

What are some best practices when deciding how to design my Ultra Course?

Course Copy Content- copy course content from your Original courses into Ultra (pick and choose content or develop new content from existing courses in blackboard)

Note: Original courses that are currently in blackboard are still available to use to copy content into your Ultra courses as long as you have Instructor access. Non-Academic courses that are in the system and are Original courses will remain. New Non-Academic courses going forward will be created in the Ultra Course format. All Dossier and Tenure courses will be created through the template Original course that is currently in place and approved by the Dean's Office.

New Blank Ultra Course

Copy Course Content into Ultra Course

Blank Courses allow you to design your course from scratch or choose content from previous semesters. This process allows you to only bring over what is needed.

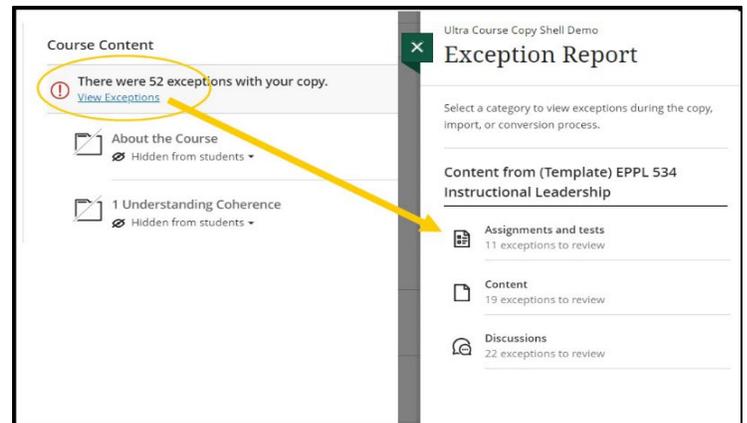
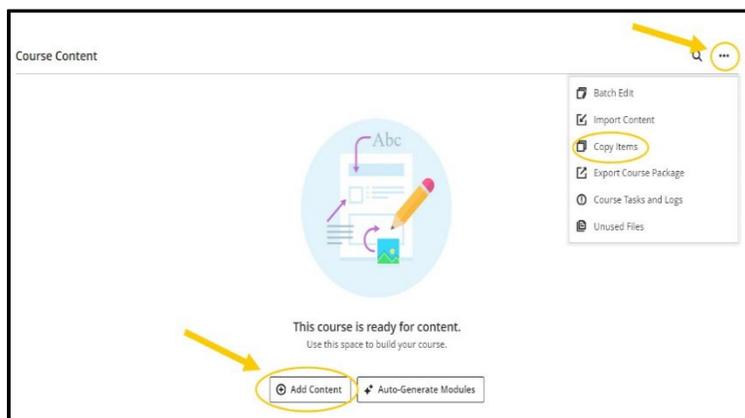
- Copy an entire course from the Original format.
- Copy content from multiple courses that you have instructor access.
- Choose content from courses including template courses.

[Learn more about Course Copy Items](#)

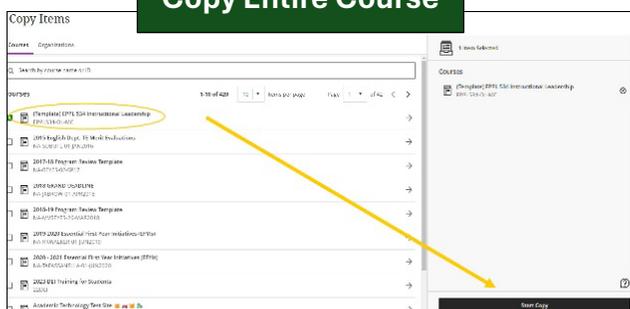
Exception Details when Copying Content

In the process of converting your course from the Original format to the Ultra format a detailed conversion report is generated. The conversion details need to be reviewed to make the necessary corrections. The links below will help you understand content types that will and will not convert.

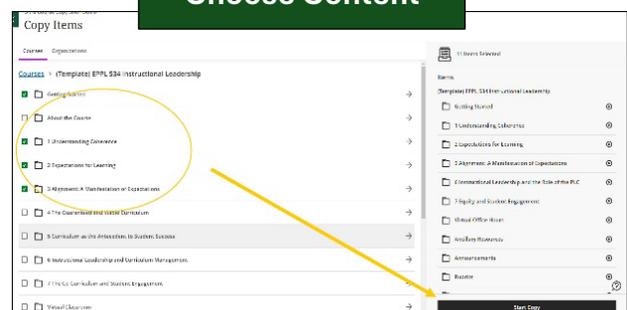
- [Converting font colors from Original to Ultra](#)
- [Listing of Content Types that will and will not convert](#)
- [Understanding the exception report from conversions](#)



Copy Entire Course



Choose Content

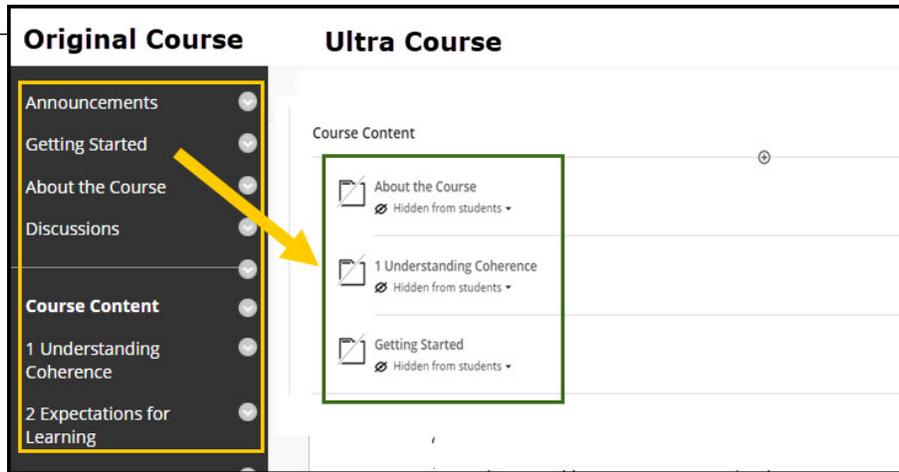


How do I add Learning Modules vs Folders

When you copy content from an existing Original course, it will come over as folders. Content items in your Original course menu, will come over as folders with your content items. All content in Ultra Courses is listed on one page. Ultra courses will only allow for three nested folders.

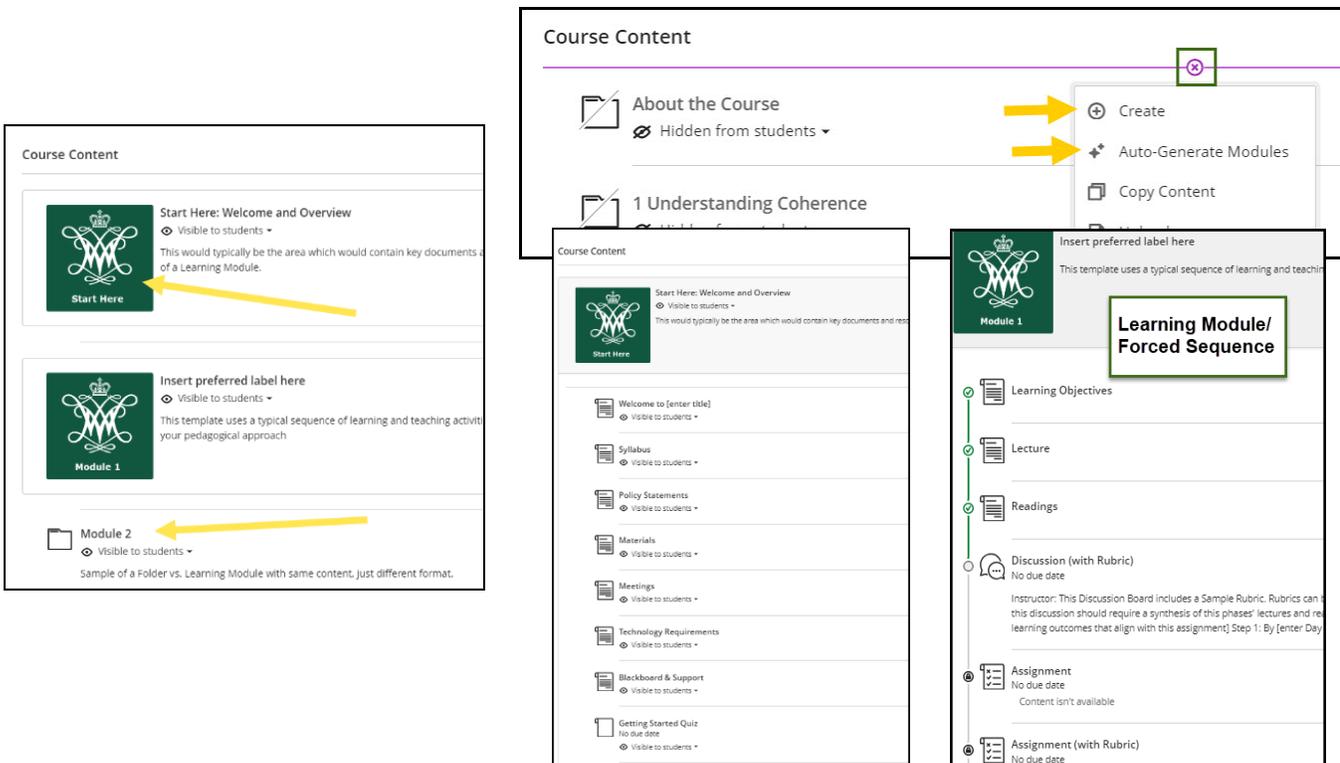
You may want to organize your folder content into Learning Modules to help break down areas in your course. You can drag and drop content from your folders into a Learning Module or choose to copy content. Learning Modules allow for forced sequence creation and better workflow for moving between content. Folders contain content that have to be opened one at a time.

- [Creating Learning Modules](#)
- [Using AI to help create Learning Modules](#)
- [Creating Containers for Content](#)



Learning Modules

To create a Learning Module, you can choose to Create or Auto-Generate Modules after clicking on the plus symbol in the main navigation heading under Course Content.



Do I want a Template to Help Organize?

If you want template content, you can choose to copy content from William & Mary's Template Course in Blackboard. You will be able to bring over the content into your existing course through the course copy feature. If you would like to be added to the example, course please put in an [IT Request](#).

Example Course includes:

- Orientation Quiz
- Example Format for Learning Modules and Folders
- Help with Syllabus Creation and Checklist
- Blackboard Ultra and Technology resources and links
- Image files for Modules and Course Banner

The image shows a screenshot of a Blackboard Ultra course template. On the left is a sidebar menu with the following items: "Start Here: Welcome and Overview" (with a crown icon and "Visible to students" dropdown), "Welcome to [enter title]" (with a document icon and "Visible to students" dropdown), "Syllabus" (with a document icon and "Visible to students" dropdown), "Policies" (with a document icon and "Visible to students" dropdown), "Course Materials" (with a document icon and "Visible to students" dropdown), "Course Meetings" (with a document icon and "Visible to students" dropdown), and "Technology Requirements" (with a document icon and "Visible to students" dropdown). The main content area features a yellow banner with a blue cloud-shaped callout that says "Get help with designing your syllabus." Below the banner is a section titled "Include Course Syllabus on this Page" with "Instructor Steps" listed: 1. Click here to access Syllabus Starter for a syllabus template you can adapt for your course. 2. Explore the following resources [Course Design: Syllabus Design](#). Below the steps, it says "Make your syllabus available available to learners:" followed by two bullet points: "Copy and paste from your original document into the content editor OR" and "Upload a PDF that learners can download and print. Upload your document by clicking the Insert content icon above." At the bottom, it says "For more resources on course design, please visit this site at <https://still.wm.edu/teaching-resources/>" and includes an "Auto-generate question bank" button.

Course Template Images

You can download course template images by going to this link at <https://go.wm.edu/N7YXtL> and choose the images you want to use for your course. Make sure you are showing the Blackboard Ultra Course Images folder. **You need to make sure you are already logged into Blackboard and using the same browser to access the folder content.**

