Quick Guide - MyAberdeen: Ultra Course View
(Staff)

Ultra Course View: Content and Communication

This Quick Guide will take you through the process of uploading and creating content in the Ultra Course View.

The Ultra Course View is the new upgraded look for MyAberdeen, which has been designed to be compatible with mobile devices. Please use Google Chrome (recommended) as your internet browser, Microsoft Edge, Firefox or Safari.

ULTRA Course View

All your content appears in the main part of the page. When you open a piece of content, it slides out in a layer on top of the Course Content page. Close layers to go back to a previous spot in your course.

- **Navigation Bar**: this is located at the top right of the screen, with one click icons going to content, calendar, discussions, gradebook, messages and course analytics.

- **Add content**: select the plus sign wherever you want to add content.

- **Details & Actions**: various options listed down the left-hand side, such as course availability, course room (opens Blackboard Collaborate) and announcements.

Create Content

Select the plus sign wherever you want to add content or click on a folder to add additional content. You can create new content or upload existing material. When you click on the plus sign the options are:

- **Create**: Add learning modules, folders, documents, links, discussions, assignments and tests. A panel opens, and you can choose the content type you want to add.
  - **Create, Document** opens the New Document page and allows you to create a document or page to present a combination of content, e.g. add text, upload a file or an image. **Type a Title** over the text “New Document”, scroll down to select Add Text or Upload files.
• Instead of creating a new item, you can also upload files from your computer, copy content from other Ultra courses you teach, add content and tools from external sources through Content Market, connect to Cloud Storage like OneDrive and add files, for example, from other courses stored in the Content Collection.

• If you want to copy an entire Original course or import a course package, select the more options icon next to the Batch Edit link and select the Import Content option.

Visible to Students?
Students will not be able to access content until you decide to show it. Select an item’s visibility to change the view. You can also create Conditional availability rules to release content (similar to adaptive release), based on date, time or how a student performs on other items in your course. Items within a learning module can also have Conditional availability by sequence which will force the students to view the items in the order they are in the learning module.

Edit and Delete Content
In an item’s row, select the menu (three dots) to access the Edit and Delete functions. You can make changes or delete them from your course.

Organise with Folders
You can create two levels of folders to organise your content. Edit a folder to add folder descriptions to help students understand what content you have included in them.
Reorder and Move Content Easily

Point to an item to reveal its management functions, where you can then select the move icon and drag the item to a new location in the list. Items can be reordered and moved in and out of folders. When dragging, wait until a space appears in the new location before dropping the item there.

ULTRA: Create a Discussion

You can create discussions in two locations, either directly on the Course Content page, so it appears with the rest of your materials, or navigate to the Course Discussion page and set it up there (this is the Discussions icon on the navigation bar). In the second case, you can then choose if you wish the discussion to be displayed on the Course Content page.

ULTRA: Create a Test or an Assignment

You can create tests and assignments alongside other content. On the Course Content page, select the plus sign, then select Create to open the Create Item panel, expand the Assessment section and select Test or Assignment. The New Test/Assignment page opens. When you create a test, a gradebook item is created automatically. A test’s score consists of the total of all the questions’ points.

- Click on the pen icon to rename the test/assignment

New Assignment 04/01/2019

- For tests and assignments, the same question types are available. Add text can be used to add instructions. Students always have the option to include files to their submission so adding a question type for a simple file submission is not necessary.

- Click on the cog icon to reveal all the Assignment Settings.

For more detailed information on this topic, go to the dedicated quick guide linked under Further Resources.
Further Resources

- Blackboard: What is Ultra
- Blackboard: ULTRA: The Ultra Course View
- Blackboard User Guides: ULTRA: Create content
- Blackboard: ULTRA: Create a document
- Blackboard: ULTRA: Where to find discussions
- Blackboard: ULTRA: Create a test
- Blackboard: ULTRA: Create an assignment
- Toolkit - MyAberdeen: Staff
- MyAberdeen: Creating Groups
- MyAberdeen: Ultra course view - Creating Assignments
- MyAberdeen: Grading and Feedback in Ultra Course View
- MyAberdeen: Turnitin (for staff)
- For further eLearning advice, visit: www.abdn.ac.uk/elearning
- For course design information, check our Course Design Guidelines.