Creating Your Ultra Courses with the Blackboard Course Generator

Step 1:

Go to https://bbhelper.wm.edu and click on Academic Courses
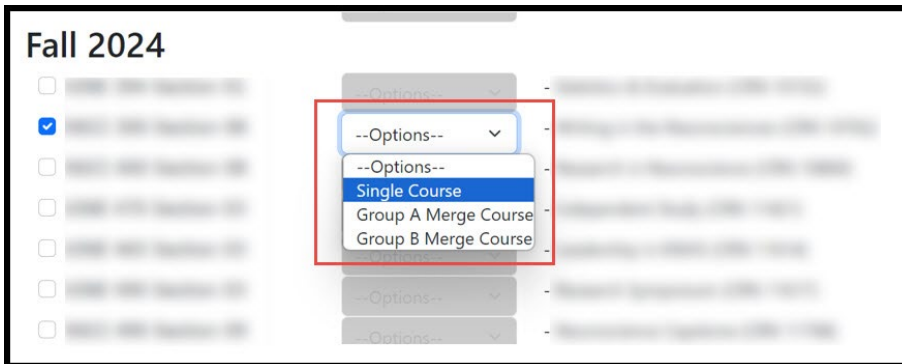
Step2:
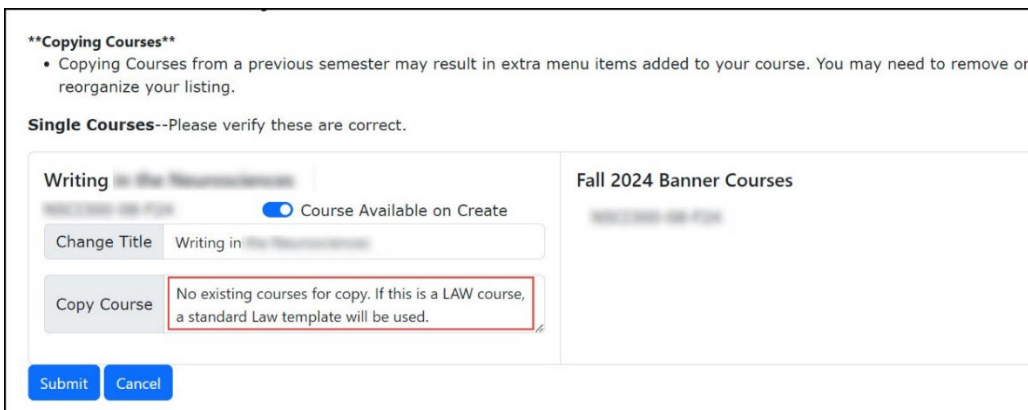
Select the fall courses to create either as a single course or merged based on course listing preferences.

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.

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.
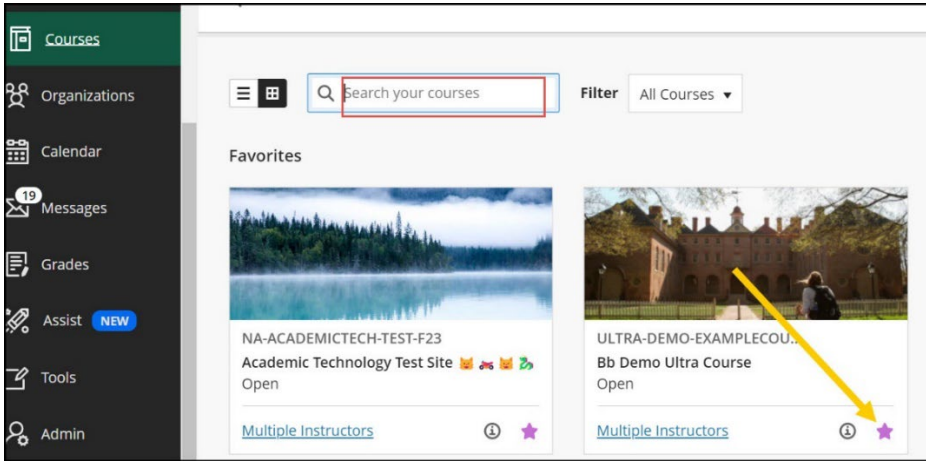
Step 5:

Your course will be blank. Choose Add Content. Then select copy content.
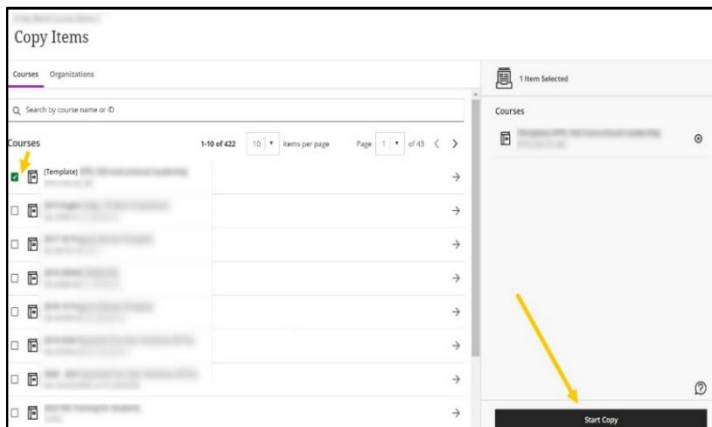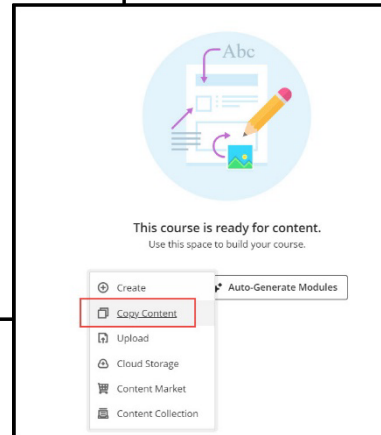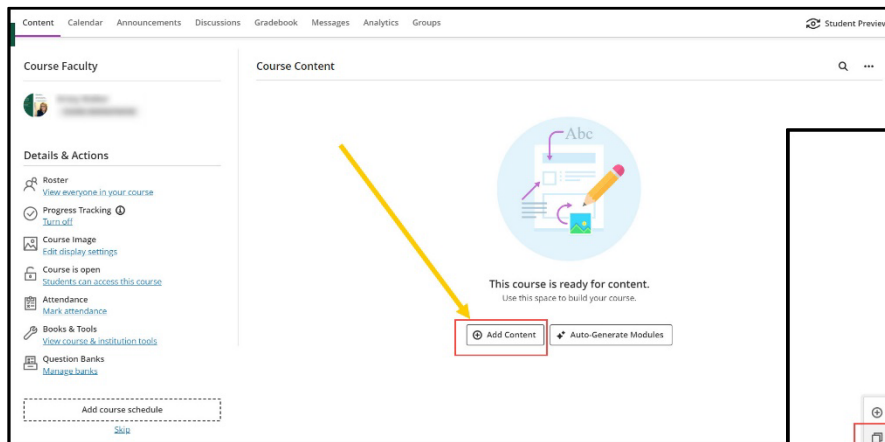
Step 6:

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.

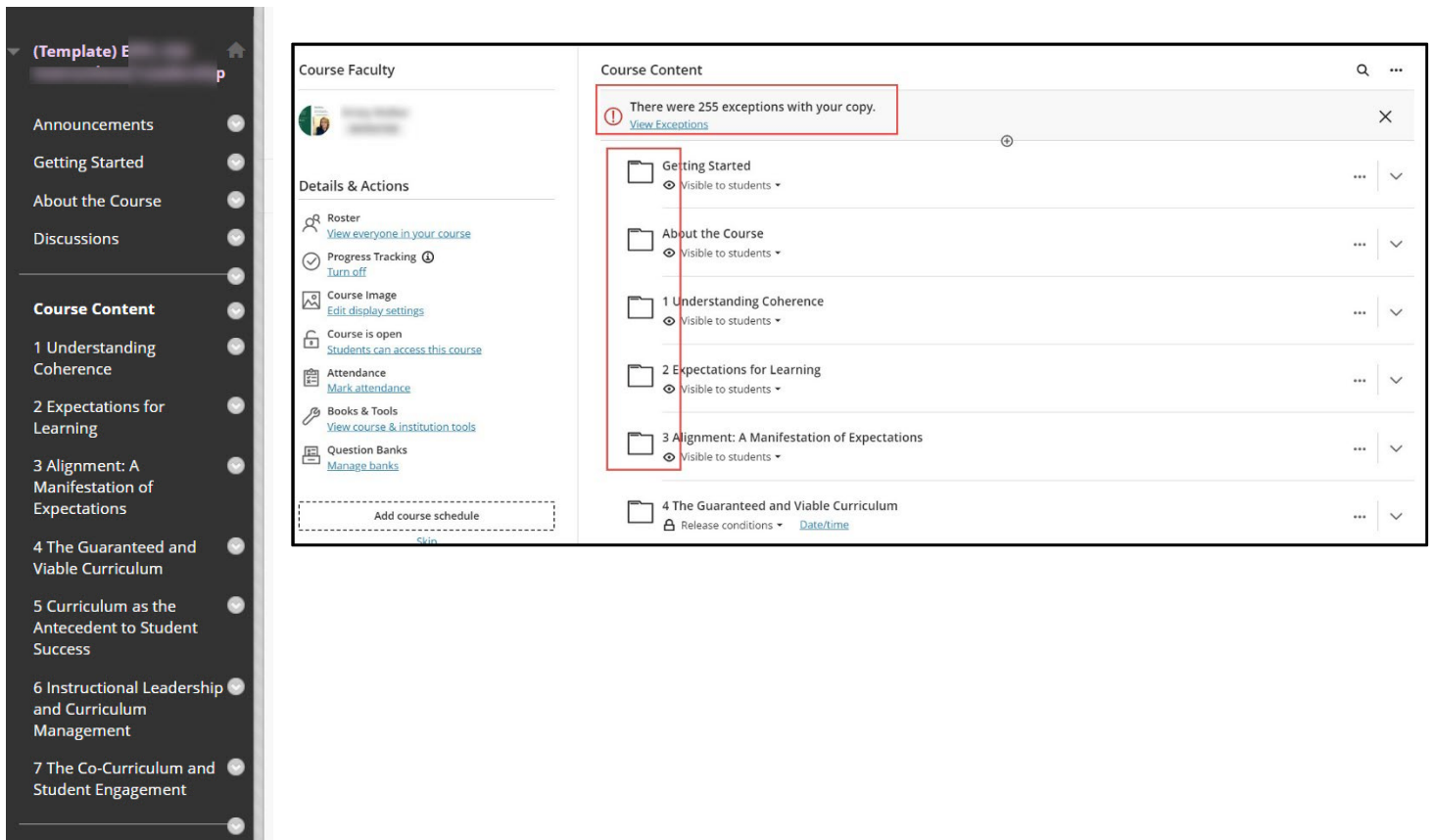Make sure to look over the exceptions report. Some items might need to be modified depending on the content that was converted. Some things like the weighted total in the grade center need to be calculated, blogs are not supported in Ultra courses, and certain fonts and text colors are not available.


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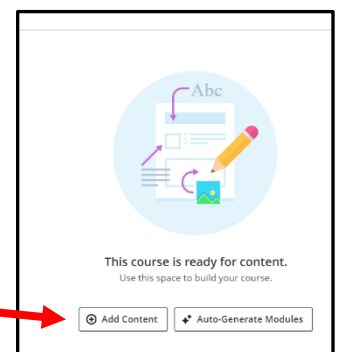
- If using the Grade Center, make sure after copying your content to go in and set-up your Overall Grade.
- Use Batch Edit, to make or change the dates of content items, make items visible or batch delete content. This feature can be accessed under the content heading near the search icon at the top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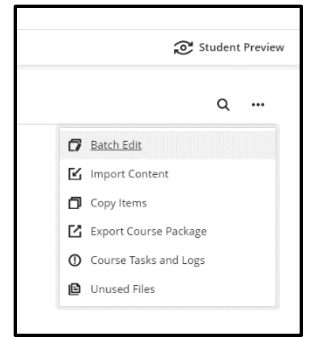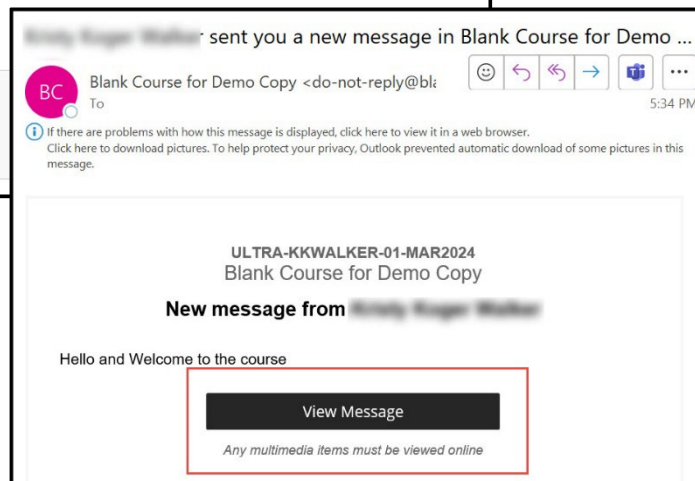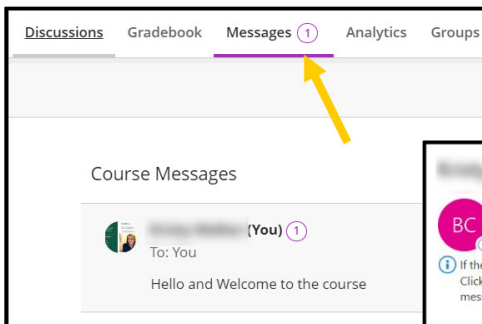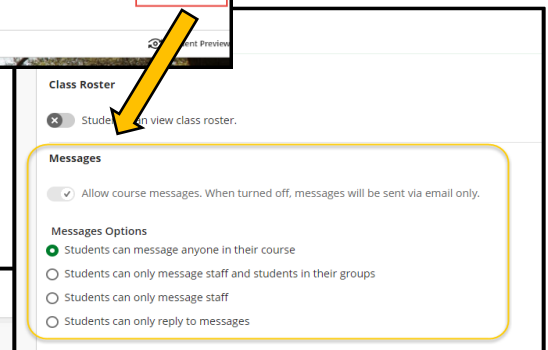
Communication

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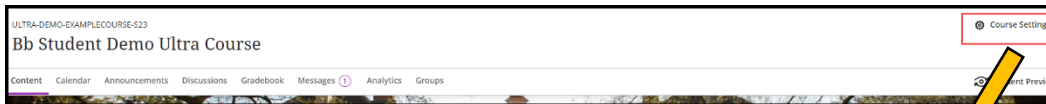
- Messages are what was called Send Email in the Original Course. Notifications are sent to William & Mary email address. You can choose to restrict your message options under the Course Settings area in your course.