MERCERONLINE
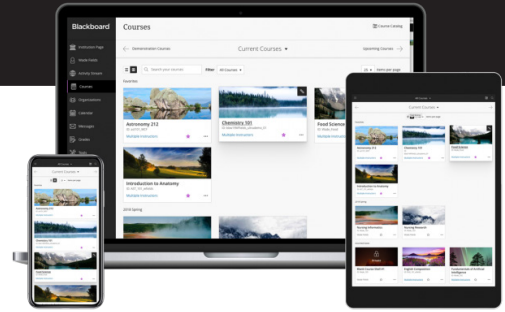### Mercer County Community College

BLACKBOARD
QUICKGUIDE

Get up to speed on Blackboard Ultra

Blackboard Ultra is the learning management system used at Mercer County Community College. This tool is used by faculty to create a private "online classroom" area, where students receive announcements from instructors, access learning materials and supplemental resources, participate in online discussions with other students, submit assignments, take quizzes and tests, and view grades.

Accessing Blackboard Ultra

If your instructor uses Blackboard and the course site is available, you will see it listed in the Courses section. If not, the course will not appear.

1. Log into MyMercer Portal using your MCCC credentials.

2. Click the Blackboard icon.

3. Once in Blackboard Ultra, click on the "**Courses**" link located on the navigation panel to the left.

4. On your Ultra Navigation panel, click on "**Courses**."

5. Click the course title to enter your course page.

Need Help?

Contact **merceronline@mccc.edu** *if you have any questions or need further assistance.*

MercerOnline is staffed Monday through Friday, 9 a.m. to 5 p.m. (EST), to answer questions and provide technical assistance for distance learning.

Taking a Quiz or Test

You can find tests in the course content area, activity stream, or calendar (if due dates are added). Your instructor might also organize tests within folders or learning modules.

1. To access the test, click on the test link to open the details panel.

2. Review the "Details & Information" area for the due date, number of attempts allowed, time limit (if applicable), goals, and rubric (if provided).

3. Scroll down the panel for additional information.

4. Click the "Start Attempt" button to begin the test. If the test is timed, you'll see a prompt to start the timer.

5. To answer questions, read each question carefully and select the best answer.

   • Common question types include multiple choice, true/false, fill-in-the-blank, and matching.

   • For tests, you can provide additional text and files to support your answers.

6. If you aren't finished, click "Save for Later" to save your progress. (Please note students should only use this option on tests that are not timed)

7. Once you're finished, click "Submit" to submit the test. Carefully read the instructions in the confirmation window before submitting your request.

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Accessing a Discussion Board

To access discussions in Blackboard, navigate to your course and select the "Discussions" tab on the course navigation bar, or find the desired discussion alongside other course materials on the course content page.

1. Click the "**Discussions**" tab on the course navigation bar or find the desired discussion alongside other course materials on the course content page and select the relevant discussion.

2. A list of available discussions will appear. Choose the specific discussion you want to participate in by clicking on its title.

3. Click the "**Post a response to the discussion**" textbox to compose and submit your reply.

4. Use the editor options to format text, attach files, or embed media.

5. To reply to another student's response, click the "**Reply**" link located directly beneath their post.

Submitting an Assignment

1. Navigate to the assignment on the course content page.

2. Click on the assignment link to view the "**Details & Information**" area for the due date, number of attempts allowed, SafeAssign (if applicable), and rubric (if provided).

3. Click the button "**View Instructions**" to see your assignment instructions before submitting.

4. To add content, under "**Submission**," use the text editor to drag or drop or click to add text. You can also click on the 'Insert Content' icon to attach files or use other media.

5. Click the "**Submit**" button to finalize your submission.

Checking Your Grades

1. Navigate to the specific Blackboard course you want to check.

2. Click on the "Gradebook" tab, located at the top of the page. This page will display your 'Overall' grade for that specific course, including individual assignments and assessments.

3. You can click on an assignment title to review your submission, view feedback, and see how it was graded.

4. If your instructor has set up the overall grade, select the grade pill next to the name of your course to open a panel with more information.