

Blackboard®

LEARN **FACULTY** GUIDE

1

EDIT YOUR PROFILE

Update your personal information and language
Change your system password
Set up notifications for course activities.



2

Adding Content to Course

Create
Copy content



3

Create Discussion

Open the line of communication and
engage your students with online
discussions



4

Create Groups in Ultra

organize students into groups so they can
interact with each other



5

Create Rubrics in Ultra

A rubric is a scoring tool you can use to
evaluate graded work



6

Create a Test in Ultra

add test content, control test visibility to
students, and apply test settings



7

Gradebook Overview

Gradable items list
Student grid

