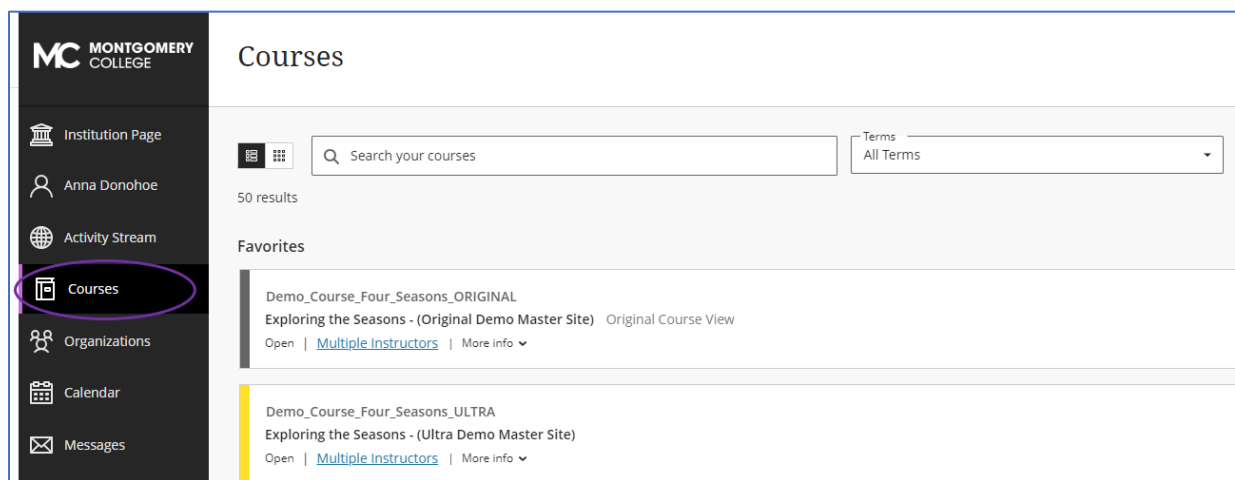# Instructions for Faculty to Choose Ultra Course View

Starting in Fall 2024, all MC faculty have the option to teach one or more courses in Blackboard Learn Ultra. If you would like to teach in Ultra (also called Ultra Course View, or simply Ultra), follow the steps below to enable this option in your course. Until MC's transition to Blackboard Learn Ultra is completed (by Fall 2025), all courses with CRNs will be created in Original with the option for faculty to then choose Ultra Course View from their course settings.
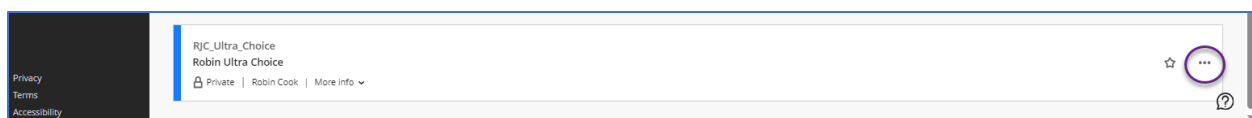
IMPORTANT:

- **Once you convert a course to Learn Ultra, <u>it cannot be reverted to Learn Original</u>.**
- **If you want to teach in Ultra, you must follow these steps to switch your course to Ultra Course View <u>before adding any content to your course</u>!**

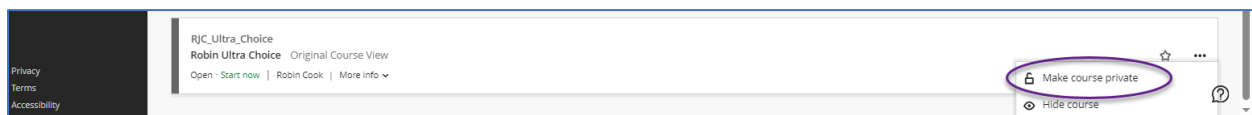## Steps to Enable Teaching in Ultra for Fall 2024 and Beyond

1. Log in to Blackboard. Choose **Courses** from the left-side menu.
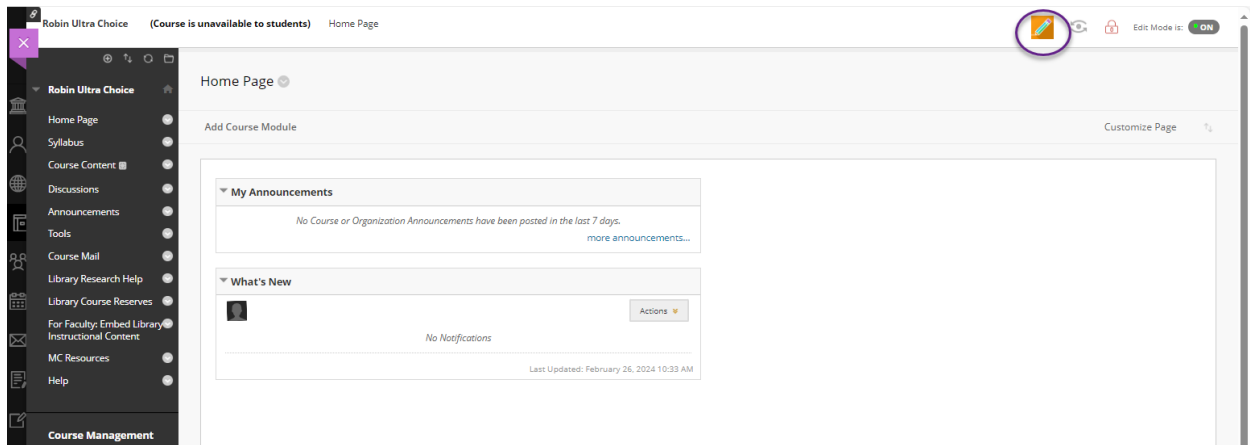

2. **Scroll or search** to locate the upcoming semester course you wish to teach in Ultra. Do not add any content to the course until you have completed the steps in this guide.
   a. **Click on the 3 ellipses** menu on the far right of that course in the course list.
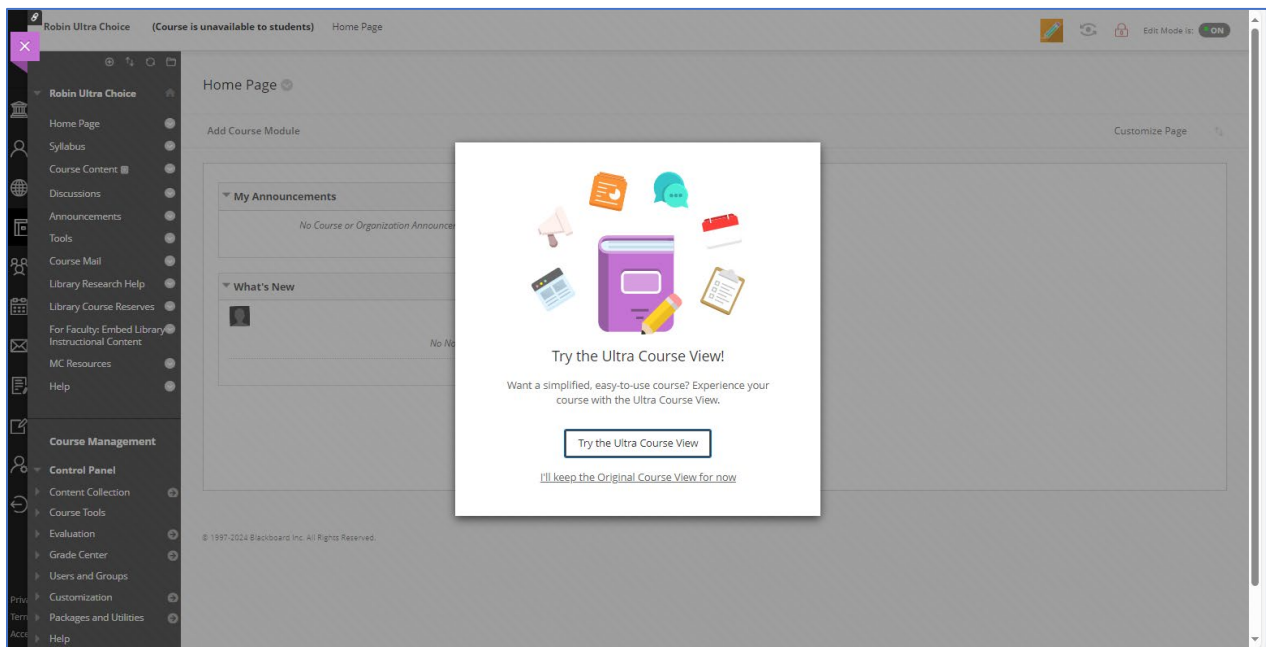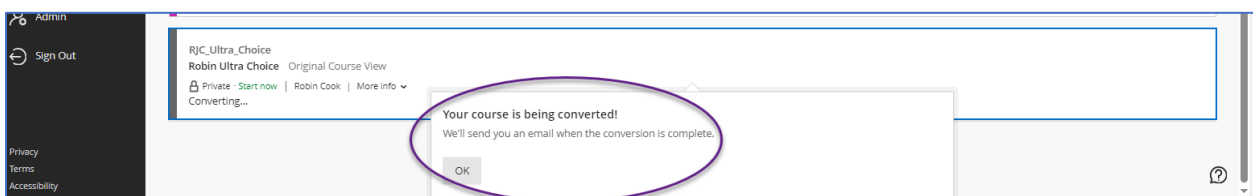

3. Select **Make course private**

4. **Click on the course name** to open the course.
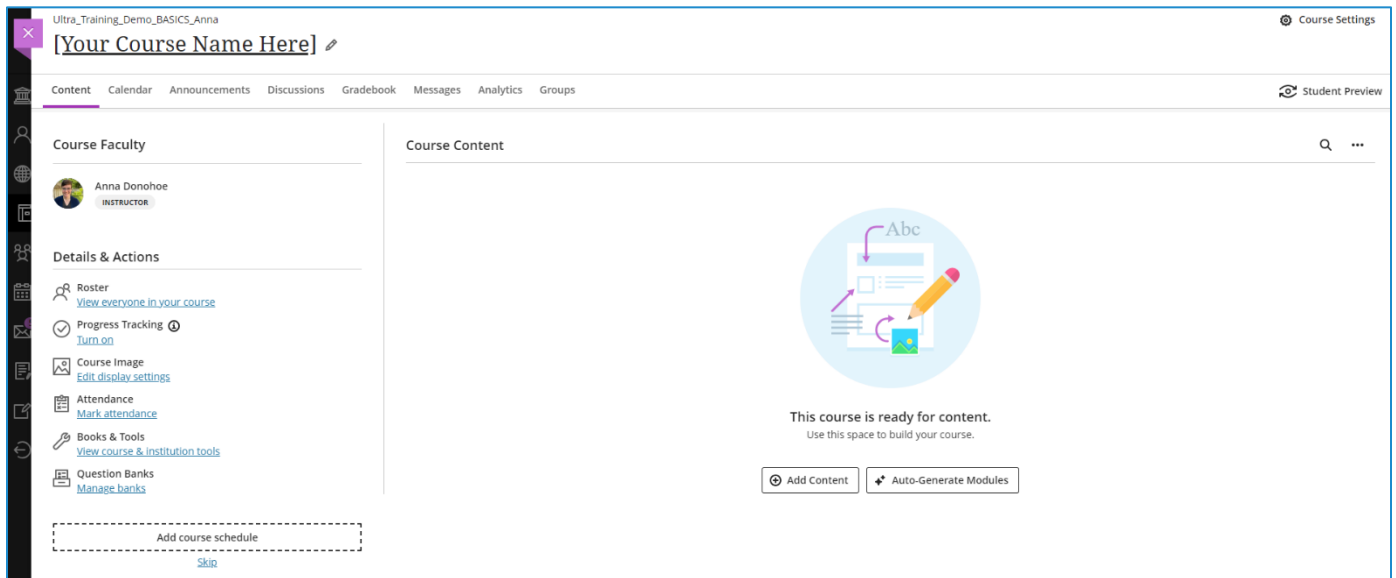   a. In the upper right corner, **click on the pencil icon.**

5. A message will pop up giving the option to Try the Ultra Course View. **Click on the "Try the Ultra Course View" button.**

6. Another message will pop up confirming that your course is being converted to Ultra. **Click "OK".**

7. Wait a few moments, then **open your Course from the Courses list** in Blackboard to verify that it has converted successfully from Original to Ultra Course View. All Courses in the Ultra Course View have the same horizontal menu at the top (*Content, Calendar, Announcements, Discussions, Gradebook, Messages, Analytics, Groups*). You are good to go!

8. If you encounter any difficulty, please reach out to the **Blackboard Helpdesk** (240-567-7222, select option #2 for Blackboard Support – the helpdesk is available 24/7)

9. For more **training resources**, check out our website: https://mcblogs.montgomerycollege.edu/thehub/stay-connected/blackboard-learn-ultra/

10. **Questions**? Email the Ultra Transition Team at ultratransition@montgomerycollege.edu.