Blackboard Learn Ultra End User Training (Dec 2025)

Last Modified on 12/12/2025 8:59 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

- Teachers
- Support Staff
- Postgraduate Student Teaching Assistant

Pre-requisite

- Familiar with the Microsoft Windows environment and file management.

No. of Participants

- Maximum 16 per session

Date and Time

- English session:
    - 10 Dec 2025 (Wed), 1000 - 1230
    - 12 Dec 2025 (Fri), 1430 - 1700
- Cantonese session:
    - 10 Dec 2025 (Wed), 1430 - 1700
    - 12 Dec 2025 (Fri), 1000 - 1230

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

Training Handout

- Handout (https://gocuhk-my.sharepoint.com/:b:/g/personal/edt-training_cuhk_edu_hk/Efr5zGSY7hlPky84X1-fA_oBboNsW4G12a_fSjJBduwYIw) (For research postgraduate teaching assistants, please contact your teacher (or support staff at the department) for the guide.)

Recording

- English (https://cuhk.ap.panopto.com/Panopto/Pages/Viewer.aspx?id=2a5f9b9d-b052-4052-ba55-b3b100a49671)
- Cantonese (https://cuhk.ap.panopto.com/Panopto/Pages/Viewer.aspx?id=a641c02b-6a51-4582-bc9f-b3b100a483a7)

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