

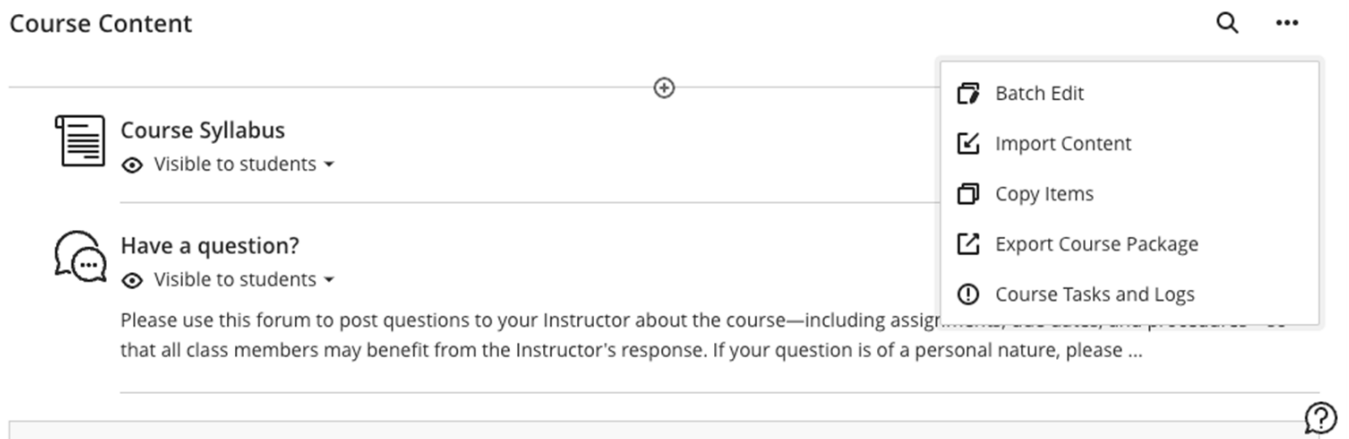
# Blackboard Tips: Ultra Conversion Checklist

## About Blackboard Learn Ultra

Blackboard Learn Ultra courses are lighter, more accessible, more flexible on various devices, and filled with more white space than courses in the Blackboard Original Course View. They provide students with ways to track their course progress and instructors with ways to view student activity in the course—right from the course item or gradebook. Ultra courses can work less like a file/folder structure in a computer and more like a guided learning experience.

## Copying Course Content into Your Blackboard Learn Ultra Course

Beginning in Fall 2024, Blackboard Learn Ultra will be the default course setting for all courses in the USC System. When you are ready to start building your course, click on the content menu at right side of the Course Content heading in your course.



- Click **Copy Items** to reveal a list of all courses from which you can copy content.
- Click the checkbox next to a course title to copy an entire course or click the right arrow to the right of any course title to reveal folders and learning modules within the course. You will be able to check as many or as few of the individual items from a previous course to copy into your new course.
- **Quick Tip:** In Ultra Course View, you copy *into* a course, so you'll start at the empty course where you'd like to add materials. This is different from Original Course View, where you copied *out* of a course.

- When you have finished making your selections, click **Start Copy** to copy materials into your course.

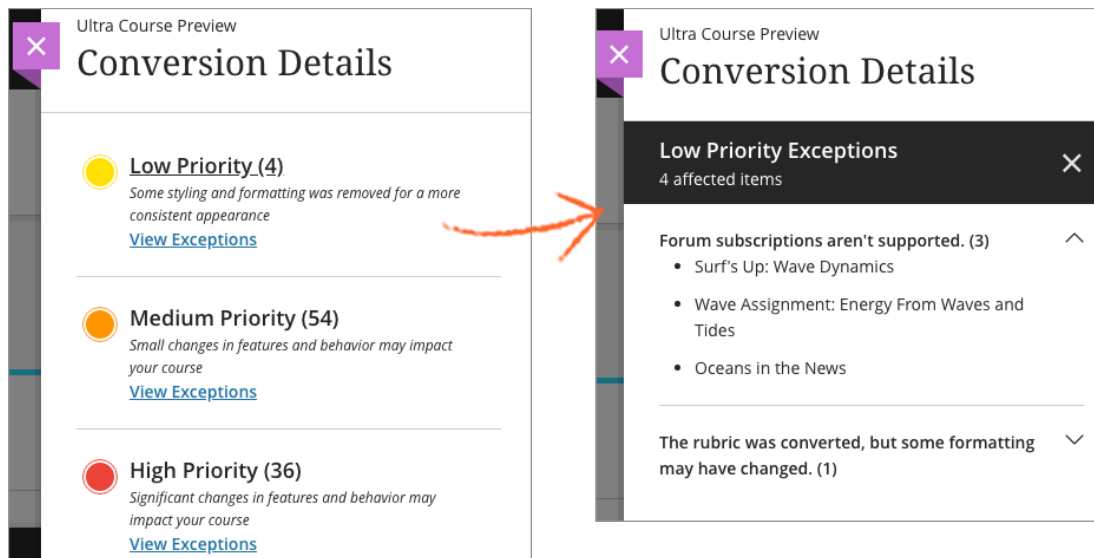
The screenshot shows the 'Copy Items' dialog box in Blackboard. The window title is 'Women & The Origins of the English Gothic Novel'. The main area is titled 'Copy Items' and has tabs for 'Courses' and 'Organizations'. A search bar is present with the text 'Search by course name or ID'. Below the search bar, there are two course entries:

Course Name	ID	Selected
Foundation Artificial Intelligence	daniel002	<input checked="" type="checkbox"/>
Women & The Origins of the English Gothic Novel	daniel001	<input type="checkbox"/>

At the bottom right of the dialog, there is a 'Start Copy' button. The right sidebar shows '1 Item Selected' and a list of the selected course: 'Foundation Artificial Intelligence' (ID: daniel002).

## Conversion Exceptions

When you copy materials from a Blackboard Original Course, you may see a **Conversion Exceptions** menu item in the lower left. Most exceptions will be related to formatting and can be ignored. We do not recommend going through all exceptions systematically at this time; however, you may wish to review the “high priority” exceptions to help you identify any potential issues with the automatic conversion. If you find anything of concern in this list, please reach out to the [Center for Teaching Excellence](#) or [eLearning Services](#) for help. Examples of conversion exceptions may be surveys, blogs, ordering questions, jumbled sentence questions, or wikis.



### Post-Conversion Checklist Overview

Starting at the top of the course and moving down to the content area can help in getting acquainted with the course before diving into the specifics. For those who prefer to jump straight into the main part and skip the introductory phase, feel free to approach these steps in an alternative sequence.

In several categories, users might discover that no adjustments are necessary, while in one or two areas, several modifications might be needed. For courses with more complexity, seeking additional support may be necessary to reimagine the course design using Blackboard Learn Ultra Course View functions.

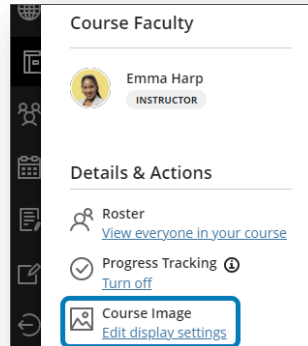
## Checklist Items

- Adjust Your Course Banner (1-10 minutes) ..... 5
- Confirm Discussions are visible on the Course Content page (1-10 minutes) ..... 5
- Consolidate and Streamline 3-Nested Folder Structure and Item Grouping (Time dependent on original course complexity)..... 8
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## Post-Conversion Checklist Detailed How-Tos

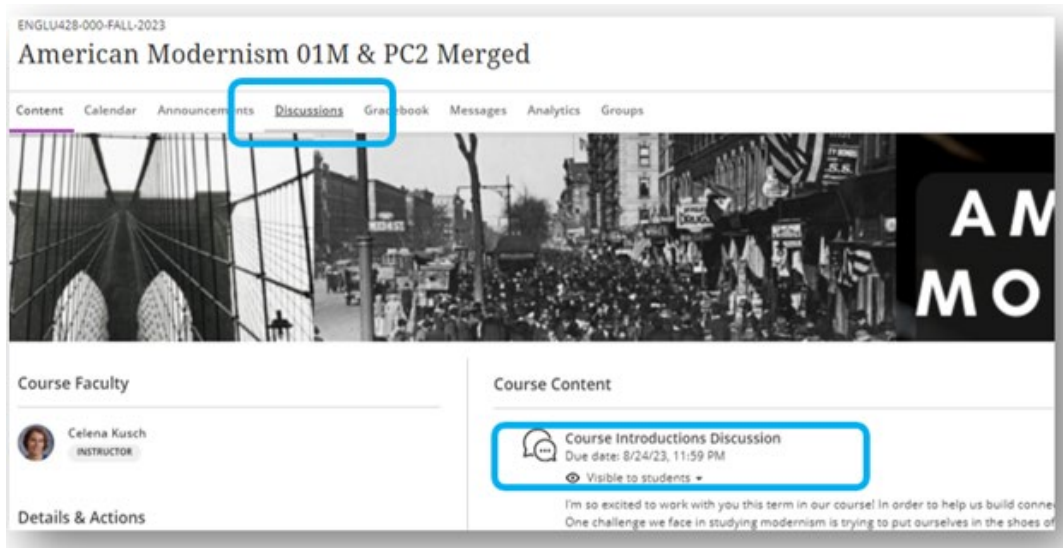
### Adjust Your Course Banner (1-10 minutes)

- Make yourself feel at home by adjusting your [Course Banner](#). Click **Course Image** in the left Details and Actions menu to edit your banner. The minimum banner image size is 1200 x 240 pixels.

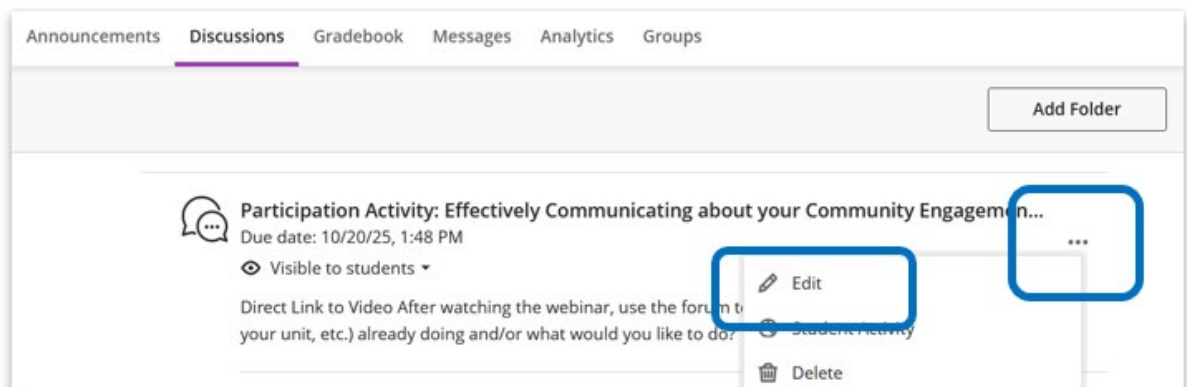


### Confirm Discussions are visible on the Course Content page (1-10 minutes)

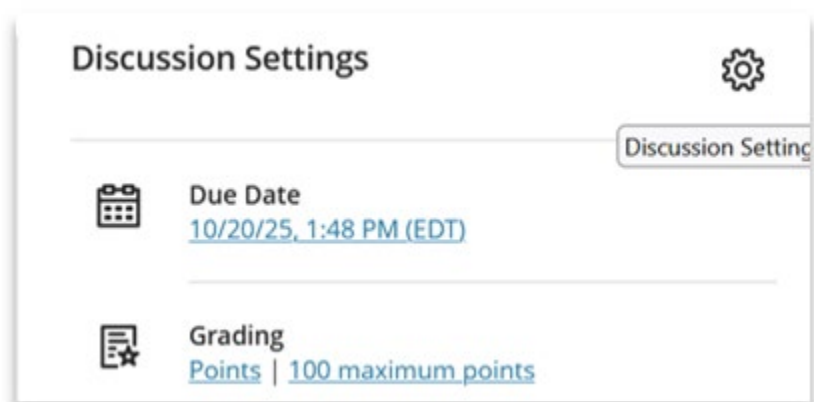
- At the top of the page, under the course title but above the banner image (if applicable), click **Discussions**. Confirm that your discussions appear on the Course Content page, so students can access them in order along with the other course within the course module for that week. Generally, if one discussion is set to display on the content page, they all will be, so you may do a quick spot check to confirm or update the settings on each discussion.



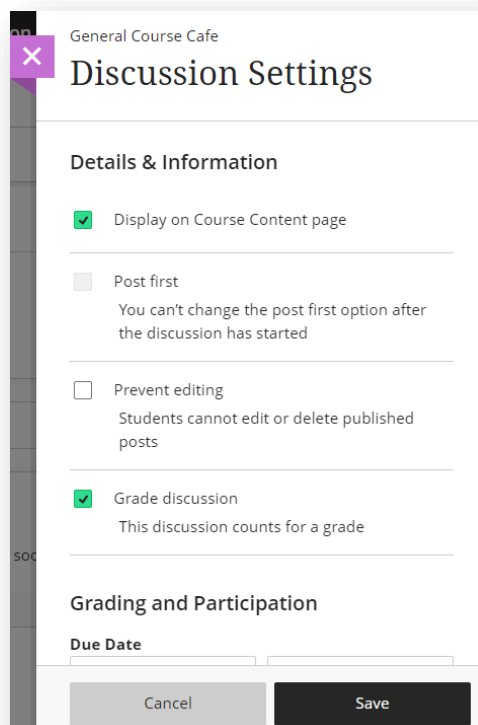
- First, click the three dots menu on the far right of any discussion board to reveal the Edit option.



- After clicking edit, select the Discussion Settings gear icon in the upper right of your Discussion detail screen.



- Within Discussion Settings, be sure to click “Display on Course Content page” (Example shows the selection checked), then click **Save**. Review other discussion setting options if you’d like or click the X in the purple box to the left of Discussion Settings to return to your discussion forum. Click the X in the green box to the left of the title of your discussion forum to return to the main Discussions page. Note: Discussions may appear out of place on the main Course Content page and may need to be moved to the appropriate course module.



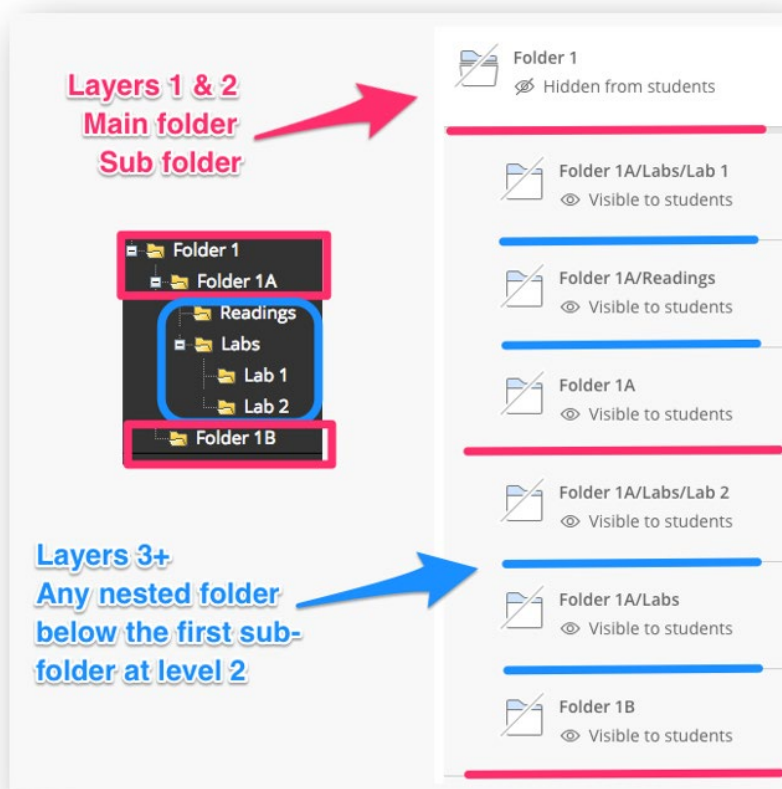
### Consolidate and Streamline 3-Nested Folder Structure and Item Grouping (Time dependent on original course complexity)

If your Original Course View used several layers of nested folders, consolidate and streamline folder structure and item grouping to meet the user experience and accessibility standards of a three-click maximum course depth.

- At the top of the page, under the course title but above the banner image (if applicable), click **Content**. Scroll down your content page to confirm that your content is arranged in a logical, sequential, and consistent pattern, ideally using course modules for each week/chapter/unit.

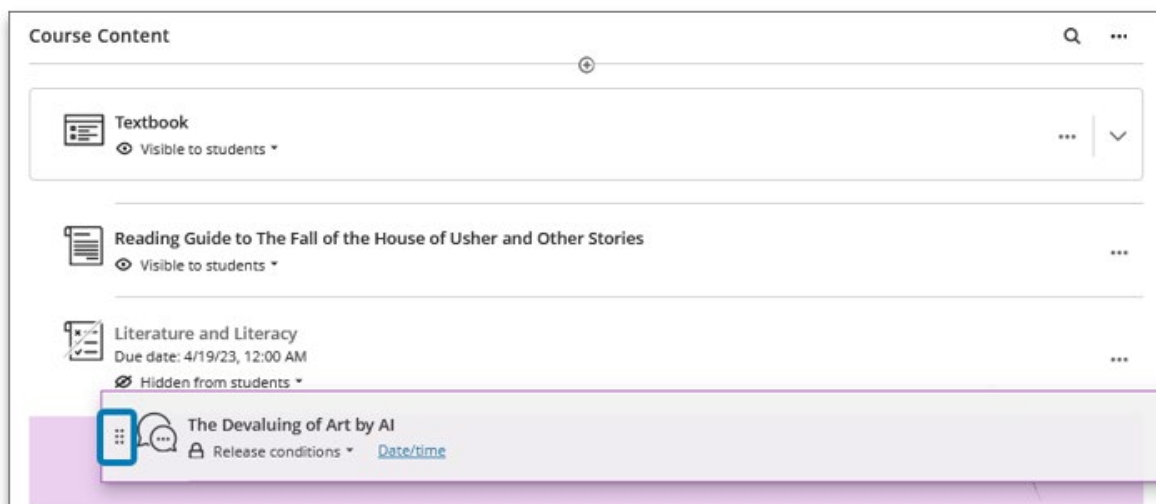
Courses that use multiple layers of nested folders will rearrange materials to reduce the number of clicks to get to an item. Reducing the number of folders offers benefits for user experience, universal design for learning, and accommodating various types of neurodiversity.

In practice, this means that any folders below the second level become “flattened” in the conversion to Ultra, and materials will need to be grouped into more streamlined containers.





- If the contents of the subfolders may be combined into a higher-level folder, you can click any item on the left side of the screen (six-dots arrangement icon appears). Then drag it to its new location. This is a good solution if subfolders contain only one or two items each.



- If the contents need to be rearranged, consider ways to combine materials. Could more of the background content be provided within the description of an assignment they need to turn in? Could an assignment become an essay question test rather than a separate Word document they download, then upload?  
 Multiple small items (links, file attachments, images, videos, etc.) can be grouped into an Ultra [“document” page](#) within a larger folder. Individual attachments with only a half page of text can be presented as text (see sample Ultra Document below). Please [contact the Center for Teaching Excellence \(CTE\)](#) to discuss more design options.

Introduction to Sociology  
Privilege in America

Visible to students

**The greatest privilege is being unaware of your privilege.**

This lecture always gets my students' attention and really forces us to think about the world around us, the world we are in, and the world inside of us.

Many of us here in the Bay Area and the U.S. have serious challenges that money and status can't solve. But by global standards, we are **the top of the heap. A #1, the top 5% of the whole world** in terms of access to valued goods and resources in comparison to undeveloped and developing world dwellers.

**Do you realize you are much better off than most of the world?**

But inside the U.S., the evidence for income and wealth inequality (and racial inequality) is overwhelming. Although there is a good amount of volunteeristic giving by the super wealthy, many argue that they own government so the policies that could redirect wealth more equitably are doomed.

Privilege Lecture.mp3

0:00 / 0:03

Edit File  
Delete File  
Download Original File

**American Disparities**

The **1%** richest of the population owns... **80%** of the population owns...

**37.1%** of private wealth in the U.S. 2007  
As compared to Germany: **23%** 2007

**12.3%** As compared to Germany: **19.9%**

**Nets Assets**  
Change between 1983 and 2007  
For richest 1% of households: **+103%**  
For bottom 40% of households: **-63%**

**Incomes**  
Change between 1982 and 2006  
Top Earners: The richest 1% of taxpayers: **+127%**  
Low Earners: The bottom 40% of taxpayers: **+7%**

Required Reading: Privilege Article (Word doc)

**Edit File Attributes**

Display Name: disparities.png

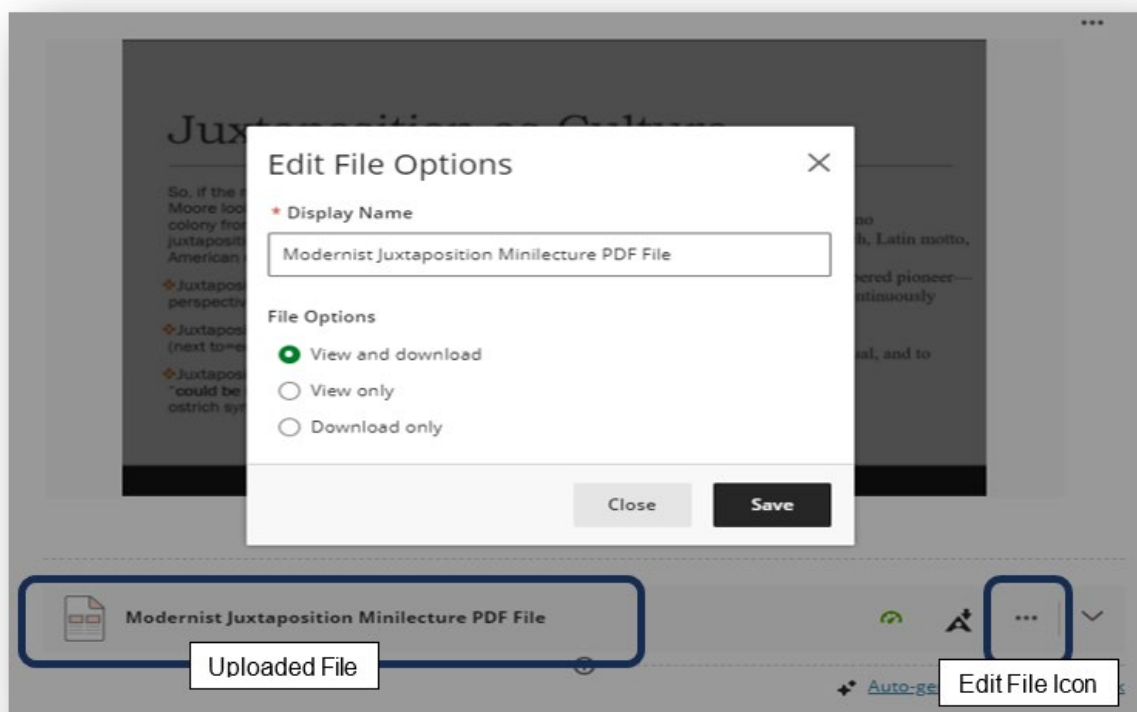
Alternative Text: Describe this item for people who use screen readers

Display Media File:  
 This file displays as an attachment for download.  
 This file displays inline if the browser allows, if not allowed, the file displays as an attachment.

Cancel Save

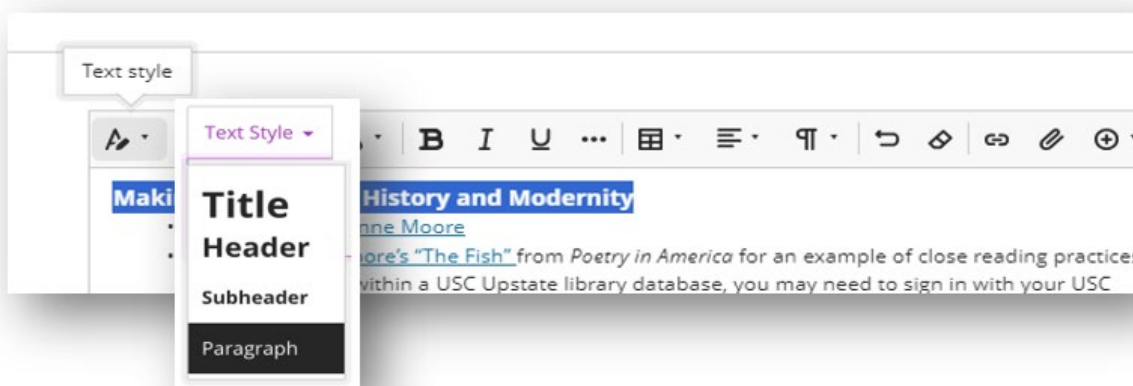
### Set File Uploads to View and Download or View Only (1-30 minutes based on number)

- As you progress systematically through your content, set any uploaded files to **"View and Download"** in the file's editing options if they aren't automatically displaying that way (you'll see a down arrow on the far right if they are already set to view). Original Course View is set to download only for most file formats, and this often poses barriers for students. Enabling "View and Download" or "View Only" allows students to view the materials without having to go to another window or locate their Downloads folder on their device.



### Review Fonts and Formatting in Content Items (1 minute to 1 hour)

- ❑ Review your fonts or formatting. Fonts and formatting will be simplified during conversion to meet Universal Design for Learning (UDL) standards. If your Original Course used text-based formatting rather than accessible **Headings and Subheadings Styles**, you may need to clarify some formatting in Ultra document text blocks.

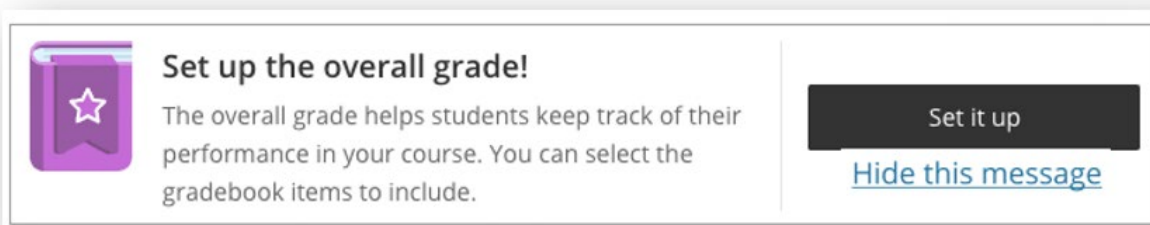


### Adjust Assignment Instructions to Match Ultra Course View (1-30 minutes)

- Adjust any assignment instructions for uploading files, adding images, completing tests, or responding to discussion posts to match Ultra Course View. You may also provide students with the [Blackboard Getting Started Guide](#).

### Set up Overall Grade and Delete Original Total/Weighted Total Columns (3-10 minutes)

- At the top of your course page, below the course title, click on **Gradebook**. Delete any calculated Total or Weighted Total or Overall Grade columns that came over from the Original Course View Gradebook (click three-dots edit menu icon on the far right, then click Delete). Click **Set up Overall Grade** in Ultra Course View for best results. More [details about grading](#) are available through Blackboard Help or contact the Center for Teaching Excellence or eLearning Services.



**Set up the overall grade!**

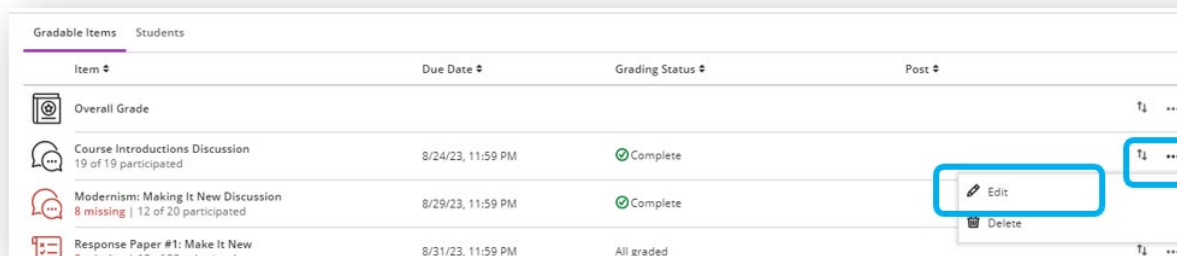
The overall grade helps students keep track of their performance in your course. You can select the gradebook items to include.

[Set it up](#)

[Hide this message](#)

### Review and Update Course Dates (10 minutes)

- Within the Gradebook, in [Gradable Items view](#), you may sort assignments by **due date**, review, and update due dates by clicking the three-dots edit menu icon on the far right for any gradebook item.



Item	Due Date	Grading Status	Post
Overall Grade			⌵ ...
Course Introductions Discussion 19 of 19 participated	8/24/23, 11:59 PM	Complete	⌵ ...
Modernism: Making It New Discussion 8 missing   12 of 20 participated	8/29/23, 11:59 PM	Complete	⌵ ...
Response Paper #1: Make It New 7 missing   13 of 20 participated	8/31/23, 11:59 PM	All graded	⌵ ...

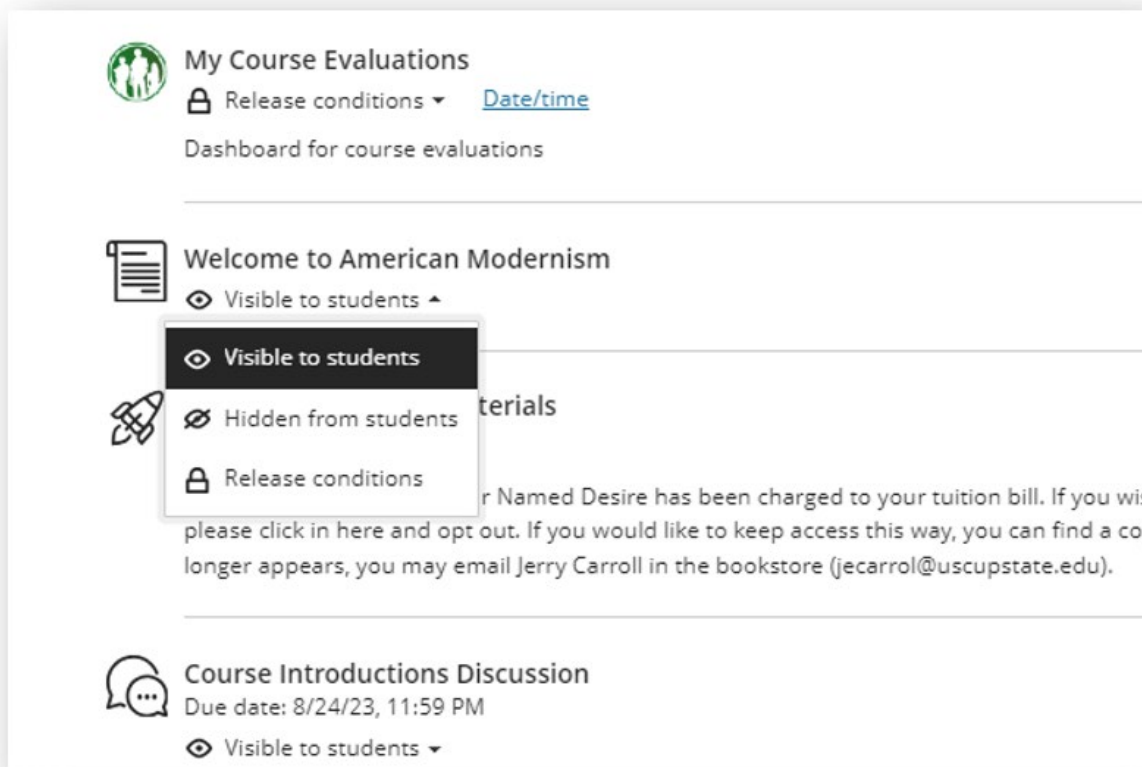
The screenshot shows a table with columns for Item, Due Date, Grading Status, and Post. The 'Modernism: Making It New Discussion' row is highlighted, and a context menu is open over its 'Post' column, showing 'Edit' and 'Delete' options. The 'Overall Grade' row also has a context menu open, showing a 'Set up' option.

### Review and Update Availability and Visibility (1-30 minutes depending on adaptive release)

- Return to **Content** at the top of the page to review the visibility and availability of course materials. If you used adaptive release or set item availability dates in

Original, these options will now be set using [Release Conditions in Ultra Course View](#).

- We recommend showing (default option) the course item even before it is released so students can still plan their schedules around completing that work.
- It is also important to keep items visible once they have been completed. Items that are hidden in the course content area will also be hidden within the Gradebook. You may customize the visibility of test materials to prevent students from reviewing their submissions, prevent them from seeing test questions, or prevent them from viewing correct answers, but we caution against hiding entire items once they have been graded.
- You can find the release conditions options under any item title on your content page (see image below), or view and adjust all release conditions throughout the course from the [Batch Edit menu item](#) at the top of the content page.



The screenshot displays the Ultra Course View interface with three course items. The first item, "My Course Evaluations", has a lock icon and a dropdown menu for "Release conditions" with a "Date/time" link. The second item, "Welcome to American Modernism", has a document icon and a dropdown menu for "Visible to students" with options "Visible to students", "Hidden from students", and "Release conditions". The third item, "Course Introductions Discussion", has a speech bubble icon and a dropdown menu for "Visible to students". A text block below the second item mentions "Named Desire" and provides contact information for Jerry Carroll.

**My Course Evaluations**  
🔒 Release conditions ▾ [Date/time](#)  
Dashboard for course evaluations

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**Welcome to American Modernism**  
👁 Visible to students ▾  
🚀 Hidden from students  
🔒 Release conditions

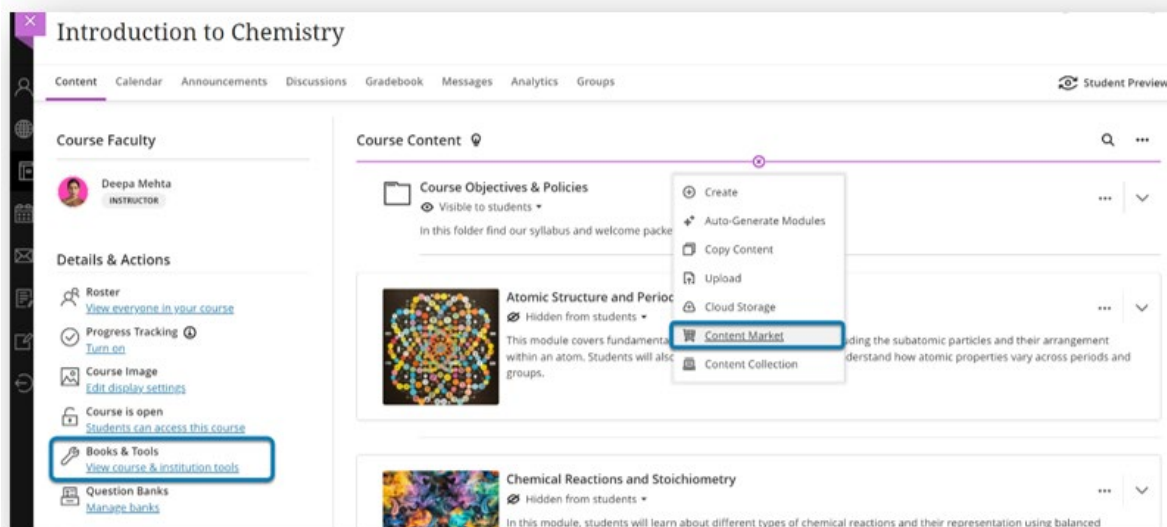
Named Desire has been charged to your tuition bill. If you wish to opt out, please click in here and opt out. If you would like to keep access this way, you can find a copy of the book here. If the book no longer appears, you may email Jerry Carroll in the bookstore (jcarrol@uscupstate.edu).

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**Course Introductions Discussion**  
Due date: 8/24/23, 11:59 PM  
👁 Visible to students ▾

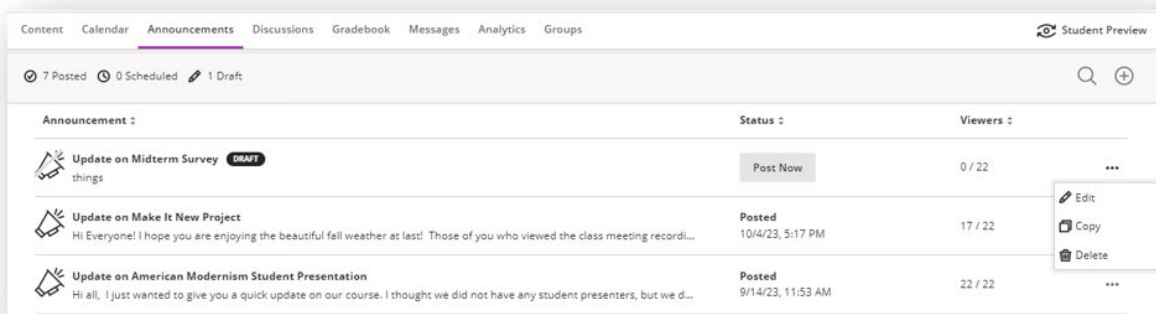
## Review and Confirm Availability of External Tool Links (1 - 45 minutes)

- Review and confirm the availability of any external tool links within your Course Content. Tool links can be found under any Create Content + menu, including on the content page, within Ultra Documents, or in any text editor.
  - Tools in Ultra Course View are listed under the **Content Market**. The [Content Market](#) provides links to individual items within tools, such as a particular video within Panopto, a particular assignment in Perusall, a particular VoiceThread, etc.
  - In addition, links to a tool's overall dashboard can be found under **Books and Tools** in the left Details and Actions menu. Use the Books and Tools link if you wish to give students access to the dashboard of all their Course Evaluations, all their Panopto videos or all their VoiceThreads, etc.



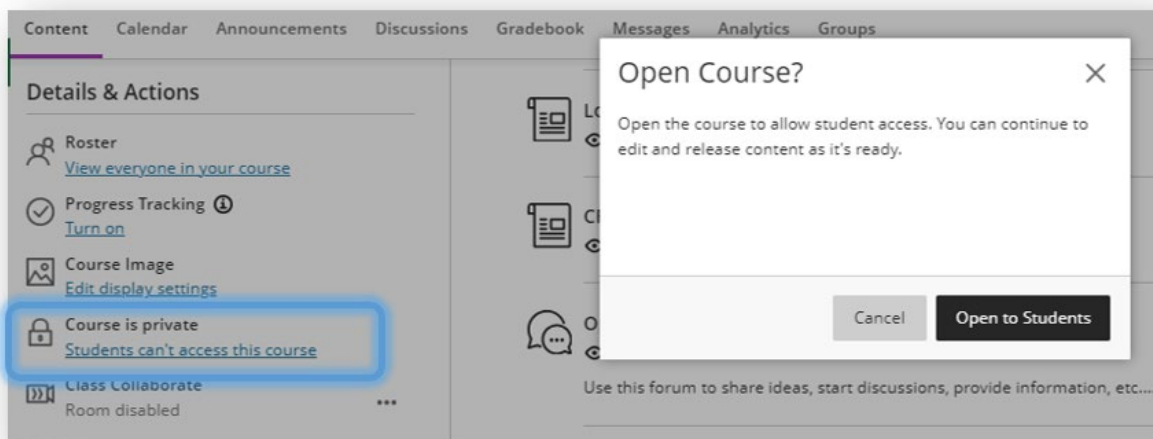
## Update Announcement Dates and Delete Outdated Announcements (1 - 10 minutes)

- At the top of the course under the title, click the **Announcements** item. Review any announcements that have been converted from Ultra Course View. Use the three-dots menu on the right of any scheduled announcement to delete the announcement or change the date when you would like it to post to your course.



### Open Your Course to Students (1 minute)

- Under the **Content** area of the course, ensure your course is set to Open to make it available to students. Under the left Details & Actions menu, confirm that **Course is Open** and “Students can access this course.” If the course is private, click the link labeled “Students can’t access this course,” to reveal the Open Course menu option. Select Open to Students to begin teaching.



Contact the [Center for Teaching Excellence](#) or [eLearning Services](#) for assistance.