Course Conversion Checklist

Bb Ultra

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1	**Plan Your Course Objectives, Organization, and Assignments** A little pre-planning with your <u>syllabus</u> will help you create an effective learning environment for your students and ensure a <u>seamless navigation experience</u>.	
2	**Organize Content Containers** <u>Create folders and/or learning modules</u> or reorganize copied content to drive organization and engagement. We recommend learning modules for the best experience.	
3	**Copy Content from Previous Courses and/or Create New Content** We recommend a <u>granular approach</u> for copying, picking only the items you need. You can also <u>create new content</u> to supplement your copied content.	
4	**Review and Resolve Exceptions from Copied Content** If Blackboard encounters any issues copying content, the system will issue an Exceptions report alerting you to what didn't copy. You can find this on the Course Content page. Click on that link and into each reported item for an explanation and review and respond accordingly. <u>Read more here</u>.	
5	**Check for Incompatible Test Items and Recreate Them** Some test question types and formats in Original <u>may not be compatible in the Ultra view</u>. Review your test questions to ensure proper formatting. If you need assistance formatting exam questions, you can use our <u>Test Question Formatter.</u>	
6	**Adjust Assignment Instructions to Match Ultra Course View** Review each assignment's instructions to ensure they match the submission process for Ultra.	
7	**Review and Update Course Due Dates** You can easily <u>edit multiple due dates</u> with a batch editing process.	
8	**Review and Update Assignment Availability and Visibility** You can easily edit the visibility of course assignments using the <u>batch process</u> and edit the Hidden from Students or Release Condition options. You can also navigate to the <u>Gradebook to control visibility</u>.	
9	**Review and Confirm Availability of Course Tools** Ensure that the course tools and course integrations you are using are available and linked to your course (Zoom, Kaltura video embeds, textbooks, etc.) They can be found in the <u>Content Market</u> and under Books and Tools in your Details and Actions menu.	
10	**Confirm Discussion Visibility on Course Content Page** <u>Review your discussion settings</u> and adjust to match course expectations and preferred displays.	

11	**Set Up Gradebook** The overall grade isn't automatically set up for you. But with a <u>few easy steps</u> you can set it up to display to your preferences and ensure students can track their progress in your course.	
12	**Set File Uploads to View and Download or View Only** You can find more about uploading documents and editing settings <u>here.</u>	
13	**Review Fonts and Formatting** Within each assignment and content area, you can use the content editor to ensure your fonts match throughout your course. This editor functions similar to a standard word processing program.	
14	**Update Announcement Dates and Delete Outdated Announcements** Copying your course will carry over announcements. <u>Update, delete, or modify announcements</u> to match your current courses' needs.	
15	**Create a Course Banner** <u>Create a customized banner</u> for your course to enhance the student experience with our Ultra Banner maker and <u>upload it to your course</u>.	
16	**Make Your Course Available to Students** By default, your course is set to unavailable. When you're ready for students to access your course, you will need to <u>make it available.</u>	

About Blackboard Learn Ultra

The Ultra course experience is a more accessible, modern, mobile-friendly learning management system. It was designed with the learner in mind, so students can easily switch between their mobile devices and a laptop and experience content the same way. Instructors also will enjoy many benefits, including the ease of creating and managing content, better organizational structures with learning modules, simplified accommodation setup, and an improved flexible grading experience.

U of A Ultra Transition

Beginning in Fall 2024, Blackboard Learn Ultra will be the default course setting for all university classes. The Original delivery will no longer be an option. Your courses have already been converted to Ultra and are ready for you to begin building. This step-by-step guide is intended to help you through the conversion process.

For Personalized Support

Know that the TIPS team is here to support you through the transition. Schedule a time for a one-on-one, small group, or departmental session either in person or virtually to get answers to your Ultra questions. Visit https://tips.uark.edu to schedule an appointment or view our many resources available to help.

Want On Demand Support?

Want to see all the Ultra cool possibilities for your course? Check out our <u>Ultra Video Series</u> to get comprehensive help with your Ultra transition. Our <u>blog</u> is also available 24/7 for all your Ultra questions.