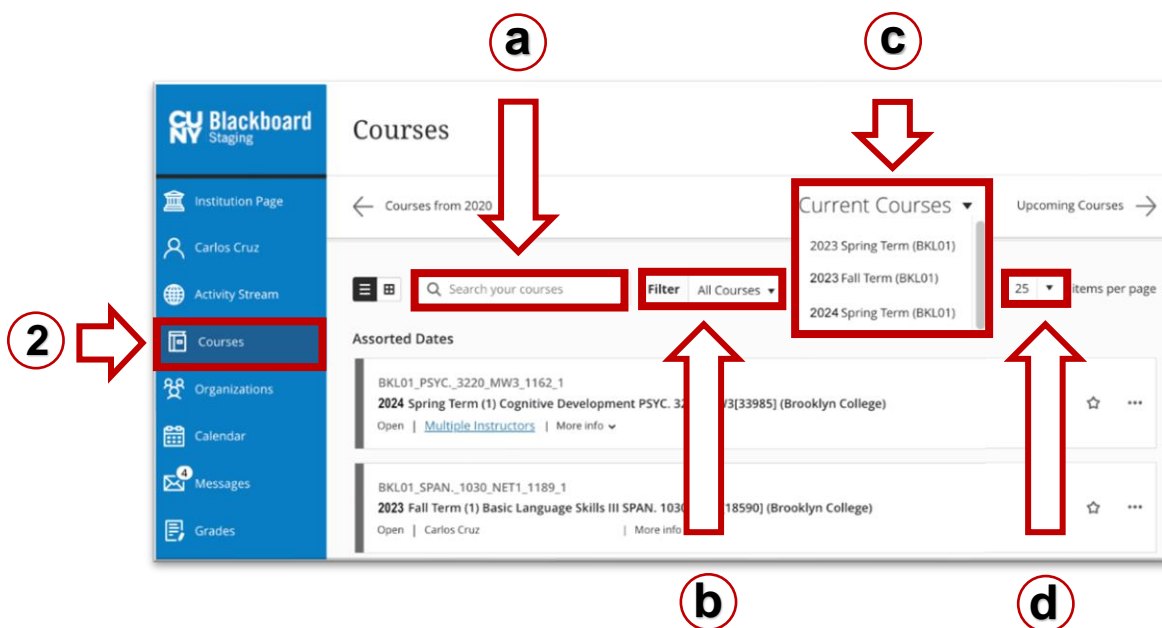




NEW BLACKBOARD ULTRA BASE NAVIGATION INTERFACE

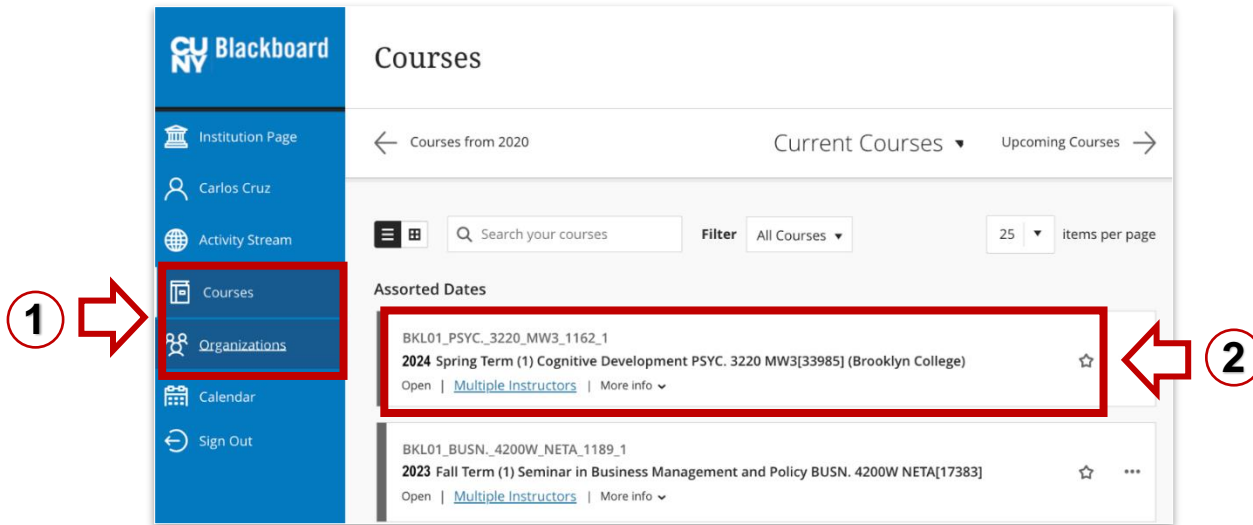
FINDING YOUR COURSES IN THE NEW BLACKBOARD INTERFACE

1. Login to Blackboard.
2. Click on the **Courses** hyperlink in the Blackboard Homepage menu.
3. On the **Courses** page, you can do the following:
 - a. Search for your course by title.
 - b. Filter the courses you are teaching or taking.
 - c. Navigate to the **Current Courses** section and select the courses by semester.
 - d. Extend the number of items per page up to 100.



ACCESSING BLACKBOARD COURSES AND ORGANIZATIONS IN THE NEW INTERFACE

1. Press the **Courses** or **Organizations** hyperlink in the Blackboard Homepage menu.
2. Click on the course or organization title.

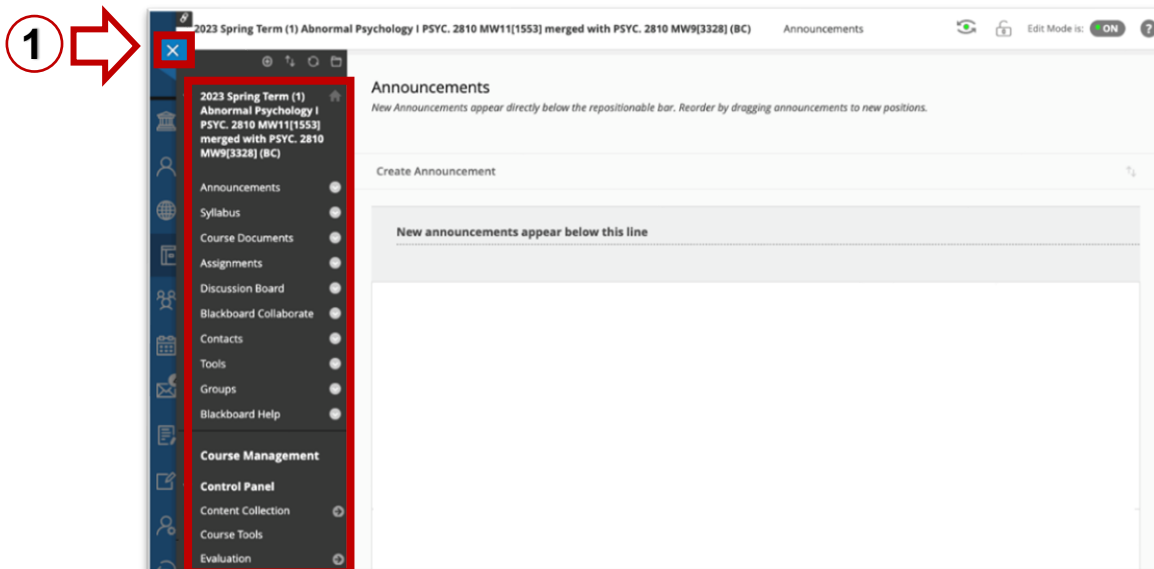


WORKING ON BLACKBOARD SITES WITHIN THE NEW INTERFACE

Once you are in the course or organization, Blackboard will show the original interface.

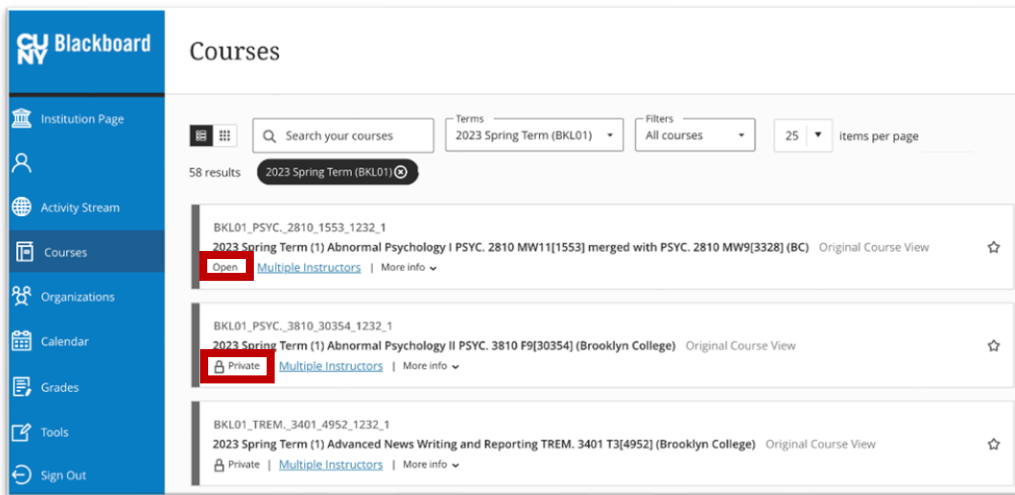
1. Press the “x” at the upper left side of the screen to go back to the Blackboard Homepage.

IMPORTANT: Blackboard's new interface will make all course menu backgrounds **black**. Instructors will no longer have the ability to customize them.



COURSE AVAILABILITY

All courses you belong to will show on the Courses page. However, you cannot access the one listed as **Private** until the professor does not open the class. When the class is available, students should see the word **Open** below the course title.



CHANGING THE BLACKBOARD EMAIL

Only one email address can come into Blackboard. Therefore, the email address that is active in the CUNY portal is brought into the Blackboard system. If this address is not the one you use, you can now change it **ONLY** to a CUNY RELATED EMAIL ADDRESS in Blackboard.

You can update your email on the Blackboard Homepage.

1. Press the **Tools** hyperlink within the Homepage menu.
2. Once on the Tools page, click the **Update Email** button.
3. Enter the new email twice.
4. Click Submit.

