



Ultra Base Navigation – Quick Guide – For Students

On May 10, 2023, RCSJ updated Blackboard at both the Cumberland and Gloucester campuses to Ultra Base Navigation (UBN).

UBN is a new navigation interface that replaces the old *My Blackboard* page with the new *Institution Page* as the landing page reached after logging in. UBN replaces the modules you used to see with a menu along the left side of the screen which matches the layout and style of the Blackboard mobile app frequently used by students. In other words, UBN was designed with mobile in mind.

UBN does not affect the layout of courses. RCSJ is still using the Original Course view.

Please continue reading below for information you may find helpful.

In this document you will find one page dedicated to each of the following overviews:

- UBN Menu
- Institution Page
- Activity Stream
- Courses Page
- Messages
- Grades
- Assist

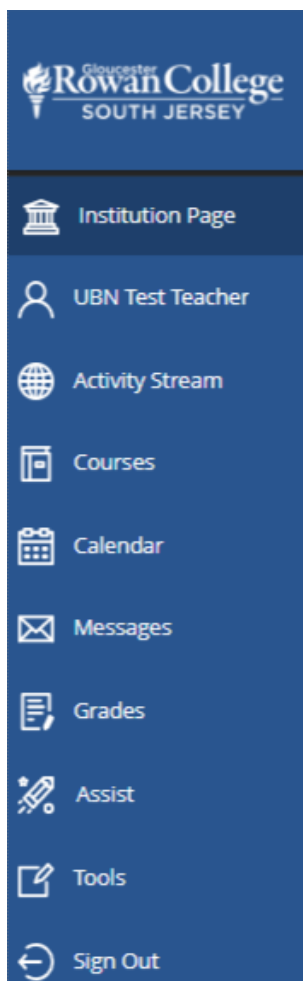
Video Resources:

- [Navigating Blackboard/eLearning with Ultra Base Navigation](#)

UBN Menu

The UBN menu (shown below) is the basis for all navigation in Blackboard. The UBN menu will always remain visible to users; when you click to enter a course, the course opens in a pane that floats above the UBN menu.

Read below for a brief explanation of each menu item.



Institution Page: Previously the *My Blackboard* page, this is the landing page and the area where most information is provided to students.

Your Profile: Your name is shown as the second item on the menu. Click on your name to edit your profile or adjust your notification settings. Shortly, you will be able to add a profile picture, as well as add your mobile number if you want to receive SMS alerts.

Activity Stream: This area provides updates on activity in all your courses. It is important that you do not rely solely on the Activity Stream to tell you when things are due – be sure to review the syllabus and any other content provided by your instructor to ensure you have a complete list of assignments and due dates.

Courses: Click here to see a list of your courses. Courses are organized by terms, and you can navigate among terms using the left and right arrows at the top of the page, or by selecting a specific term from the drop-down menu.

Calendar: View course events and due dates for all courses. **Please note that not all assignments may be listed on the calendar** – be sure to review the syllabus and course schedule provided by your instructor to ensure you have a complete list of assignments and due dates.

Messages: View and send messages in all courses. Some instructors may prefer students send email instead of course message. The Send Email link is provided inside all courses on the course menu. Be sure to check with your instructors for their communication preferences.

Grades: See information about your grades in your courses.

Assist: Assist provides a list of RCSJ resources to students. Click here to get information about Advising, Tutoring, and other resources, including eLearning Support.

Tools: Access global functions that live outside of courses. Please note that most tools used by students are *course* tools and *not* global tools.

Institution Page

Like the old *My Blackboard* page, the new UBN Institution Page is the landing page once you log into eLearning.

For students, there are two main sections on the Institution Page.

- Helpful Links - Students
- Video Tutorials

Helpful Links - Students

This link list is available to all users and provides links to important items, including the Navigating Blackboard/eLearning video tutorial.

Video Tutorials

These video tutorials will show you how to use the basic features and tools in Blackboard.

Helpful Links - Students



Navigating Blackboard (a.k.a. eLearning)
Take the Blackboard Demo Course
Get Blackboard Technical Support (Student)
Get Free Office 365 for Students
Show All (7)

Video Tutorials

How to Check Personal Info, Change Password, & Set Notifications	How to Use Blackboard Journals
How to Submit an Assignment	How to Participate in Blackboard Groups
How to Use in Blackboard Discussion	How to Join a Zoom Meeting/Class in Blackboard
How to Take a Test in Blackboard	How to Use Zoom in Blackboard (for Students)
How to Check Your Grades	How to Use Course Messages in Blackboard Courses

At various times, users may notice an additional section at the top of the page. Important information may be posted here by the Blackboard Administrator, as needed.

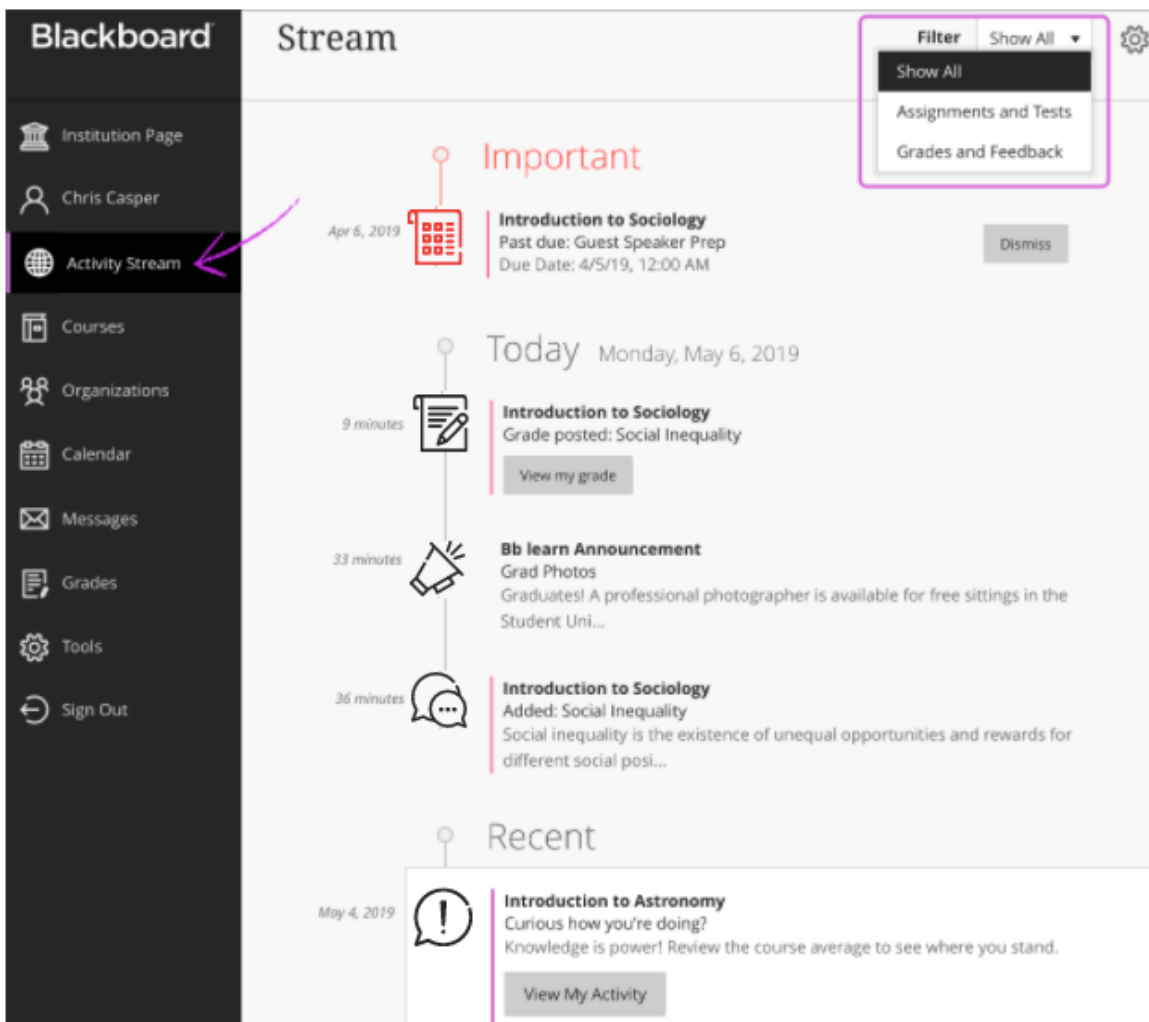
[You can read more about the Institution Page on Blackboard's Help Site.](#)

Activity Stream

The Activity Stream allows you to see what is going on in all your courses, all in one place. The default for notifications in the system is for them to appear in your Activity Stream (rather than get pushed to your email or SMS).

All activity is separated into four sections: Important, Upcoming, Today, and Recent.

You can use the FILTER option at the top right to control what you are seeing, or you can click on the gear icon to configure your notifications.



[You can read more about the Activity Stream on Blackboard's Help Site.](#)

Courses Page

Click on the Courses link to view all your courses. Courses are automatically organized by Term. You can use the arrow at the top left of the screen to move back through previous terms or use the arrow at the top right to look at upcoming courses.

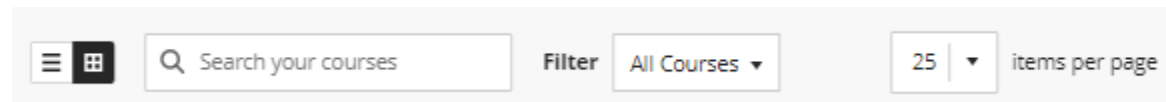
Courses

← Training

Current Courses ▼

Upcoming Courses →

You can also click where it says **Current Courses** to access a drop-down menu which displays all the terms in which you have courses. Using this menu allows you to jump to a specific term without having to click through them using the arrows.

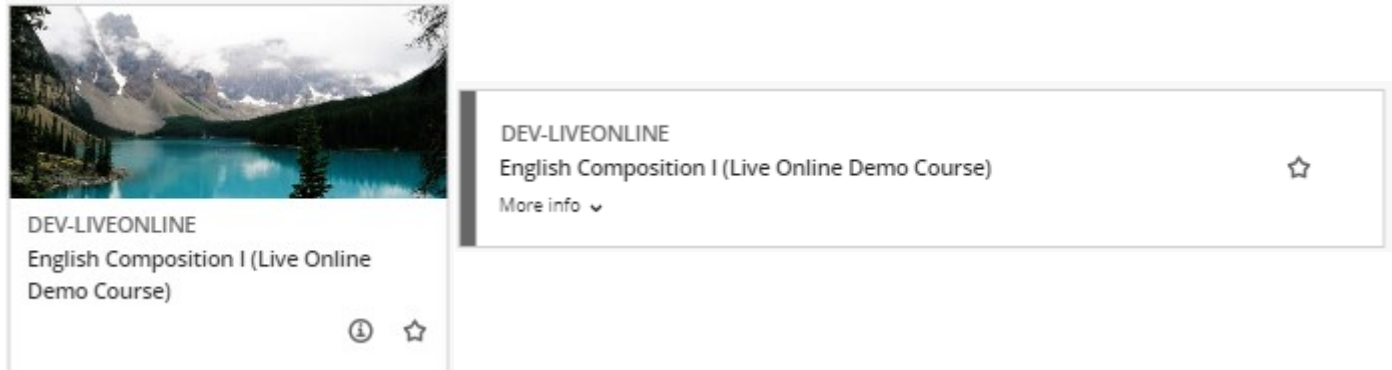


Below the top navigation bar is an area with additional options for displaying and filtering your courses. To the far left of this area is the option to show your courses as a list, or in a grid. When courses are displayed in a grid, they also display a course image.

When searching or filtering your courses, it is **important to note that these features are secondary to the selection you've made at the very top of the screen**. Essentially, you are searching or filtering your courses *further* – if you have Current Courses selected at the top of the screen, your filters will be applied to the courses displayed on the Current Courses page.

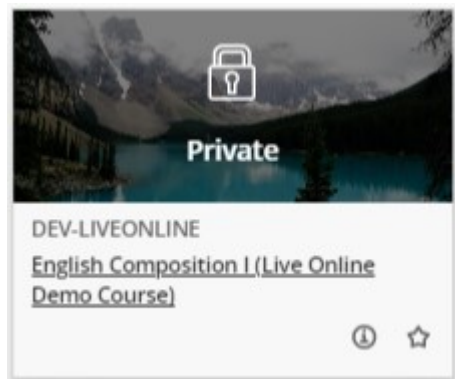
Information about the Courses page continues on the next page of this document...

Courses Page (Continued)



Regardless of how you choose to display your courses (list or grid), each course has a STAR icon beside it. The **STAR** icon allows a user to favorite a course. Starring a course moves it to the top of your Courses page and makes it easier to find the course in your list.

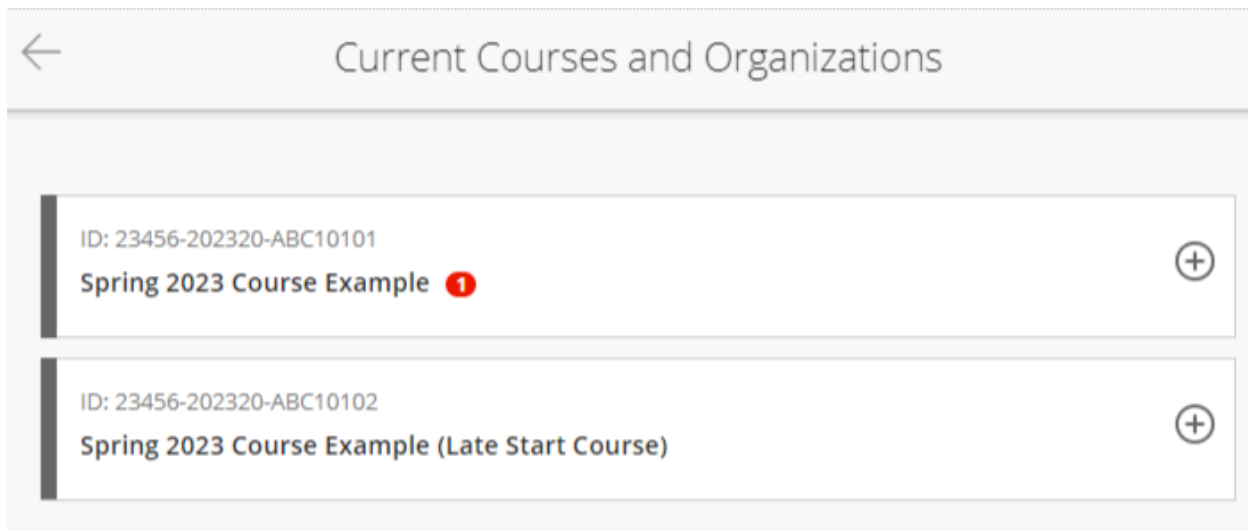
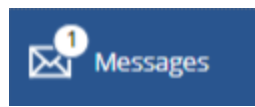
You may notice that in your Upcoming Courses area you have a course marked as **Private**. Courses are private when they are not available to students. Generally, courses that have not started yet, or courses that have finished, will be marked as Private.



[You can read more about the Courses page on Blackboard's Help Site.](#)

Messages

The Messages tool is *not* new – it is also called *Course Messages* inside courses. With UBN, the tool is now surfaced onto the UBN menu so it is now easier to view and manage your messages across all your courses. If you have a new course message, there will be a small notification icon on the Messages tool on the menu (top image). Once you click on the Messages tool on the navigation menu, you will also see a small red notification icon next to the course(s) where you have new messages (bottom image). **NOT ALL CUMBERLAND INSTRUCTORS USE COURSE MESSAGES.** Some may prefer email. Please see your course syllabus or reach out to your instructors for their preference.



[You can read more about the Messages tool on Blackboard's Help Site.](#)

Grades












The Grades page will provide you with an overview of your grades for all your courses. When you click Grades from the menu, you will land on a page for Current Courses, and you can use the arrows at the top of the page to move through previous courses/semesters.

On the Grades page, you will see an area for each course you are taking, and then within that area you will see the different assignments or tests that have been graded or are awaiting grading. You can click the name of a course on this page to be taken to that course's My Grades page.

At the top right of each course area, you may see an overall grade shown. If your instructor has configured the overall grade column in your course, your grade will be displayed here. You can click on the grade to see a panel with additional information, like how you're doing in the course compared to other students. If you have a question about your grades, you should reach out to your professor as soon as possible.

Important Note

The overall grade displayed may not be correct. For the grade displayed to be correct, your instructor must configure the overall grade column. If you see an overall grade that does not look correct to you, you may want to reach out to your instructor to ask about it.

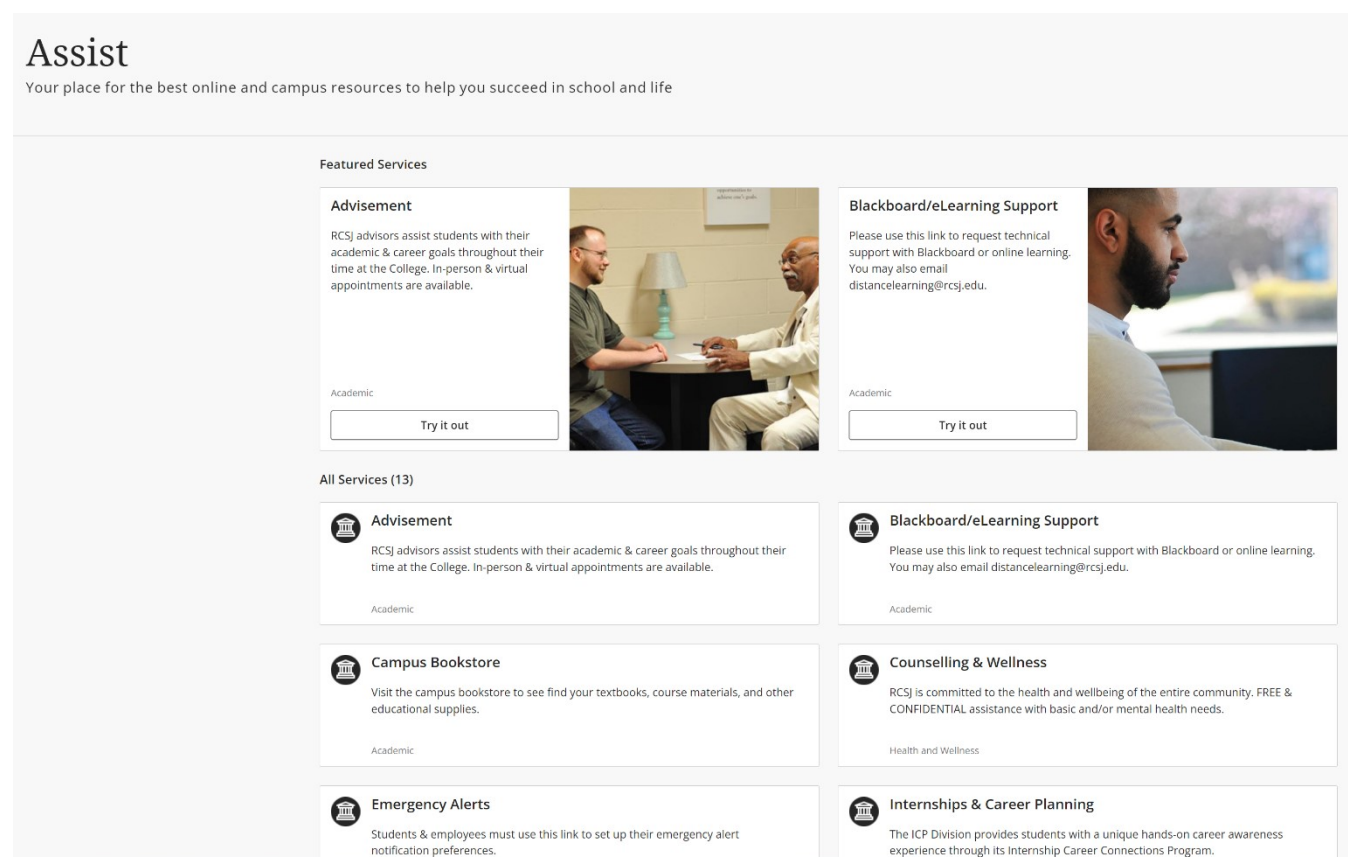
Course Grades				
 Katie Lou Samuels			Overall Grade B-	
Item Name	Due Date	Status	Grade	Feedback
 Attendance	Ongoing		A+	
 Central Florida's lakes and water... First participated on 11/1/19	11/1/19	Graded	21 / 25	
 Cell Diagram Quiz	11/25/19	Graded	19 / 20	
 Cell Quiz (Late)	11/5/19	Graded	18 / 40	
 Vocabulary Test	12/4/19	Unopened	--	
 Environmental Welfare	11/21/19	Graded	78 / 100	
 Ecology & Ethics Essay	12/2/19	Graded	88%	
 Test 1: Research Methods	12/4/19	Graded	86.3 / 100	

[You can read more about the Grades page on Blackboard's Help Site.](#)

Assist

Assist acts as a single place to provide links to RCSJ resources for users. This page is designed with students in mind – there are many important links provided so that students can find the help that they need when they need it.

At any given time, two resources will be featured at the top of the page by the Blackboard Administrator. Always featured is the Blackboard/eLearning Support resource. A second campus resource will be featured depending on the time of the year/semester.




Assist
Your place for the best online and campus resources to help you succeed in school and life

Featured Services

Advisement
RCSJ advisors assist students with their academic & career goals throughout their time at the College. In-person & virtual appointments are available.

Academic

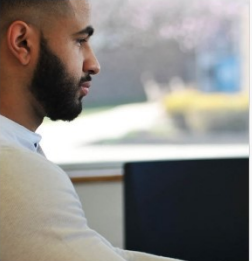
Try it out



Blackboard/eLearning Support
Please use this link to request technical support with Blackboard or online learning. You may also email distancelearning@rcsj.edu.

Academic

Try it out



All Services (13)

Advisement
RCSJ advisors assist students with their academic & career goals throughout their time at the College. In-person & virtual appointments are available.

Academic

Blackboard/eLearning Support
Please use this link to request technical support with Blackboard or online learning. You may also email distancelearning@rcsj.edu.

Academic

Campus Bookstore
Visit the campus bookstore to see find your textbooks, course materials, and other educational supplies.

Academic

Counselling & Wellness
RCSJ is committed to the health and wellbeing of the entire community. FREE & CONFIDENTIAL assistance with basic and/or mental health needs.

Health and Wellness

Emergency Alerts
Students & employees must use this link to set up their emergency alert notification preferences.

Internships & Career Planning
The ICP Division provides students with a unique hands-on career awareness experience through its Internship Career Connections Program.

We hope that you found this guide helpful and that once you're acclimated, you enjoy our more modern Blackboard interface.