

# Blackboard Learn Ultra End User Training (Aug 2025)

Last Modified on 21/07/2025 2:50 pm HKT

## Training Overview

This training session will cover features and functions found in Blackboard Learn Ultra for Instructor. It covers commonly-used teaching staff features such as group management, content creation, quizzes, assignment, discussion forums, grade book, etc. Through the hands-on session, participants will learn how to organize and build a course online, monitor and assess student performance, and utilize communication tools.

## Target Audience

- This course is designed for instructors and content creators.
- CUHK staff members

## Pre-requisite

- Familiar with the Microsoft Windows environment and file management.

## No. of Participants

- Maximum 15 per session

## Date

- Cantonese session: 6 Aug 2025 (Wed)
- English session: 22 Aug 2025 (Fri)

## Duration of each Class

- 1 Full-day (9:30am–5:00pm, with a 2-hour lunch break) per session

## Delivery Method

- Facilitated onsite training

## Training Outline

1. Welcome and Introduction
2. Navigating the Learn Ultra Environment
3. Personalizing Your Profile
4. Ultra Course Structure and Content
5. Creating and Managing Course Content
6. Creating Assessments
7. Discussion Forums
8. Course Gradebook
9. Course Groups

Questions: [elearning@cuhk.edu.hk](mailto:elearning@cuhk.edu.hk)

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## Registration

- [Cantonese session](https://webapp.itsc.cuhk.edu.hk/ras/restricted/event?id=99745) (<https://webapp.itsc.cuhk.edu.hk/ras/restricted/event?id=99745>)
- [English session](https://webapp.itsc.cuhk.edu.hk/ras/restricted/event?id=99746) (<https://webapp.itsc.cuhk.edu.hk/ras/restricted/event?id=99746>)

Contact us: ITSC Service Desk (<https://servicedesk.itsc.cuhk.edu.hk>) / [elearning@cuhk.edu.hk](mailto:elearning@cuhk.edu.hk) ()

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