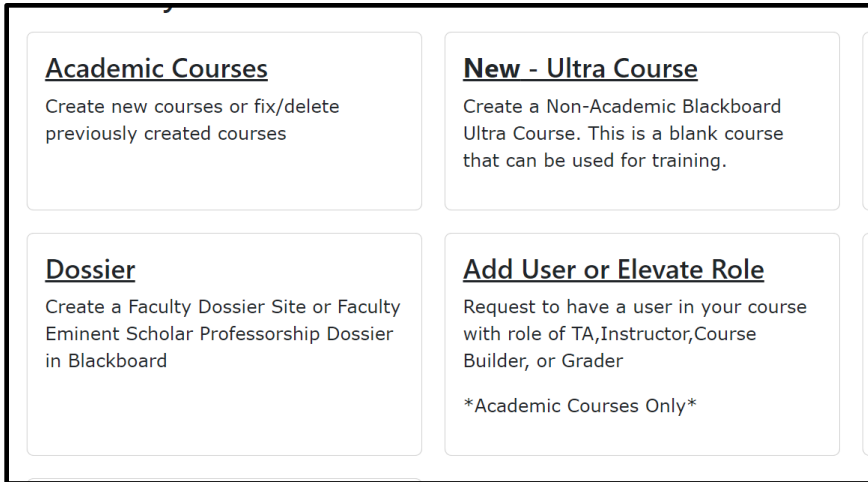


Creating Your Ultra Courses with the Blackboard Course Generator

Step 1:

Go to <https://bbhelper.wm.edu> and click on Academic Courses

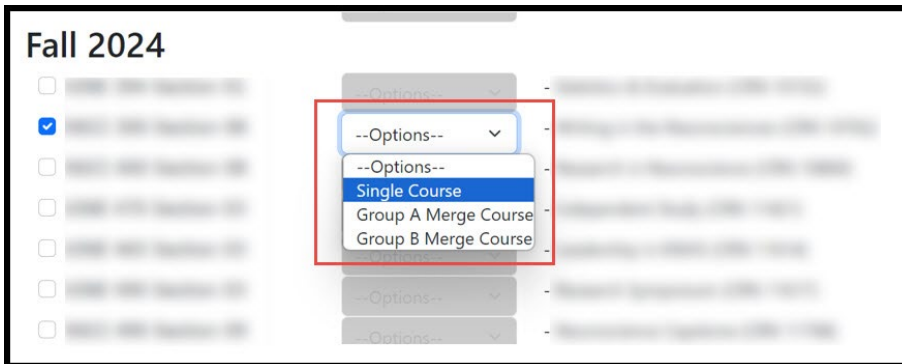


The screenshot shows a grid of four options:

- Academic Courses**: Create new courses or fix/delete previously created courses
- New - Ultra Course**: Create a Non-Academic Blackboard Ultra Course. This is a blank course that can be used for training.
- Dossier**: Create a Faculty Dossier Site or Faculty Eminent Scholar Professorship Dossier in Blackboard
- Add User or Elevate Role**: Request to have a user in your course with role of TA, Instructor, Course Builder, or Grader. *Academic Courses Only*

Step 2:

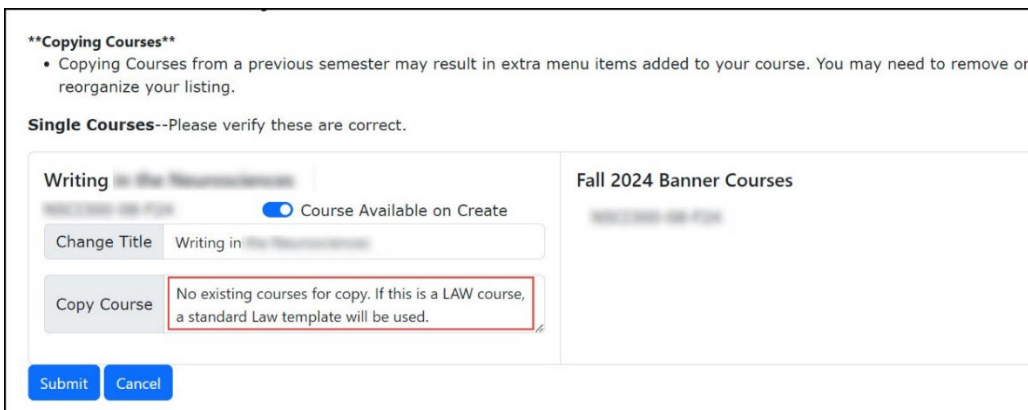
Select the fall courses to create either as a single course or merged based on course listing preferences.



The screenshot shows a list of courses for 'Fall 2024'. One course is selected with a blue checkmark. A dropdown menu is open, showing options: '--Options--', 'Single Course', 'Group A Merge Course', and 'Group B Merge Course'. The 'Single Course' option is highlighted in blue.

Step 3:

You will not be able to copy existing Original courses from the course generator. All courses being created will be in the Ultra course format. You will only be able to choose Ultra courses that you have Instructor access to copy from in the Generator.



The screenshot shows a dialog box titled '**Copying Courses**' with the following content:

- Copying Courses from a previous semester may result in extra menu items added to your course. You may need to remove or reorganize your listing.
- Single Courses**--Please verify these are correct.

Below this, there are two sections:

- Writing in the Blackboard**: Includes a toggle for 'Course Available on Create' (which is turned on), a 'Change Title' field with 'Writing in the Blackboard', and a 'Copy Course' button.
- Fall 2024 Banner Courses**: A list of courses to be copied.

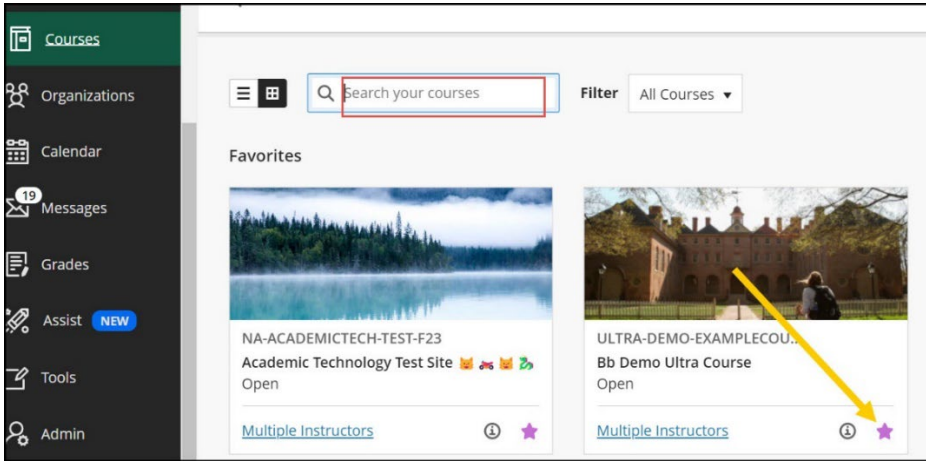
A red box highlights the 'Copy Course' button and the text: 'No existing courses for copy. If this is a LAW course, a standard Law template will be used.'

At the bottom are 'Submit' and 'Cancel' buttons.

You will see in the example above there are no existing courses for copying. This is because there have been no Ultra courses created to copy from. You will be able to choose your Original course to copy into a blank Ultra course within blackboard.

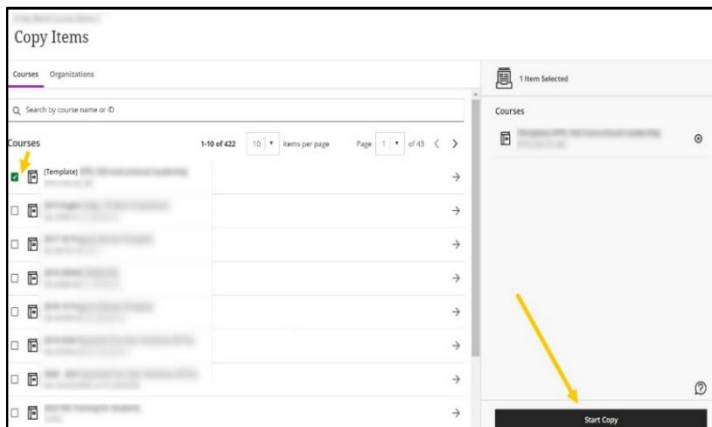
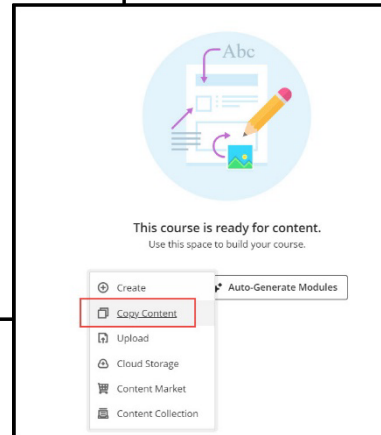
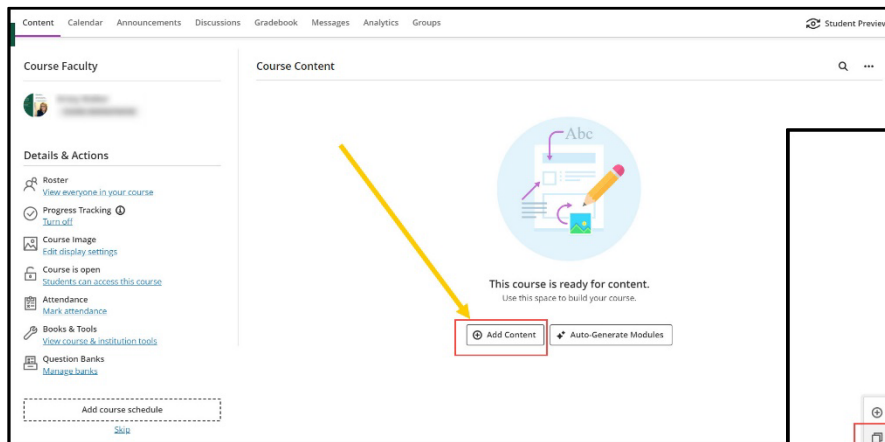
Step 4:

Locate your new fall course in your Courses listing in Blackboard. You can search by course ID and then mark it as a favorite for it to always show in your listing.



Step 5:

Your course will be blank. Choose Add Content. Then select copy content.



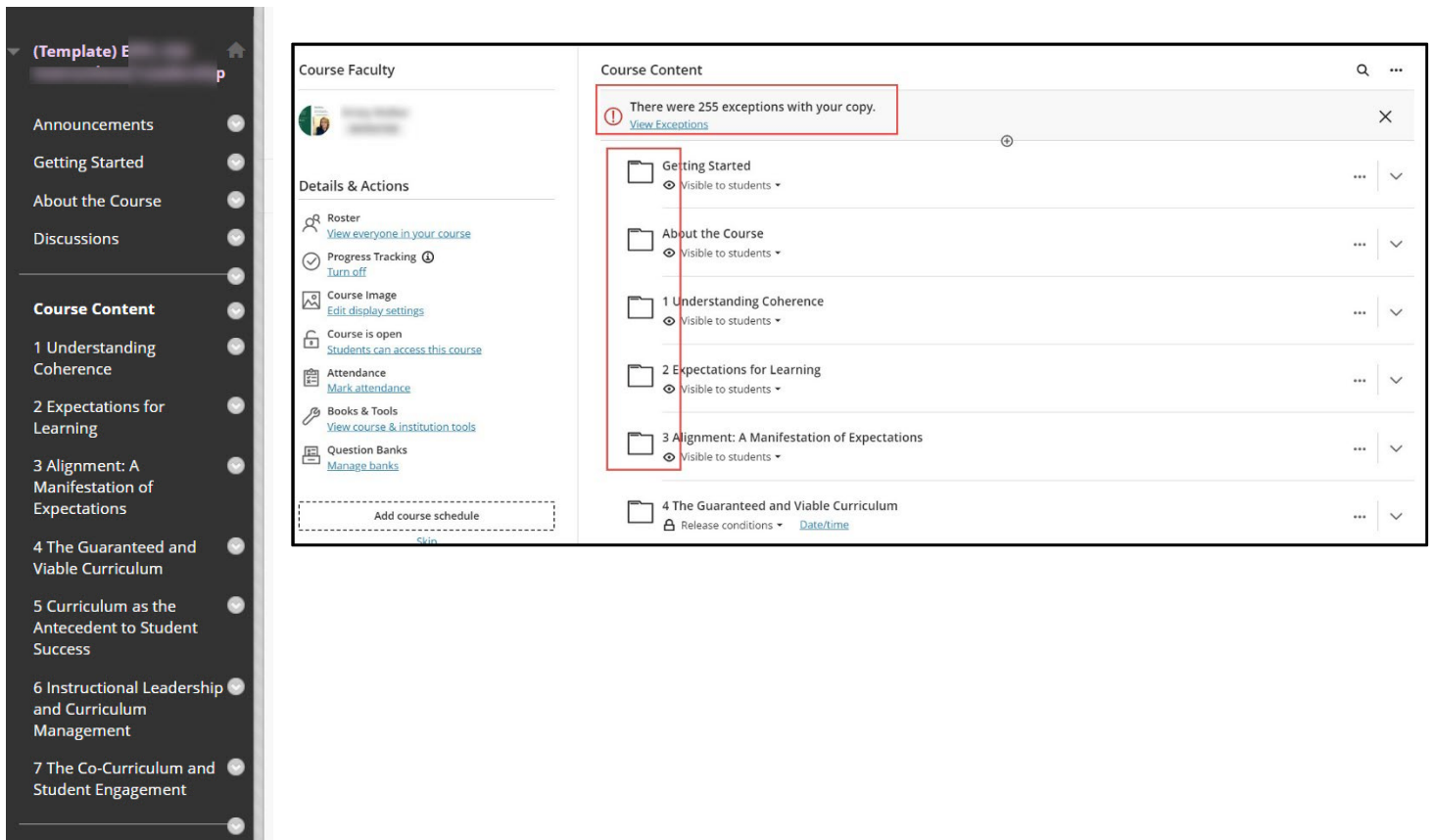
Step 6:

You will see all the courses that you have in blackboard with the role of Instructor or Course Administrator. You can choose to bring over the entire course and pick and choose content within your previous Original courses and click on Start Copy.

Step 7:

Your content will come over in folders. You can expand the folder to see the content in each folder.

Make sure to look over the exceptions report. Some items might need to be modified depending on the content that was converted. Some things like the weighted total in the grade center need to be calculated, blogs are not supported in Ultra courses, and certain fonts and text colors are not available.

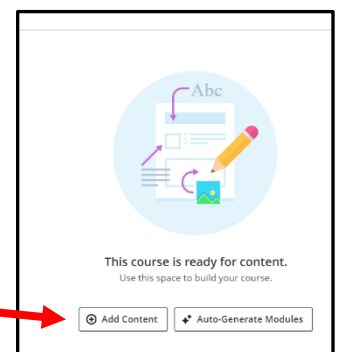


The screenshot shows the Blackboard Ultra course interface. On the left is a navigation sidebar with a dark background and white text. The 'Course Content' section is highlighted. The main area is split into two panels: 'Course Faculty' on the left and 'Course Content' on the right. The 'Course Content' panel has a red box around a notification that says 'There were 255 exceptions with your copy.' Below this is a list of folders: 'Getting Started', 'About the Course', '1 Understanding Coherence', '2 Expectations for Learning', '3 Alignment: A Manifestation of Expectations', and '4 The Guaranteed and Viable Curriculum'. Each folder has a 'Visible to students' dropdown menu. The 'Course Faculty' panel shows various course management options like 'Roster', 'Progress Tracking', 'Course Image', 'Course is open', 'Attendance', 'Books & Tools', and 'Question Banks'.

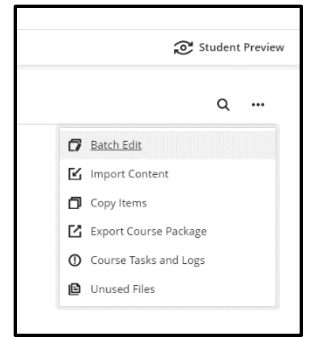
Some Helpful Tips:

Course Design and Edits

- All content is now listed on one page. You might want to organize your course with Modules instead of folders. When you copy your Original content to your Ultra course you will see folders for your content.
- If you want to use Learning Modules in your course, it might be easier to Auto Generator those modules using the AI design feature in Ultra. After creating the modules, you can choose to copy content from existing courses rather than bringing over your entire course.
- Use the Unsplash feature in the edit course banner to search for royalty free stock images. If you want to use W&M images, you can visit this link <https://go.wm.edu/N7YXtL> to copy and save to add to your course. You must be logged into blackboard to access this area.
- Make sure to make your course private if you are still developing content. You can make it available when ready under the Details and Actions panel.

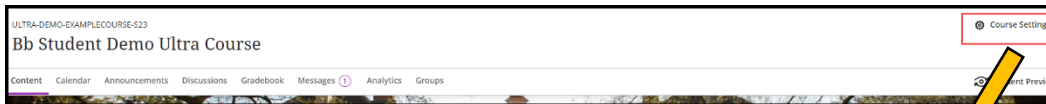


- If using the Grade Center, make sure after copying your content to go in and set-up your Overall Grade.
- Use Batch Edit, to make or change the dates of content items, make items visible or batch delete content. This feature can be accessed under the content heading near the search icon at the top of the course.
- Use student preview to experience what students see in the course.

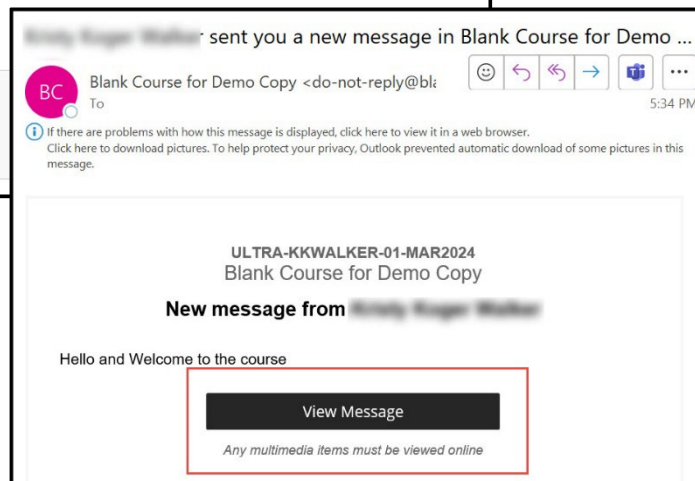
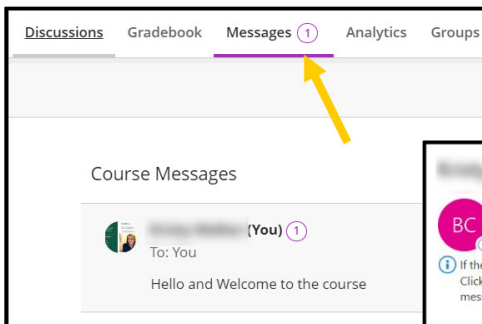
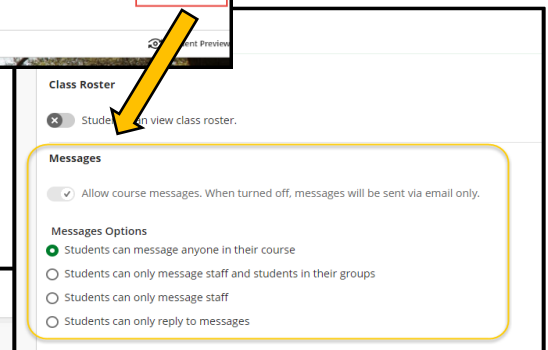


Communication

- If copying your course, make sure to review your Announcements to post to students. Announcements will pop up for students to view when entering the course for any new Announcement posted. You can now see if a student viewed your Announcement by clicking on the Announcements heading in your Ultra course.
- Look at your Course Settings and choose whether you want the class roster to show to students and review your message options. If you are teaching a cross-listed course or merging sections, this feature might be something you would like to utilize.



- Messages are what was called Send Email in the Original Course. Notifications are sent to William & Mary email address. You can choose to restrict your message options under the Course Settings area in your course.



For more information on how to use Ultra courses, please visit our website at <https://www.wm.edu/offices/it/services/blackboard/blackboard-ultra/>.