**Email template to send to Instructors announcing the Ultra Base Navigation**

**Email subject line suggestions:**

* Coming Soon: A new way to navigate Blackboard Learn
* Coming on [insert date]: A new way to navigate Blackboard Learn
* Check it out: The Ultra Base Navigation for Blackboard
* Wait until you see the Ultra Base Navigation for Blackboard
* A new way to navigate Learn: What it means for you
* Instructors: Check out the new Blackboard Learn navigation
* Check it out: All About that Base!

***>>>Tip****: Try sending this email, or a similar one, multiple times using different subject line headers. It might help increase the number of people who open at least one version of the email.*

Dear Instructor,

On [insert date], we’re updating Learn to incorporate the new Ultra Base Navigation. This new navigation has a sleek, modern look and feel and will save you time with simpler workflows and easier access to important information.

I bet you have questions, so let me take a stab at answering some of them now.

**What is the Ultra Base Navigation?**

It is a modern, intuitive navigation menu that lives outside of courses. It includes links to new pages such as the Activity Stream, Calendar, Messages, etc. that provide quick access to the most critical information consolidated from all your courses.

**What does this mean for me?**

* Your **courses will not change**. They will look and operate exactly as they do now
* Starting **[insert date]**, you will see the new navigation as soon as you log into Learn
* So, just sit back and take advantage of some of the benefits below!

*>>Tip: you may want to mention which first page the users will land on upon logging in: The Activity Stream, Institution or Courses page, as this is an institution-specific choice.*

**How will this enhance your efficiency and experience?**

* **Modern, intuitive user experience.** You and your students are going to enjoy this simple, intuitive, engaging user experience.
* **Works well on mobile devices.** This navigation is designed to work well regardless of which device you’re using.
* **Aggregates important information. All** your course and organization information – like calendar, messages and grades – is now consolidated into one global view, minimizing the time spent navigating into each individual course.
* **Only one click away. See something that needs your attention? Just click on it and you will be taken directly there, minimizing clicks and saving time.**
* **Optional Ultra Course View.** With the Ultra Base Navigation, interested faculty will be able to pilot Blackboard’s new course interface, the Ultra Course View. Please contact us to learn more.

**Where can I find more information?**

The Ultra Base Navigation brochure is attached for your review. If you’re interested in learning more, here are a few useful Blackboard websites:

* Want to try it out now? Check out Blackboard’s [CourseSites](https://new.coursesites.com/index.html) for a [free trial](https://preview-learn.blackboard.com/webapps/blackboard/execute/trialSiteLandingPage)
* [Blackboard Help:](https://help.blackboard.com/Learn/Instructor/Getting_Started/Navigate_Outside_a_Course#ultra_landing) Assistance using the new Ultra Base Navigation

If you have any questions, feel free to reach out.

Sincerely,

[insert name]