

Introduction to Blackboard Ultra

Where Do I Access Blackboard?

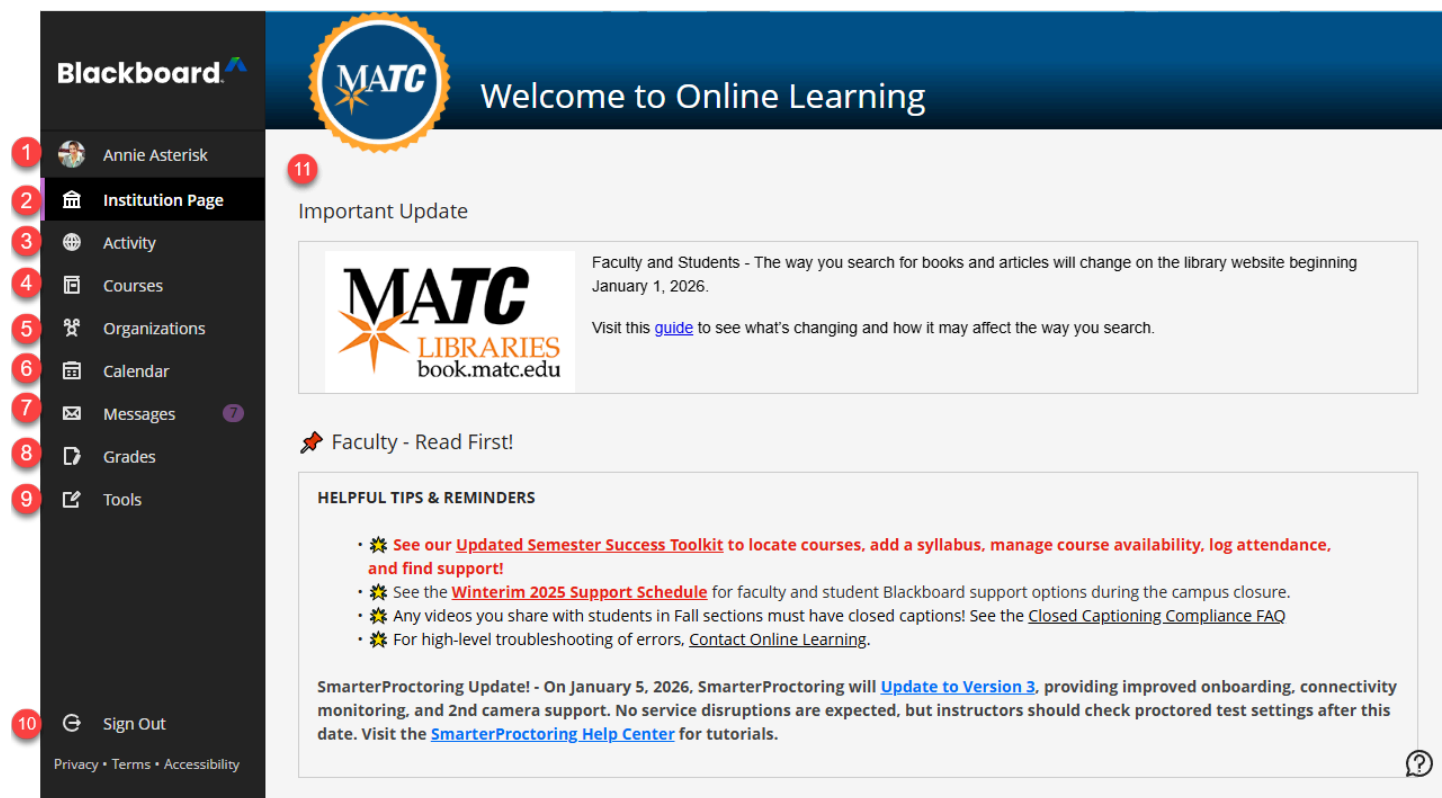
Access Blackboard through the quick link on the MATC homepage, the Blackboard module when you are logged into the [MATC Portal](#), or by typing this URL in your browser's address bar: [Blackboard.matc.edu](https://blackboard.matc.edu).

How Do I Log into Blackboard?

Use your MATC email address, password, and [DUO](#) multi-factor authentication to [Log into Blackboard](#).

Navigating Outside of a Course - Base Navigation

Use the base navigation to access your profile, courses, and more. See the [video overview](#) and annotated graphic.



The screenshot shows the Blackboard Ultra base navigation interface. On the left is a dark sidebar with the Blackboard logo at the top. Below the logo is a list of navigation items, each with an icon and a red numbered callout: 1. Profile (Annie Asterisk), 2. Institution Page, 3. Activity, 4. Courses, 5. Organizations, 6. Calendar, 7. Messages (with a purple badge showing 7), 8. Grades, 9. Tools, and 10. Sign Out. At the bottom of the sidebar are links for Privacy, Terms, and Accessibility. The main content area has a blue header with the MATC logo and the text 'Welcome to Online Learning'. Below the header is a section titled 'Important Update' with a red callout 11. This section contains the MATC Libraries logo and text about changes to the library website starting January 1, 2026. Below this is a section titled 'Faculty - Read First!' and a 'HELPFUL TIPS & REMINDERS' section with several bullet points. At the bottom of the main content area is a 'SmarterProctoring Update!' section and a help icon.

1. [Profile](#) - Use the Profile page to upload a profile picture and modify your notification settings.
2. [Institution Page](#) - A home page that displays content specific to faculty or students.
3. [Activity Stream](#) - Aggregates announcements from courses and organizations in a timeline.
4. [Courses](#) - Visit the Courses page to access assigned or enrolled sections and master shells.
5. [Organizations](#) - Visit the Organization page to access community sites to which you have access.
6. [Calendar](#) - Lists all course, organization, and personal events scheduled through Blackboard.
7. [Messages](#) - Send internal course messages to all or selected students in a course.
8. [Grades](#) - Check what needs grading across all courses and start grading with one click.
9. [Tools](#) - Access Content Collection, Goals, NetTutor, CampusLabs, and more.
10. Sign Out - Click this link to sign out of Blackboard.
11. Modules – The Institution page displays content that is specific to faculty or students.

Navigating the Courses Page - Finding and Accessing Sections

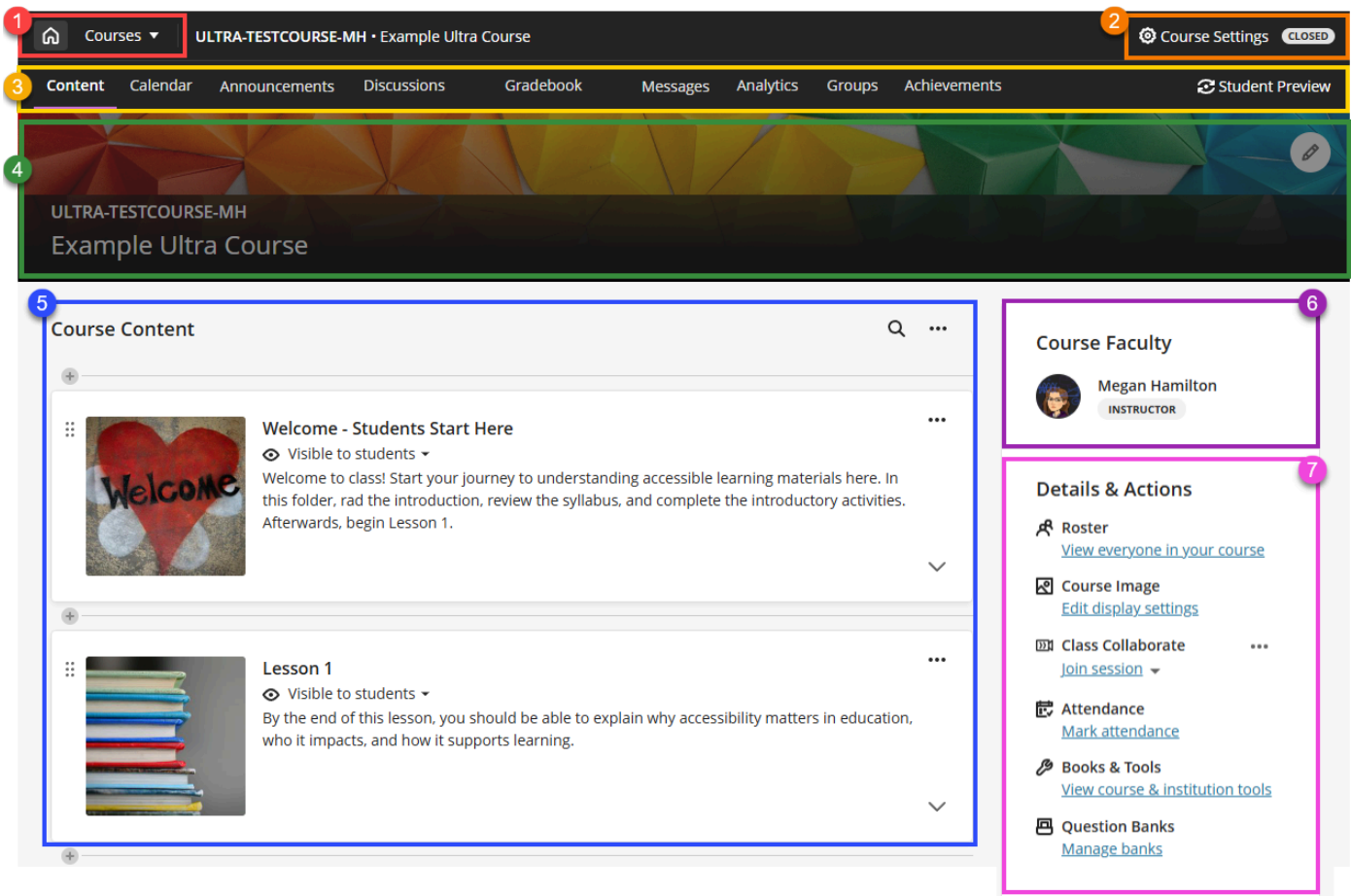
When viewing the [Courses](#) page, use the navigation tools to find and access your sections.

The screenshot shows the 'Courses' page interface. At the top right is a 'Course Catalog' link. Below the header, there are four numbered callouts: 1 points to the List/Card mode toggle buttons; 2 points to the search bar; 3 points to the 'Terms' dropdown menu (currently set to 'Spring - 2026'); 4 points to the 'Filters' dropdown menu (currently set to 'All courses'). Below these is a '25 items per page' selector. A '3 results' indicator is followed by a pill for 'Spring - 2026' with a close icon, and a red circle with the number 5. The 'Favorites' section contains two course cards. The first card, 'SP2026-MATH-107-601 College Mathematics (MATH-107-601)', has a red circle with the number 6 on its left and icons for 'Favorite' (star) and 'More Options' (three dots) on its right, with red circles 7 and 8 respectively. The second card, 'SP2026-CHEM-701-902 Science/Chemistry Prep (CHEM-701-902)', shows a 'Closed' status and an availability date of 'Jan 19, 2026'.

1. **List or Card Mode** – Click the toggle buttons to view sections as a list or card grid.
2. **Search Bar** – Use this search tool to locate a course by keywords (ex: SP2026, MATH, Mathematics).
3. **Terms** – View a filtered list by semester start-dates. *Current Courses* is the default selection and will show you sections that begin this month or are currently running. Select *Upcoming Courses* to view future sections.
4. **Filter** – Display All Courses, Open Courses, Completed Courses, Private Courses, or Hidden Courses.
 - a. To locate and unhide a course, set the Filter to **Hidden from Me**. Click on the hidden course's **More Options** icon and choose **Show Course**. To return to the main view, set Filter to **All Courses**.
5. **Search & Filter Results** – When you use the search, term, or filter tools, pill icons will appear here to show you how results are generated. You may deselect these items by clicking on pill X icons
6. **Section** – Click the section's name to access the course. Sections that display “Closed” status are unavailable to students. Instructors must **open sections by their start-dates** or earlier by [editing Course Settings](#).
7. **Favorite** – Click stars to mark favorite courses; favorites appear at the top of the course list for easy access.
8. **More Options** – Click this icon to access course settings, edit a banner image, or hide a section from your view.

Navigating Inside a Course

After January 9th, 2026, you will see a streamlined navigation that provides tools for navigating between sections and displays the course at full-screen width. See the [overview video](#) and annotated graphic for details.



1. **Course Switcher (NEW!)** - The Home icon returns you to the Institution page. Click **Courses** to select from your 4 most recently accessed Blackboard sections or select **View All to return to the Courses page**.
2. **Course Settings** - Settings to manage course availability and [progress tracking](#). Current status appears here.
3. **Navigation Bar** - This is the course's main navigation bar for accessing key areas of the course.
 - a. [Content](#) - Where you will build a course outline with content in folders or modules.
 - b. [Calendar](#) - Will display assessment due dates or other class events you create.
 - c. [Announcements](#) - Schedule and post regular announcements here.
 - d. [Discussions](#) - The course's Discussion Board for conversations centered around lessons.
 - e. [Gradebook](#) - Unique instructor and student views of the course's grade center and grade feedback.
 - f. [Messages](#) - Send and receive internal course messages. Messages are automatically sent to email.
 - g. [Analytics](#) - Reports for analyzing student activity and performance.
 - h. [Groups](#) - Tools for creating and managing groups for collaborative activities.
 - i. [Student Preview](#) - Visible only to the instructor, evaluate your course's design from the student view.
4. **Course Banner** - If you have added a course banner image, it will appear here with tools to edit the image.
5. **Course Content Outline** - Where you [build content](#) and [manage content](#) for student access.
 - a. [Create](#) - Tools for creating instructional content, such as learning modules, assessments, and links.
 - b. [Copy Content](#) - Select to copy content from another Original or Ultra Course into the current location.

- c. [Upload](#) - Select to upload an individual file to the current location.
 - d. [Cloud Storage](#) - Select to connect to a file in Google Drive, OneDrive, or other cloud storage solutions.
 - e. [Content Market](#) - Select to connect to a publisher integration within the current location.
 - f. [Content Collection](#) - Select to access files stored in the course's Content Collection.
6. **Course Faculty** - Students click the mail icon next to an instructor's name to send a message to them.
7. **Details and Actions** - Tools for managing the course. Some tools are only visible to the instructor.
- a. [Roster](#) - Displays all enrolled users in the course, preferred pronouns and assessment accommodations.
 - b. [Course Image](#) - Add a course banner image through this tool.
 - c. [Attendance](#) - Use of Blackboard's Attendance tool is optional; it *does not* report to Self-Service.
 - d. [Books & Tools](#) - Browse the Content Market for publisher integrations or other external tools.
 - e. [Question Banks](#) - Create and manage question banks to use in tests. QTI imports now supported!

Course Design Checklist

New semester courses include a base template and instructions for building effective courses that meet MATC's 21st Century Classroom Guidelines. Refer to the [Course Design Checklist](#) to complete all template areas accordingly.

Career Essential's Assessment

If [Career Essentials Assessment](#) is included in your Course Outcome Summary and Syllabus, [configure the template Career Essentials Assessment](#) in the Ultra Course for your students.

Regular and Substantive Interaction

MATC requires instructors who teach sections that are scheduled as 100% Online, Live Scheduled Online, Hyflex, and Blended to [demonstrate Regular Substantive Interaction \(RSI\)](#) with students, as evidenced in Blackboard..