

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.

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!' with a red callout 11. This section contains a 'HELPFUL TIPS & REMINDERS' list with four items, each preceded by a star icon. The items are: 'See our Updated Semester Success Toolkit to locate courses, add a syllabus, manage course availability, log attendance, and find support!', 'See the Winterim 2025 Support Schedule for faculty and student Blackboard support options during the campus closure.', 'Any videos you share with students in Fall sections must have closed captions! See the Closed Captioning Compliance FAQ', and 'For high-level troubleshooting of errors, Contact Online Learning.' Below this list is a 'SmarterProctoring Update!' section with text about updates on January 5, 2026, and a link to the SmarterProctoring Help Center. A question mark icon is in the bottom right corner of the main content area.

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

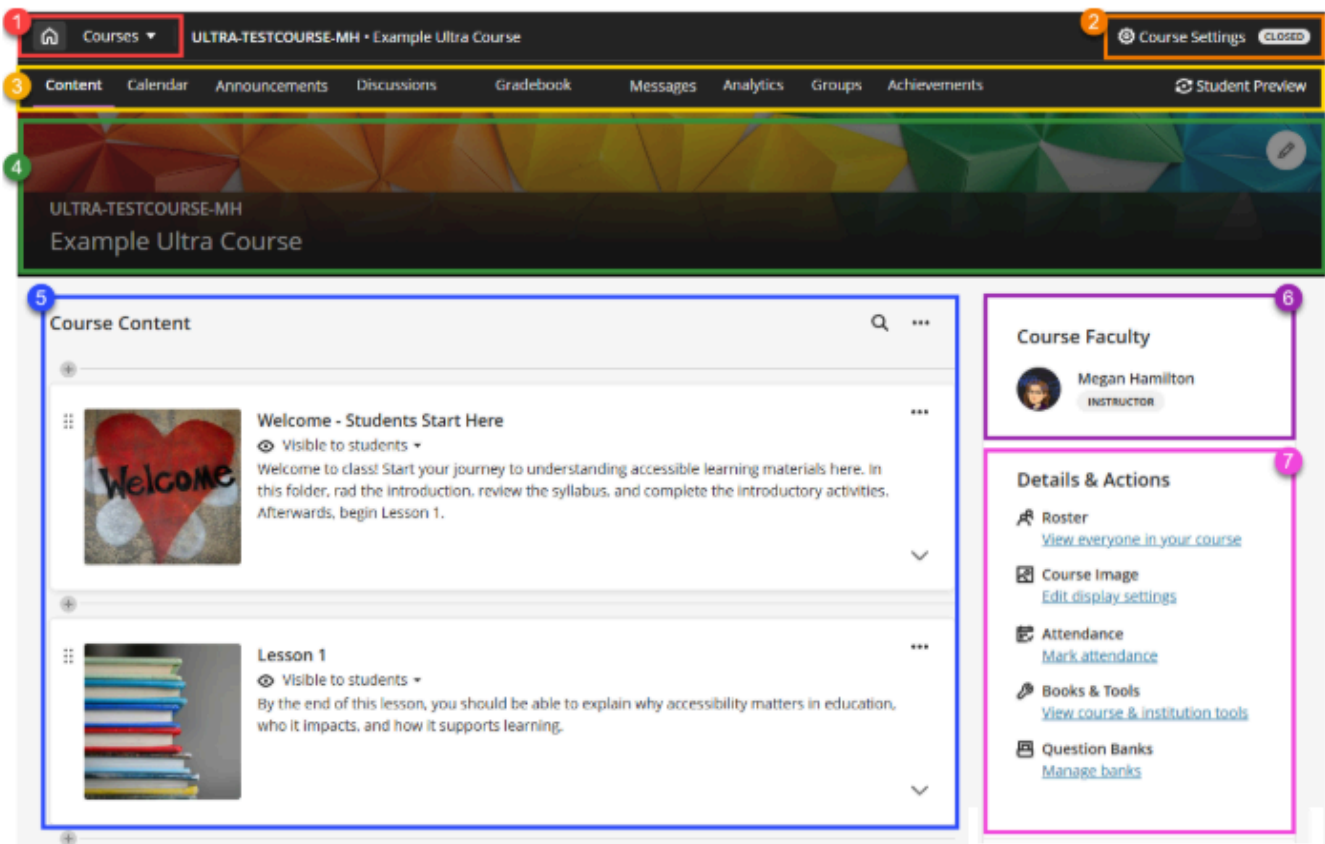
When viewing the [Courses](#) page, use the navigation tools to find and access your sections.

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 button 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..