called **Tasks**, **Recommended Learning Activities**, and **Required Learning Activities**. You may or may not see all of these folders, depending on the needs of the course. See the figure below that shows the course outline.

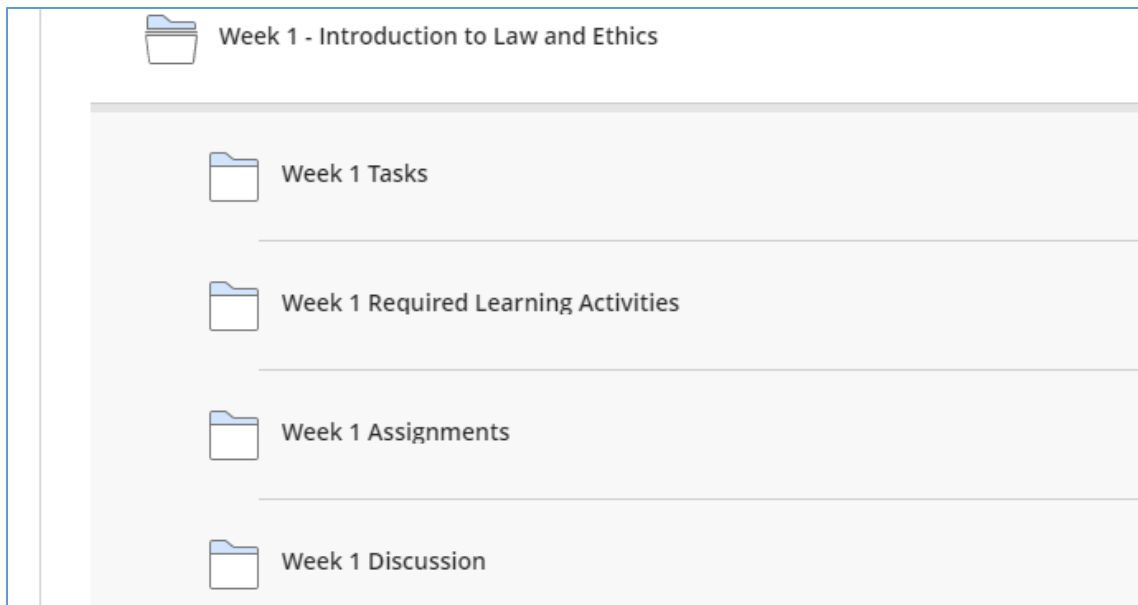


Figure 18 – Viewing Tasks, Recommended and Required Learning Activities in Course Content

To view the coursework for a given folder, simply click on the folder and it will open and show you its items. Click again and this folder will close. You may see embedded items of text to read, documents you can open and read, and/or links to static or interactive content. Figure 18 below shows you a sample of what you might see.

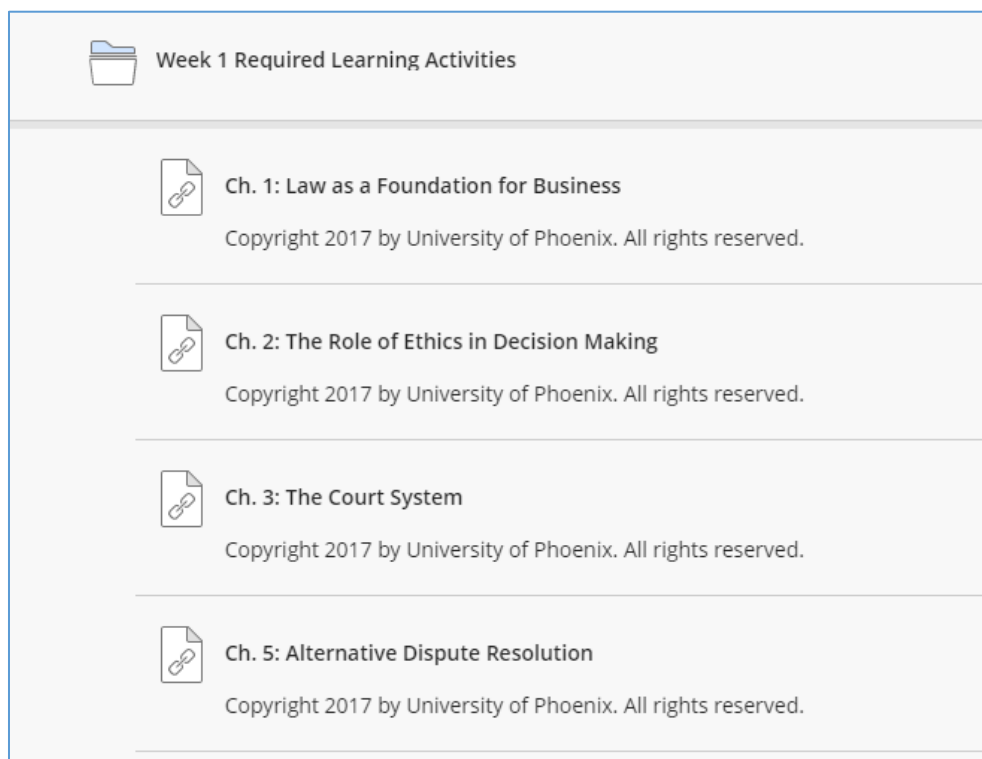


Figure 19 – View of Course Items

Reviewing your coursework

To review the coursework for a given item you just need to click on the link. Depending on the item you might see information in the same browser window or tab or for some external links, you might see a new browser window or tab. For some items known as **Learning Tools**, you might see an intermediate window titled **Launch LTI Link** displayed while the external site is launched. See the figure below.

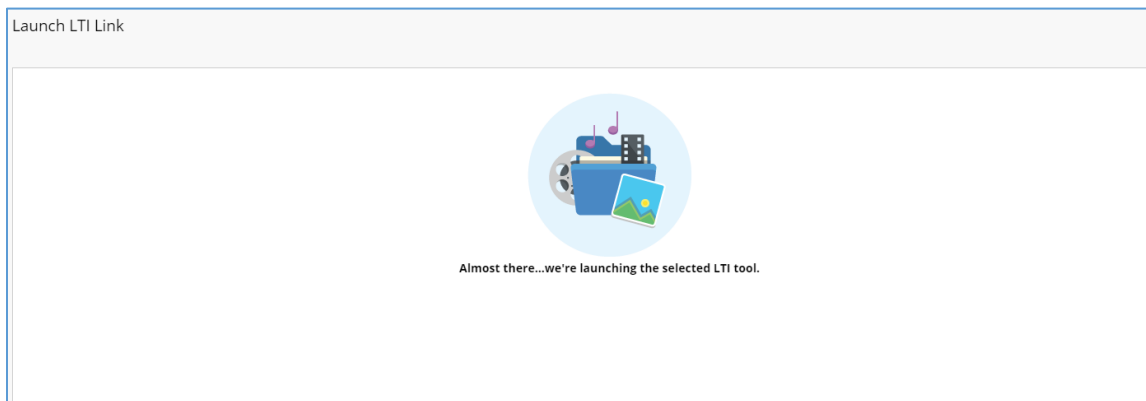


Figure 20 – LTI Launch Page

Please be patient, in most cases, after a few seconds the external content will launch. If you do not see anything happen, check if your popup blocker is enabled and keeping the content from opening.

Once launched, you might see something as shown below. Here you see a chapter of a book made available from an external content provider.



Figure 21 – View of External Content Provider

Reviewing your eBooks

Please note that your eBook chapter links will be available in the course outline, most likely in the **Required Learning Activities** folders. Please use this area to navigate to your eBook chapters. Note that the Book and Tools link the upper right does NOT contain your eBook at this time.

Working with Individual Assignments and Tests in Ultra

This section will help you understand the detailed steps you will need to find, complete, and review status, grades, and feedback on your individual (i.e. non-Learning Team) assignments and tests.

Determining what you need to do

You have a number of methods of determining what assignments and tests are available to you within a given course you are taking.

Method 1 – Viewing assignments and tests in course content. When you open a course, you will see the course content in the lower right. Initially you will see a list of folders denoted by **Week**, **Day**, **Workshop**, or **Module** depending on the type of course that you are taking. Clicking on these folders opens them and when you open each week, day, workshop, or module folder you will then find a folder called **Assignments**. If your Instructor has made any assignments or tests available, you will find them in this folder. See the figure below that shows the course outline.

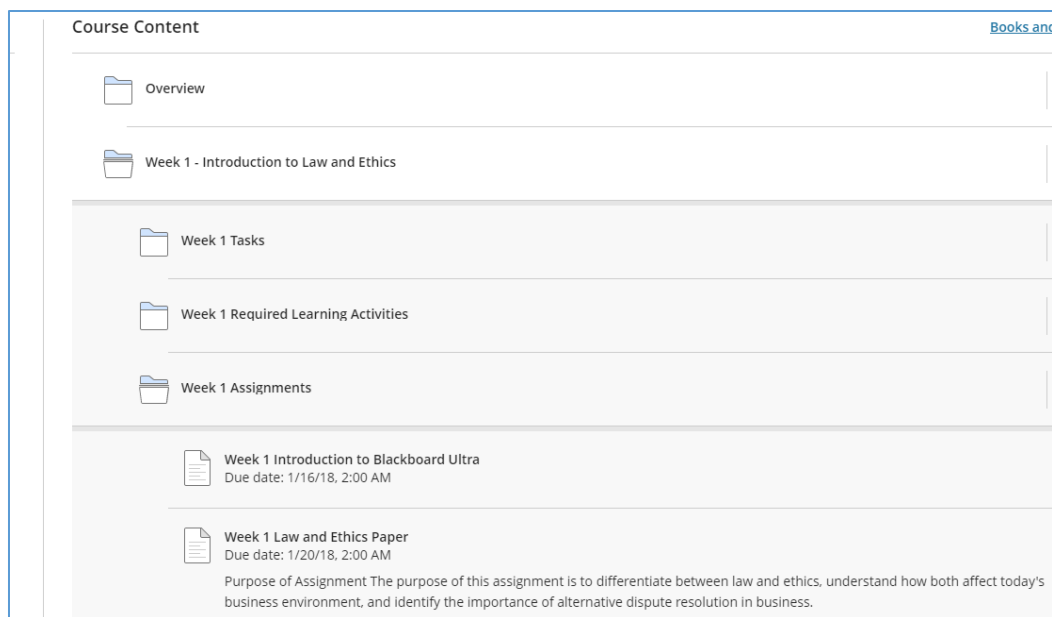


Figure 22 – Viewing Assignments and Tests in Course Content

Method 2. Viewing assignments and tests in the calendar. When you open a course, you will also see a number of icons in the upper right. The second icon from the left is the calendar as shown in the figure below.

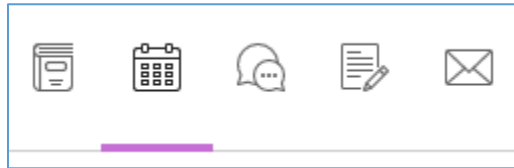


Figure 23 – Course Navigation Icons - Calendar

You can click on the icon to see a calendar view, which will show you any upcoming assignments and tests that have due dates. If you click on the ***Due Dates*** button in the upper left you will then see a list of all upcoming assignments and tests listed with their due dates. See the figure below. ***Please note that unlike New Classroom where date and time are always in MST (US Mountain Standard or Arizona time), in Ultra the date and time that you see are always shown relative to YOUR current time zone (e.g. EDT or CST), NOT in MST (US Mountain Standard or Arizona time) unless you reside in that time zone.***

So, for example, if an assignment or test is due at Midnight MST (Arizona time) and you reside in Boston, you would see that the assignment or test is due in Ultra at 2am EST (US Eastern Standard Time) or 3am EDT (US Eastern Daylight Savings Time), depending on the time of year, since that would be when your assignment or test is due in YOUR local time.

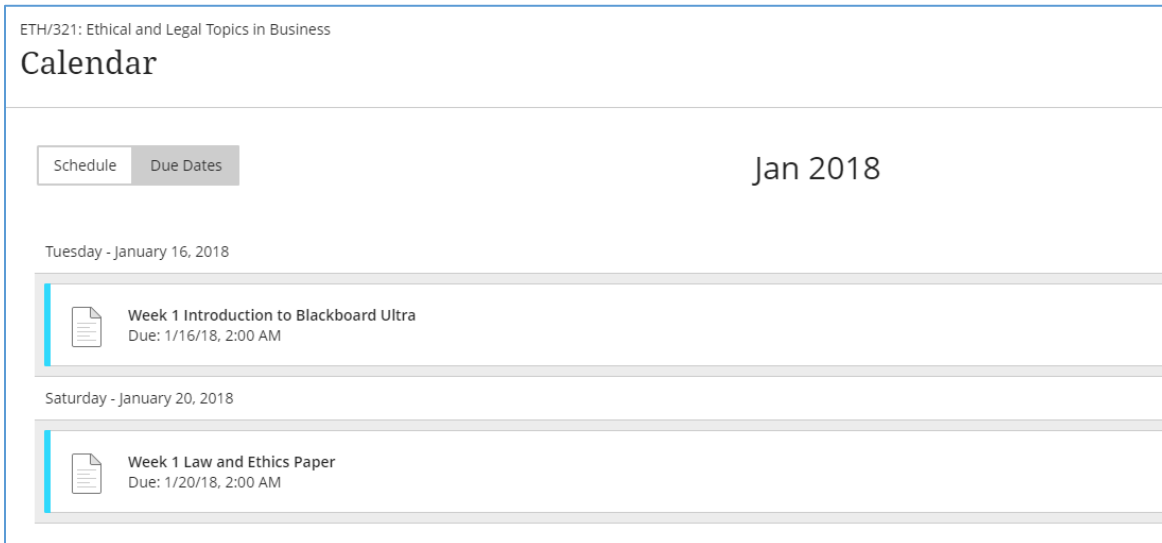


Figure 24 – Viewing Assignments and Tests in the Calendar

Method 3 – Viewing assignments and tests in the activity stream. Each time you log in, you will see a list of **Upcoming Activities** in the activity stream. This is another area that will display any upcoming assignments and tests. See the figure below.

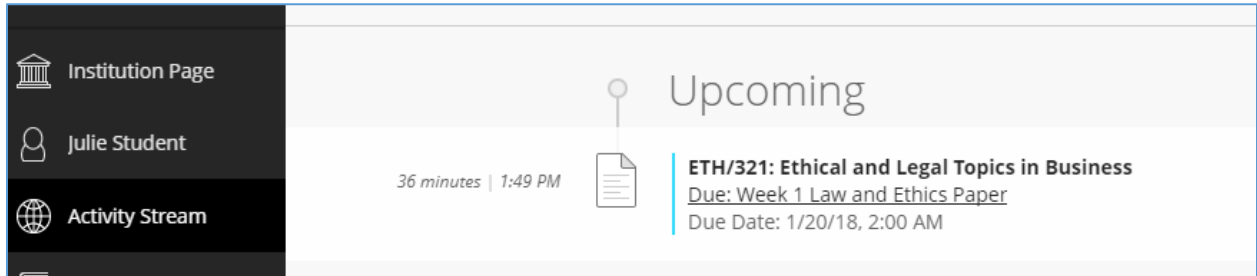


Figure 25 – Viewing Upcoming Assignments and Tests in the Activity Stream

Drafting your assignment or test

When you navigate to an assignment or test and click on the link, you will be presented with a page showing the **Details & Information**. Here you will find when the assignment or test is due, how many attempts you will be allowed to submit, and the maximum score possible. You will also see a button at the bottom called **View assessment** when first accessing the assignment or test. Click on this to view the details on the assignment or test and to access the area where you can draft and submit the assessment.

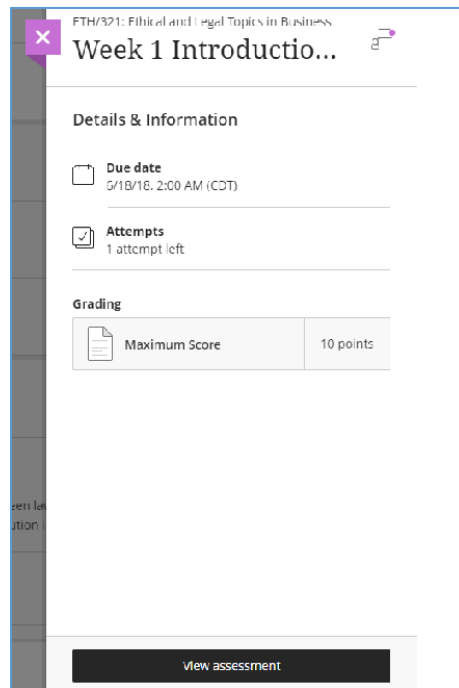


Figure 26 – Assignment or Test Details & Information

Once you start the attempt, you will then be presented with the **Assignment Content**, which may include text, documents, and/or questions depending on the type of assignment or test. You can review the provided text, documents, and/or questions as you need to in order to determine what work you will need to complete for this assignment or test. When you are ready to begin your assignment or test, you can enter text, upload documents, and/or answer the questions in the area below the assignment content. To add text or to upload a document, first click on the **Add Content** button. See the figure below.

The screenshot displays a Blackboard Ultra assignment submission page. At the top, the title "Week 1 Introduction to Blackboard Ultra" is visible. Below the title, the section "Assignment Content" is shown. A question titled "Question 1" is presented, worth "10 Points". The question asks, "Did you watch the 'Introduction to Blackboard Ultra' video?". Below the question, the instruction "Select the correct answer" is displayed. Two radio button options are available: "A Yes" (which is selected) and "B No". A dashed horizontal line separates the question area from the "Add Content" section. This section features a circular icon with a folder, a document, and a play button, followed by the text "Do you have additional content?" and "You can add text, images, and files that support your answers." At the bottom of this section is a button labeled "Add Content".

Figure 27 – Adding Content to an Assignment or Test Submission

The text editor then appears and you can enter the desired text and/or add a document by clicking on the plus icon in the upper left, choosing the link to **Insert Local Files**, **Insert Web Content**, or **Insert from Cloud Storage** and adding the desired document. See the figure below.

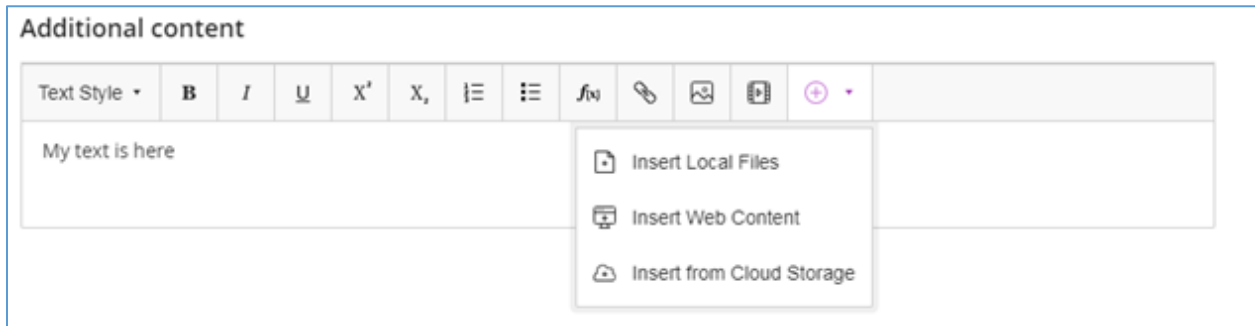


Figure 28 – Adding Text and/or Files to an Assignment Submission.

In the bottom right, you will see buttons for **Save and Close** and **Submit**. If you want to save what you have done thus far, but not turn in the assignment or test to the Instructor yet, click on the **Save and Close** button and return later to finish. Once you are ready to turn in the assignment or test, you can click on **Submit**. See the figure below.

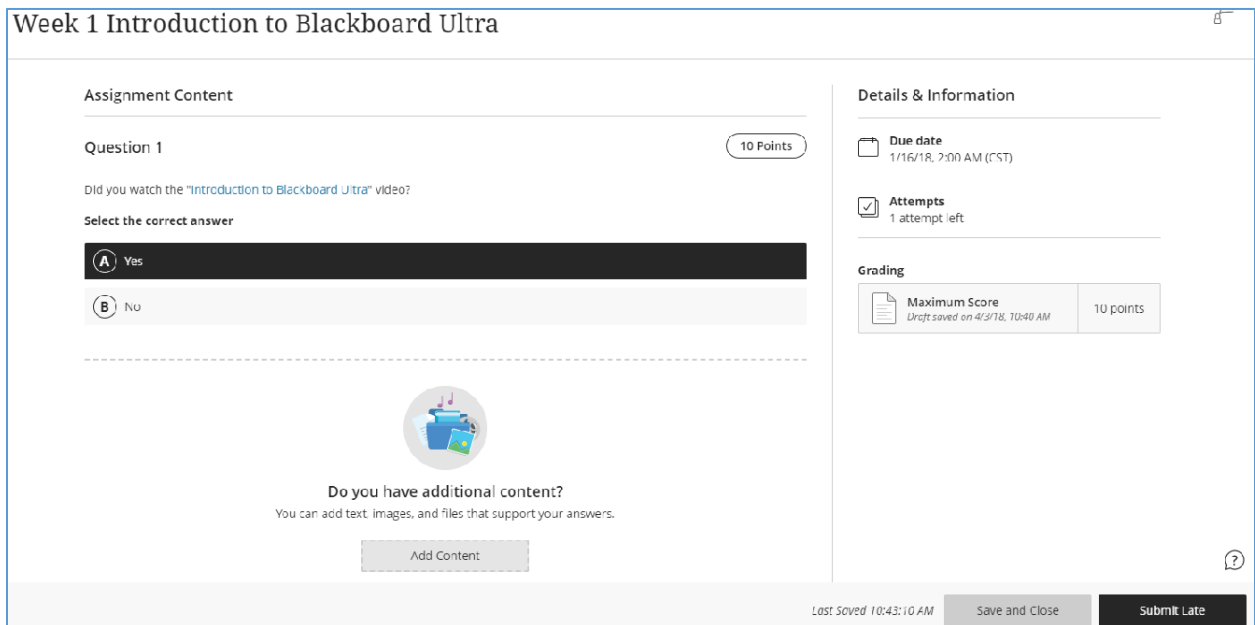


Figure 29 – Drafting or Submitting an Assignment or Test

Discussing the assignment or test

Method 1 – Engaging in a class conversation. It is possible that your assignment or test allows *class conversations*, if allowed by the Instructor. If so, you will see a class conversation icon (shown as a student looking at a whiteboard) in the upper right of the page when you open the assignment or test. To engage in the class conversation, you can click on this icon and then post comments or questions to the Instructor and other students in the class as well as read the comments that they have previously posted. See the figure below which shows the class conversation icon and the Conversations area.

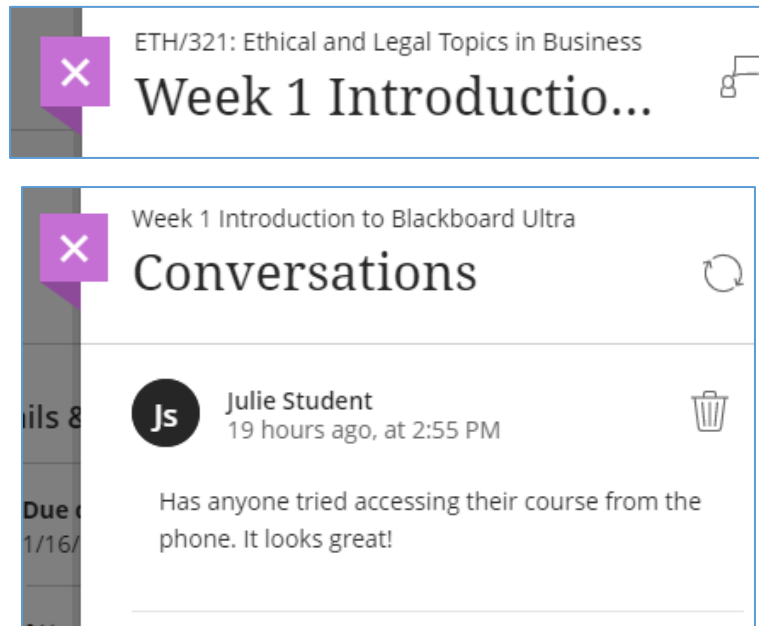


Figure 30 – Engaging in Class Conversations

Method 2. Sending a private message. When you open a course, you will see a number of icons in the upper right. The fifth icon from the left is for private messages. See the figure for the navigation icons.

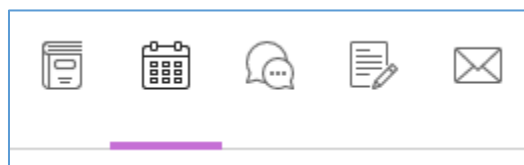


Figure 31 – Course Navigation Icons - Calendar

If you want to send a private message to any class member or the Instructor, you can click on this icon, choose the **Recipients**, and then draft the **Message**. When you are done, hit **Send**. Return later to then read any replies. See the figure below.

ETH/321: Ethical and Legal Topics in Business

New Message

* Recipients

John Wiseman

Type a name

* Message

Aa [Font Color] [Text Color] [Text Size] [Add]

I will be out of town this week. Can I please have an extension?

Send an email copy to recipients

Send

Figure 32 – Sending a Private Message

Submitting your assignment or test

Once you have read any replies to your questions or answers in the class conversation area and have completed your assignment or test, you can submit the assignment by clicking on the **Submit** button in the lower right. If you click on the assignment or test again, you will see a date and time in your local time zone when you submitted the assignment or test along with a status message of **Pending** until the Instructor posts a grade. See the figure below.

Grading

Submission

Submitted on 1/10/18, 3:56 PM

Pending

Figure 33 – Status after Submitting Assignment or Test

Special status messages for late submissions

Note that you may see additional messages when you continue or submit an assignment or test that is past its due date. On both the **Details & Information** panel and the Assignment or Test submission page, you will find the message denoted in the figure below. You will also see the submit button has changed to now be **Submit Late, which means that if you submit this attempt your assignment or test will be marked late to the Instructor.** Please note that this is just informational, as it will be up to the discretion of you Instructor on how they handle any late submissions.

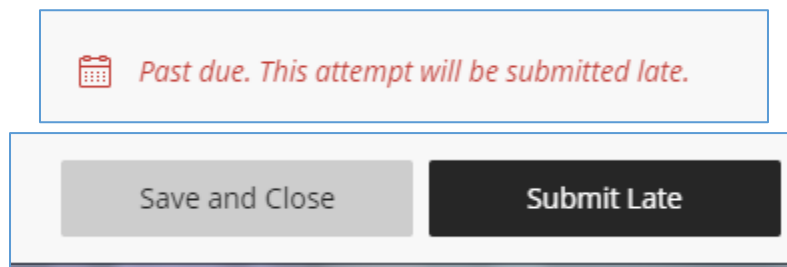


Figure 34 – Special Status Message for Late Submissions

Differences for assignments or tests with multiple attempts

Note that your Instructor may allow you to submit certain assignments or tests multiple times. When multiple attempts are available, you will be able to see how many attempts are allowed, how many you have submitted, and how many are remaining on the **Details & Information** panel. You will also see which attempt number you are starting or continuing as the number will be updated on these buttons. When you click on the **submitted** link on the **Details & Information** panel, you will see a list of your previous submissions with status and your grade and feedback for each attempt, if it has been updated and posted. Otherwise, the attempt will have a status message of Pending indicating that the Instructor has not yet posted a grade and feedback for that attempt. See the figure below. Also note that under the **Final Grade** caption, you will see the scoring method used for multiple attempts. Most likely you will see this denoted as **Last attempt with a grade**, which means that your score for this assignment or test will be determined by the grade of the last attempt that has been graded by your Instructor.

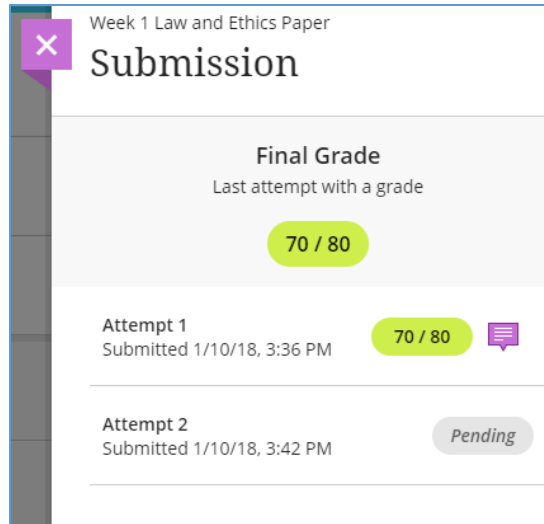


Figure 35 – Submissions for Multiple Attempts

Reviewing grades & feedback on your assignment or test

Once your Instructor posts the grade for your assignment or test and posts, you can view the grade using any of the following methods.

Method 1 – Viewing grades and feedback on the assignment or test. You can navigate to the particular assignment or test and click on it just as you did when you were drafting it for submission. If a grade has been entered and posted for any of your attempts you will see the grade displayed. If feedback has been added, you will see a purple icon on the **Your Grade** icon. If you click on the icon, you will then be able to read any feedback.

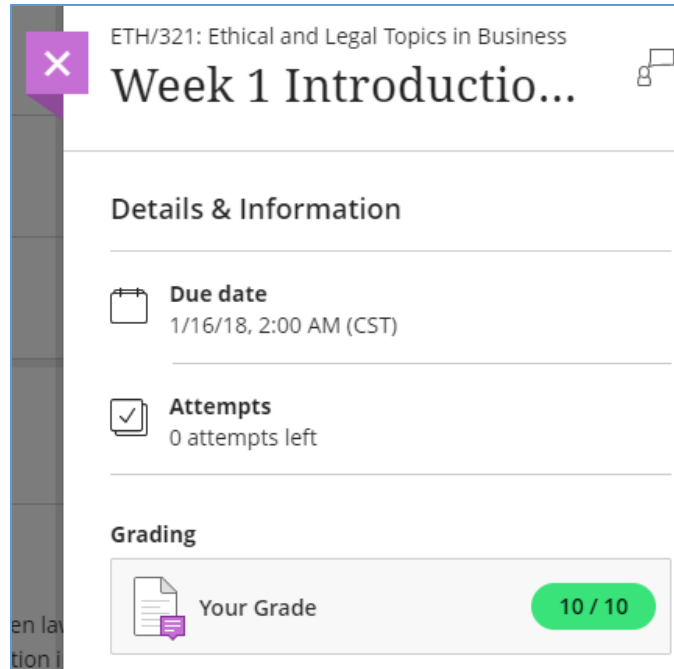


Figure 36 – Viewing Grades and Feedback on the Assignment or Test

Method 2 – Viewing grades and feedback in the course gradebook. When you open a course you will see a number of icons in the upper right. The fourth icon from the left is the gradebook. See the figure below for the navigation icons.

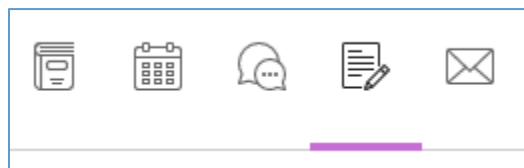


Figure 37 – Course Navigation Icons - Gradebook

If the grade has been entered and posted you will see the grade displayed. If feedback has been provided by the Instructor, you will see a purple icon on the **Feedback** column. If you click on the icon, you will then be able to read any feedback.

ETH/321: Ethical and Legal Topics in Business					
Course Grades					Overall
Js Julie Student					
Item Name	Due Date	Status	Grade	Feedback	
Week 1 Introduction to Blackboard Ultra	1/16/18	Submitted	10 / 10		
Week 1 Law and Ethics Paper 3 attempts possible	1/20/18	Unopened	-- / 80		
Attendance	Ongoing		-- / 100		
Week 3 Business Forms Paper 3 attempts possible		Unopened	-- / 80		
Total			10 / 10		

Figure 38 – Viewing Grades and Feedback in the Course Gradebook

Method 3 – Viewing grades and feedback from activities in the activity stream. Note that messages will also be shown in the activity stream when your Instructor updates grades and posts them. You can click on the **View my grade** button in an activity message to see your grade and feedback.

Today Wednesday, January 10, 2018

37 seconds | 3:37 PM

ETH/321: Ethical and Legal Topics in Business
 Grade posted: Week 1 Law and Ethics Paper
 Need a little more here.

View my grade

21 minutes

ETH/321: Ethical and Legal Topics in Business
 Grade posted: Week 1 Introduction to Blackboard Ultra
 Thanks for the kind feedback.

View my grade

Figure 39 – Viewing Grades and Feedback in the Activity Stream

Working with Learning Team Assignments or Tests in Ultra

This section will help you understand the detailed steps you will need to find, complete, and review status, grades, and feedback on your Learning Team assignments or tests. Please note that Ultra uses the word **Groups** instead of Learning Team, so anywhere that you see group in Ultra you should think Learning Team.

Determining what you need to do

You can use the same methods noted above for individual assignments and tests to find your Learning Team assignments. You can tell that it is a Learning Team assignment or test by the name and the group indication on the information displayed when you navigate to the assignment or test in the course outline. See the figure below. Note that the assignment or test name starts with “Week 3 Learning Team”. Also note that below the due date you see an icon and the message “New Group 2”. This means that you will be collaborating on this Learning Team assignment or test as a member of “New Group 2.”

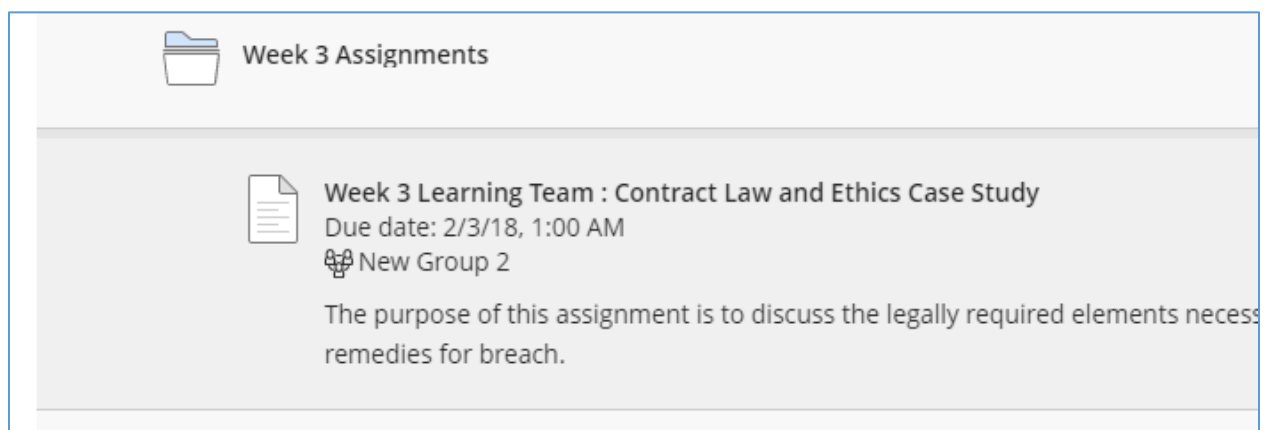


Figure 40 – Information Displayed for Learning Team Assignments

Determining your Learning Team members

When you navigate to a Learning Team assignment or test and click on the link, you will be presented with a page showing the **Details & Information**. At the bottom of this page you will find the list of the **Group Members** which shows your Learning Team. See the figure below.

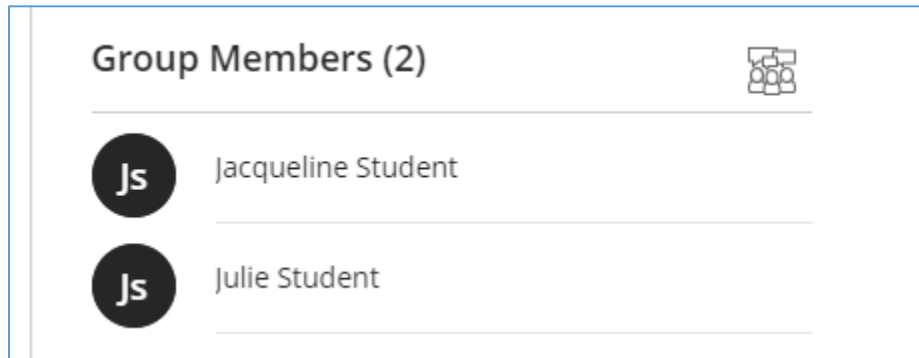


Figure 41 – View of Group Members

Collaborating with Your Learning Team on Assignment or Test Drafts

Engaging in a group conversation. Note the group conversations icon in the image below, which looks like a group of students in front of a computer monitor.



Figure 42 – Group Conversation Icon

This icon opens up to the group conversation area, which is similar to the class conversations area discussed above for individual assignments or tests, but this conversation is limited to your Learning Team and the Instructor only. When you click on this icon, you can see any conversations that have been happening with your Learning Team and you can post a new question, make comments, and share files such as assignment or test drafts, just as you could do with the entire class in a class conversation. Also note that the drop down initially says **My Group**. You can use this drop down to toggle back and forth between your Learning Team conversation when **My Group** is selected and the class conversation with the entire class when **Class Conversations** is selected.

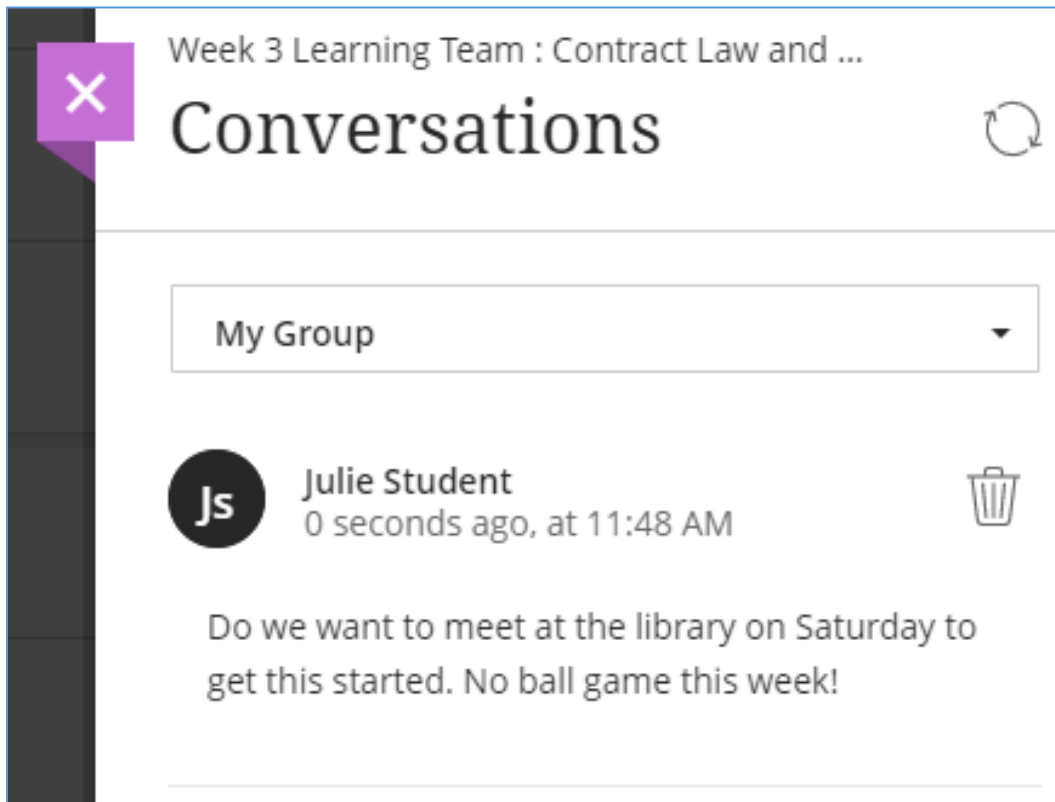


Figure 43 – Engaging in Group Conversations

Also note that when posting a message to the group conversations for your Learning Team, you can attach documents to share files locally from your device or from an external cloud storage provider such as Microsoft OneDrive, Google Drive, Dropbox, or Box with the other members of your Learning Team. See the figure below. This is the recommended way to share drafts with your Learning Team prior to submitting the learning team assignment or test.

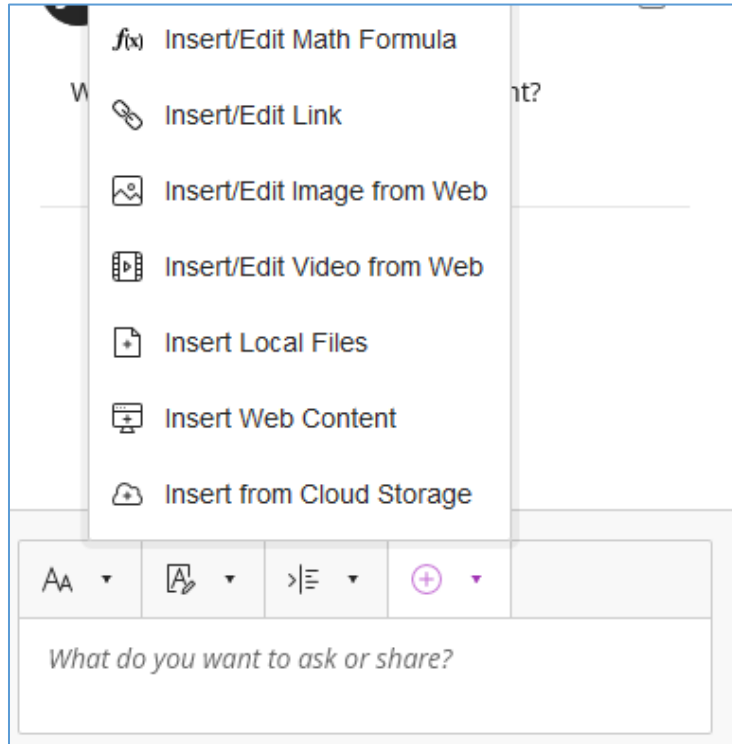


Figure 44 – Attaching Files to Group Conversation Messages

Note that each time you view the course outline, an indicator will be displayed next to the assignment or test if any new class or Learning Team conversation messages exist that you have not yet read. See the figure below. Note the purple icon with the circles.

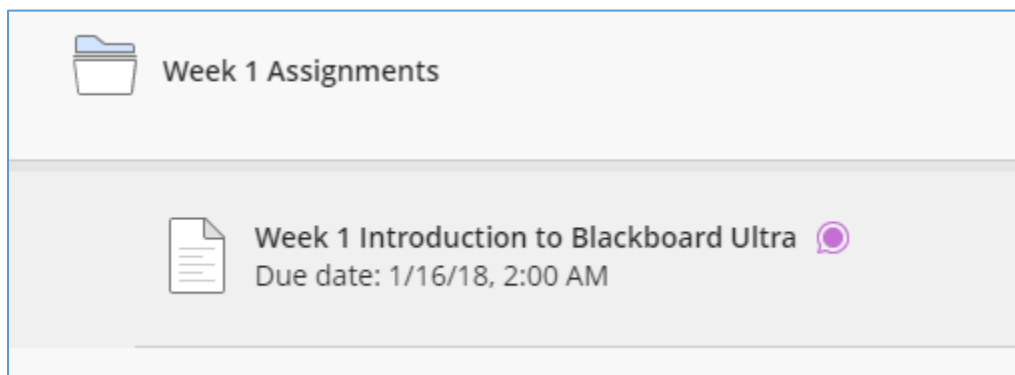


Figure 45 – Unread Conversation Messages Indicator

Submitting your Learning Team assignment or test

Submitting Learning Team assignments or tests is nearly the same process as for individual assignments or tests as noted above, with main difference is that one team member will need to submit the assignment or test on behalf of the entire learning team. **Note that when a member of the Learning Team submits the Learning Team assignment or test on behalf of their Learning Team, this Learning Team member will see the popup message below in the figure below, requesting confirmation that the Learning Team member is submitting on behalf of the entire team. No further action is required by the other Learning Team members once this team member has submitted the Learning Team assignment or test.**

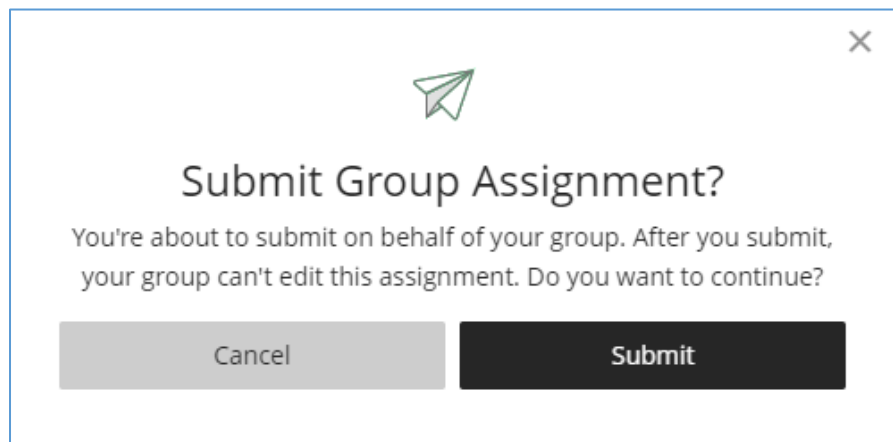


Figure 46 – Submit Learning Team (Group) Assignment or Test Popup Message

Reviewing grades & feedback on your Learning Team assignment or test

Reviewing grades and feedback for Learning Team assignments or tests is the exact same process as for individual assignments or tests as previously discussed above. Note that each Learning Team member will receive an individual grade for the Learning Team assignment or test as determined by the Instructor.

Participating in Discussions

This section will help you understand how to participate in discussions.

Determining what you need to do

Some discussion boards will be visible from the course outline and you can enter that discussion board by clicking on that link. You can also access the area for discussion boards by clicking on the third icon on the left. See the figure below.

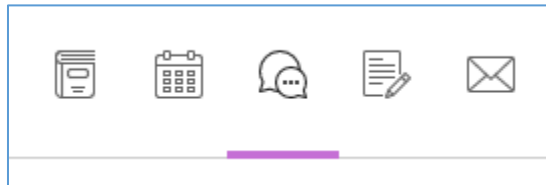


Figure 47 – Course Navigation Icons - Discussions

Drafting your discussion post

Once you enter the discussions area, you will see the list of all discussion boards that are currently available to you. See the figure below.

Discussions







-  CAREER CONNECTION: Mitigating Risk in Your Business
-  CAREER CONNECTION: Negotiating Your Salary
-  Contract Law & Intellectual Property
-  Administrative Agencies
-  CAREER CONNECTION: Legal Aspects of Job Interviews

Figure 48 – List of Discussion Boards

When you click on the link to a given discussion board, you will see the discussion topic along with a response area below it. The response area will provide you a space to add your discussion post and it will list any posts that have already been made by the Instructor or other class members. See the figure below.

ETH/321: Ethical and Legal Topics in Business

Small Business Risk Migration Question

Discussion Topic 

You are a small business owner and you recently opened a restaurant in a newly renovated area of your hometown. One of your co-owners recently asked you what your risk mitigation plan was and you didn't have an answer so you did some research on the subject.

Answer the following questions in a 200- to 350-word response:

- What is a risk mitigation plan?
- In the restaurant industry, what are some of the areas of concern?
- How might this be different for another type of small business?

Click the New Message icon to reply to this post.

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Responses (5)




Figure 49 – Discussion Topic and Response Area

Submitting your discussion post

In the response area you can draft your post using the editor as described earlier, which also includes the ability to add links or a file attachment to your post. You can save a draft by clicking on **Save Draft** if you are not ready to post your discussion post yet to the rest of the class and want to return and work on it later or you can post your post by clicking on **Respond**. See the figure below. Note that you can respond to the main prompt as well as to any of the other response, including those posts of your classmates.

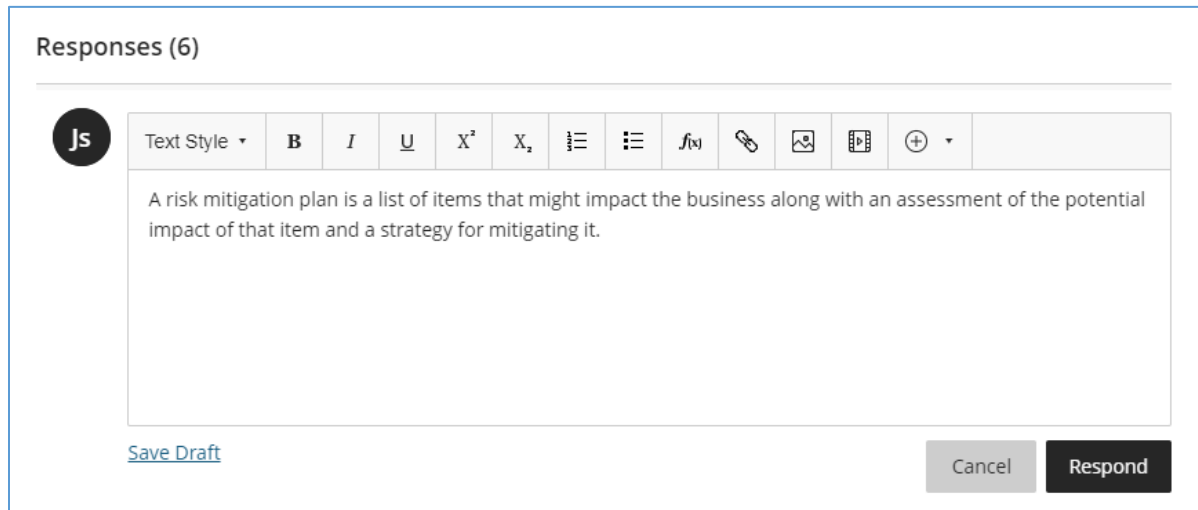


Figure 50 – Drafting a Discussion Post

When you return you may see responses from the Instructor and/or the other class members below your post. To view these replies, just click on the link. Any replies that are new since the last time you reviewed them will be highlighted and will be noted as **NEW**.

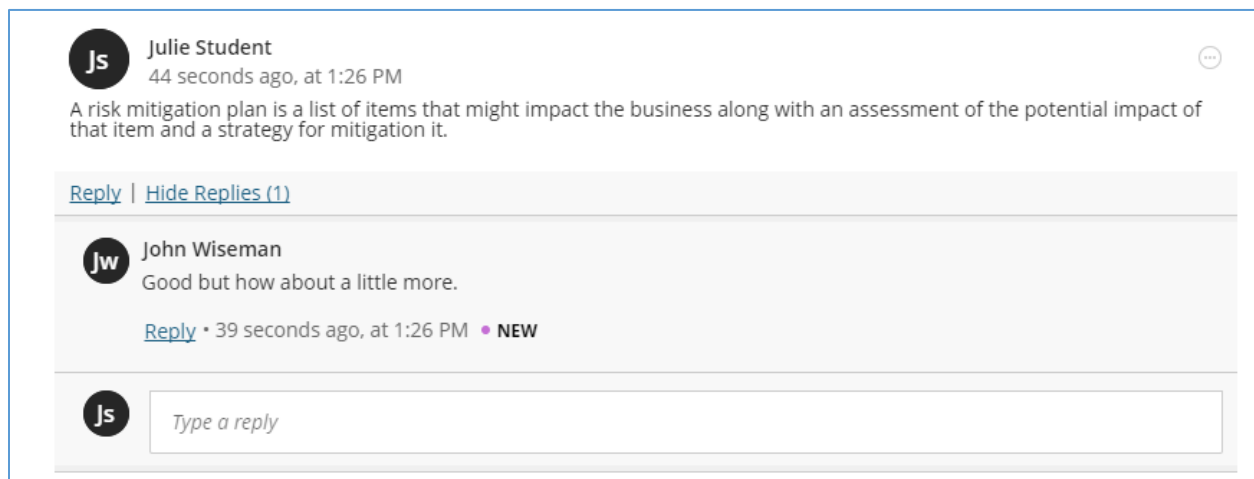


Figure 51 – New Discussion Replies

Viewing discussion post activity and filtering

On the right side of the page you will see the list of the Instructors and the other class members and their activity in this Discussion. You can filter the view to only see the responses for a given individual by clicking on the name of the Instructor or class member. See the figure below.

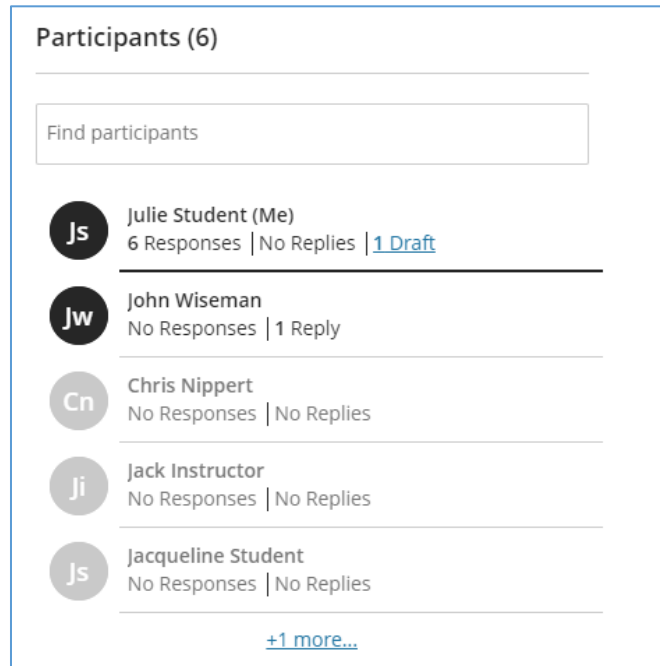


Figure 52 – Viewing Participant Activity and Filtering

Note that each time you view this course outline, an indicator icon will be displayed next to the discussion if any new discussion posts exist that you have not read. See the figure below. Note the purple icon with the circles.

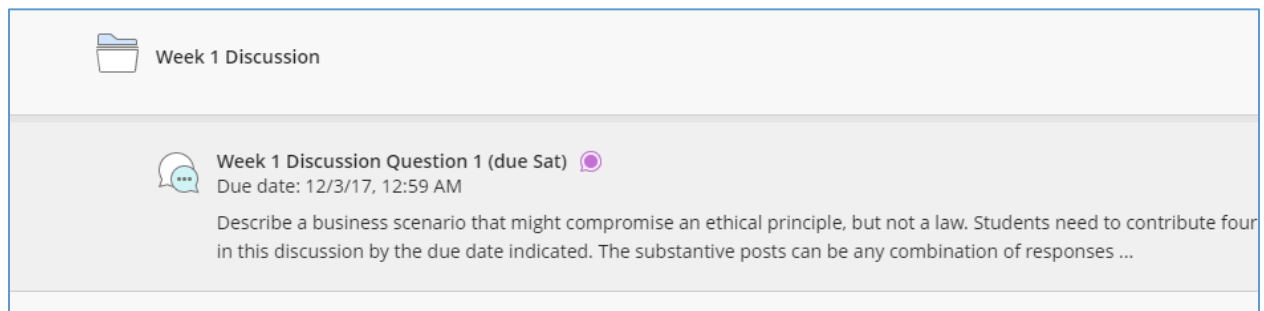


Figure 53 – Unread Discussion Post Indicator

Reviewing grades & feedback on your discussion post

Some discussion boards might be graded. Reviewing grades and feedback for discussion boards is the exact same process as for individual and Learning Team assignments or tests as previously discussed above.

Participating in learning team discussions

Finally, some discussion boards may be Learning Team discussions. Participating in Learning Team discussions is the exact same process as for individual discussions as previously discussed above, with the key exception that the participants in your Learning Team Discussion will be limited to the Instructor and the members of your Learning Team.

Blackboard Course Room powered by Collaborate™

Blackboard Course Room powered by Collaborate™ is an online application that allows you to interact in real-time with faculty, classmates, and learning teams. With collaborate, you can see and hear students or faculty in a session, add files, share applications, and interact via a virtual whiteboard.





Attendance and Participation

Accessing or using the Course Room or Team Assignment sessions **do not count towards the weekly attendance requirement or participation grade.** Please refer back to the Classroom Policies for attendance and your Instructor’s Policies for participation requirements. Contact your instructors with any questions about participation.

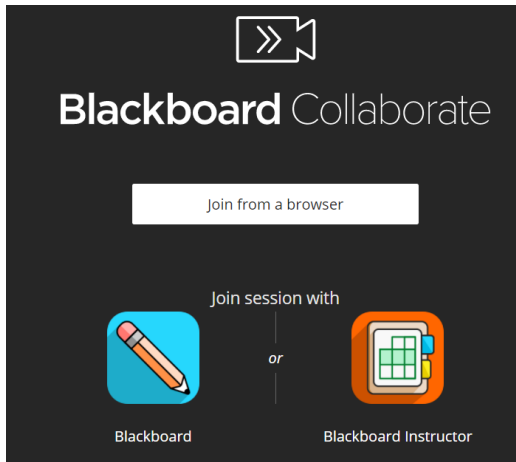
How to Join Course Room

Every Blackboard Ultra course is equipped with a Course Room, unless it is disabled by the instructor. To join this Course Room, select “**Join Session**” located in the **Details and Actions** section of the classroom on the left-hand side navigation menu.

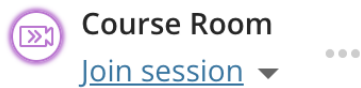
Details & Actions

-  **Roster**
View everyone in your course
-  **Course Description**
View the course description
-  **Course Room**
[Join session](#) ▾ ...
-  **Announcements**
No announcements

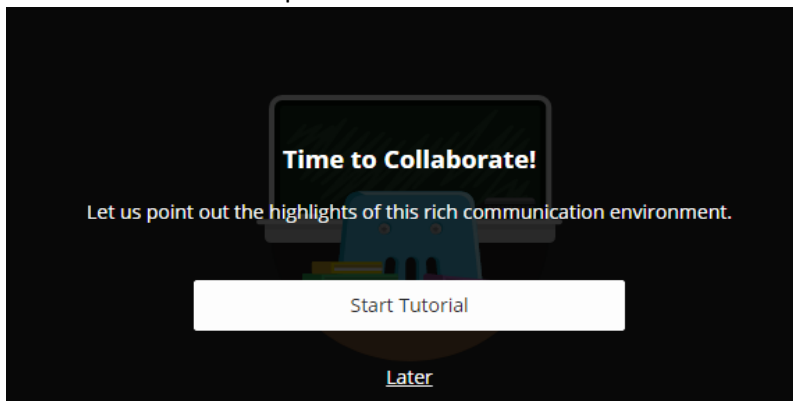
Some users may be presented with a screen asking to select from joining by browser or mobile app. Please select 'Join from a browser' option to connect. If you do not see this screen, please proceed to the next step.

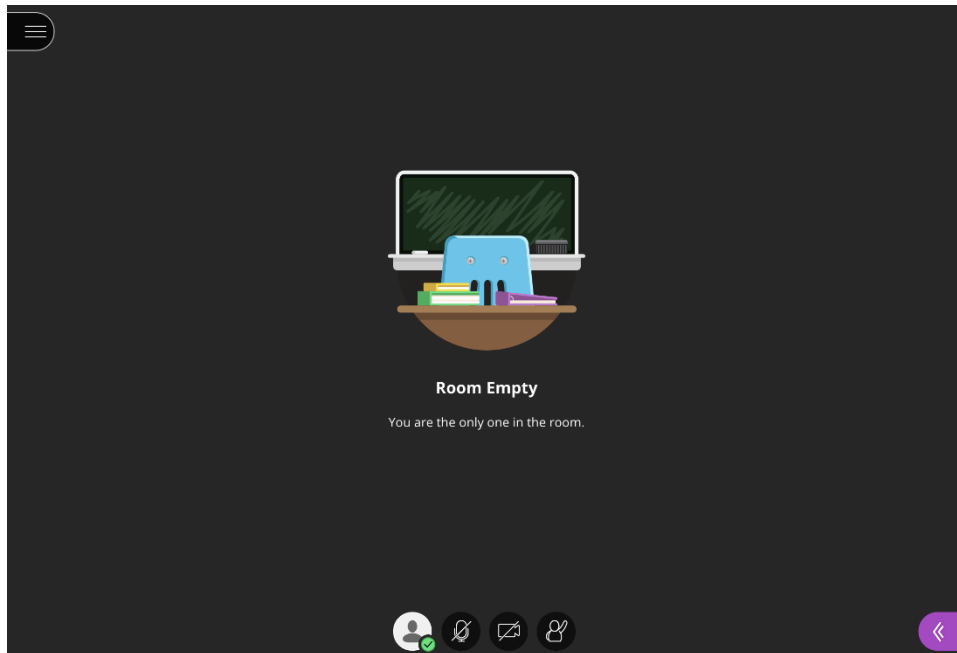


If the Course Room is in use, a purple border will appear around the icon.



When entering a Course Room for the first time, you will have the option to configure your audio/video settings and take a Collaborate tutorial, which will familiarize you with its basic features. If you have never used a course room before, be sure to access this tutorial. You can revisit the tutorial via the session menu on the top-left of the screen.






Using Collaborate and Chat for Team Assignments

Each group assignment also includes an option to start a Collaborate session for that group. When you open a learning group assignment, you will have the option to join your group's session by selecting the Collaborate icon.


Details & Information

 **Due date**
1/19/19, 12:00 AM (MST)





 **Attempts**
1 attempt left

 **Group Assignment**
New Group 1

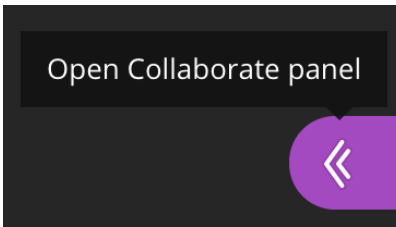
Grading

 Maximum Score	100 points
--------------------------------------------------------------------------------------------------------	------------

Group Members (4) 

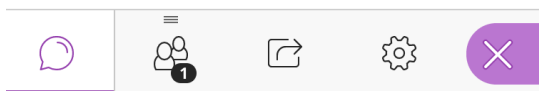
-  Student A
-  Student B
-  Student C
-  Student D

Additional Collaborate Features and Options



When you select the Open Collaborate panel tab on the bottom-right corner, a menu will display with access to the chat, attendee list, file sharing, and settings.

Chat



In Group Assignment Collaborate session, you will have presenter access which allows you to share a blank whiteboard, share applications, and share files.

Share Content

Primary Content



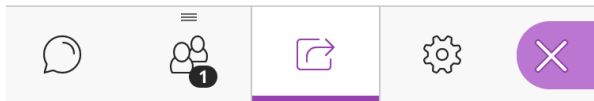
Share Blank Whiteboard



Share Application/Screen




Share Files




From the settings option, you can test your microphone and camera, and give you the option to report any issues.

My Settings

Audio and Video Settings ^

 Set up your camera and microphone

 Use your phone for audio

Speaker Volume

0%  100%

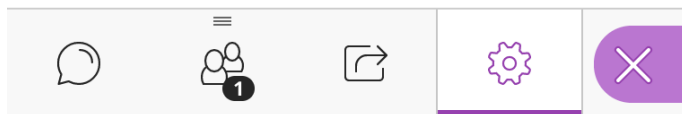
Microphone Volume

0%  100%

Display Closed Captions (when available)

Notification Settings v

 Report an issue



Code of Conduct

Activity within Collaborate is subject to the same Student Code of Conduct and professionalism standards as other classroom interactions, including the on-camera conduct policy.

Accommodations for Course Room participation

If you are a student who needs captions to participate in a course room session, please contact the disability services office. You may reach an advisor via email (DisabilityADAquestions@phoenix.edu) or via phone (480) 557-1157. Students may also complete the [request for accommodations form](#) (login required) to request captions and any other accommodations that are needed. Please note that the University hires an external agency to provide closed captions and will need sufficient notice to obtain services. Students should contact the disability services office as soon as possible to request accommodations, preferably before or within the first week of the class.