Blackboard Learn Ultra Training Guide: Copying Content & Courses into Ultra

Introduction to Copying Content & Courses

Copying courses and content into Blackboard Learn Ultra from other courses you have access to is straightforward and can save you time. We recommend transitioning to Ultra by copying content, as this gives you the most control and flexibility throughout the process. The main difference between copying courses in Blackboard Learn Ultra versus Blackboard Learn Original (hereafter, "Ultra" and "Original") is that **in Ultra, the copy process starts in your destination (new) course.** This means you open the new Ultra course first and then copy content from other courses. This is different from the process in Original, where you start the copy from the source course and then navigate to the destination course.

Choosing Your Approach to Converting to Ultra

In Blackboard, there are three ways to transition an Original course to Ultra: 1. **Piecemeal Copy,** 2. **Full Course Copy** and 3. The **"Try the Ultra Course View" Automatic Conversion**. Which one is right for you will depend on your goals and the structure of your course in Original.

1. Piecemeal Copy (Recommended)

→ You want to copy over only select parts of an existing course

→ You want to copy over content from more than one existing course

→ In most cases, **the MC Ultra Transition Team recommends the Piecemeal Copy approach**, as this gives you the most control and simplifies reviewing copied content.

2. Full Course Copy

→ You want to copy an entire existing course to a different course.

→ You recently completed your course in a development course sandbox.

→ Some content restructuring may happen during a Full Course Copy from Original to Ultra. Thorough review of content after copying is essential.

3. "Try the Ultra Course View" Automatic Conversion (NOT RECOMMENDED)

→ The option to "Try the Ultra Course View" in a live course is intended as a PREVIEW of the Ultra experience. **It does not work well as a conversion method without substantial pre-work in your Original course.**

→ If you start "Try the Ultra Course View" and then choose the option to "Use the Ultra Course", **the conversion is PERMANENT and it is not possible to restore the Original course.**

→ This approach can lead to permanent loss of unsupported content, as well as restructuring if the Original course had more than three levels of nested content.

Checklist: What do I need before I start copying content/courses?

❑ Access to a Blackboard Learn Ultra course to copy into:
  - o A development course sandbox, or
  - o A real course with a CRN that already has the Ultra Course View enabled
❑ One or more courses in Blackboard Learn Original or Ultra with materials you wish to copy into your new course in Ultra.
❑ An understanding of which approach to copying content is right for you

Piecemeal Copy Instructions (Recommended)

To copy only parts of your course or courses at a time:

1. Open the destination course – the course where you want the copied content to go.
   (**IMPORTANT – This is different from the course copy process in Original.**)

2. In the top-right corner of the Course Content area, select the three dots menu under **Student Preview** and then **Copy Items**.
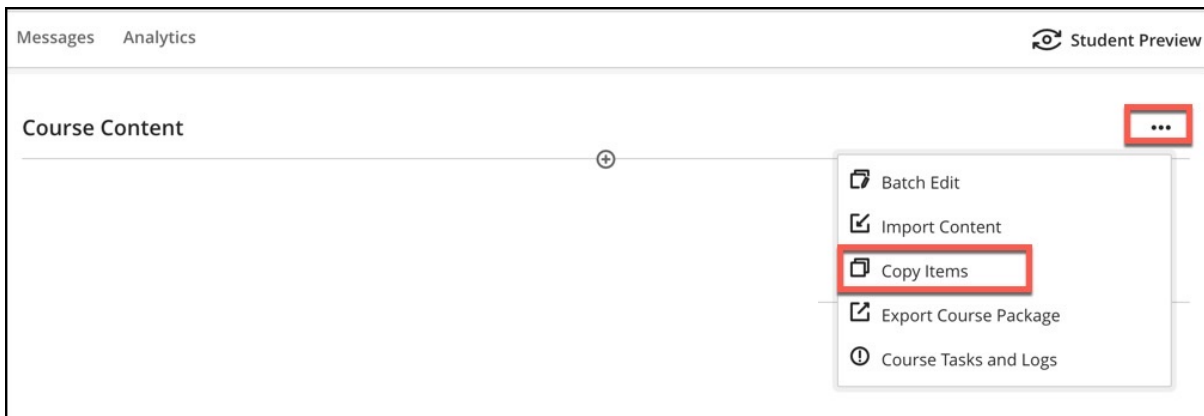
3. Locate the course that needs to be copied from and select the **arrow** next to its name.
   **Note: Do not** select the box next to the course name, as that copies over the entire course.

4. You will see the course split up into sections based on content type. You can choose to copy content from one or more of these areas, such as Course Content, Discussions, Announcement, Rubrics and more. Select the **arrow** next to the part that contains the needed content. This should reveal the individual items within that section.
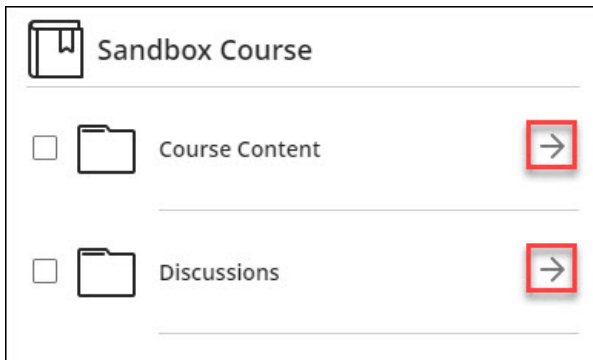
5. Select the **box** next to all items that need to be copied over.
   **Note**: Folders and Modules can be opened further to select content inside.
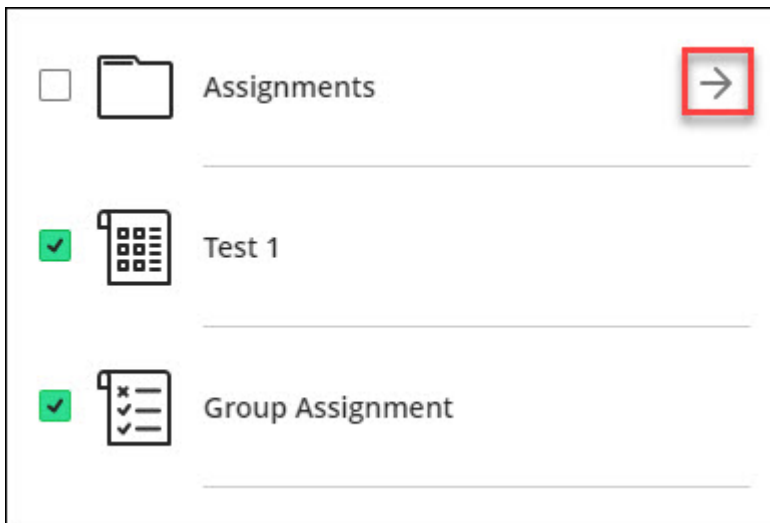
6. Once the necessary selections have been made, click **Copy selected content** at the bottom of the panel.

7. Locate the copied course content at the bottom of the Course Content area of the destination course. Review and update the copied content to:
   a. **Update due dates** and **release conditions** as needed.
   b. Make any necessary revisions to the copied content.
   c. **Make content visible to students**, which doubles as a final review of your course.

Full Course Copy Instructions

To copy an entire course in one action:

1. Open the destination course – the course where you want the copied content to go.
   (**IMPORTANT – This is different from the course copy process in Original.**)

2. In the top-right corner of the Course Content area, select the three dots menu under **Student Preview** and then **Copy Items**.
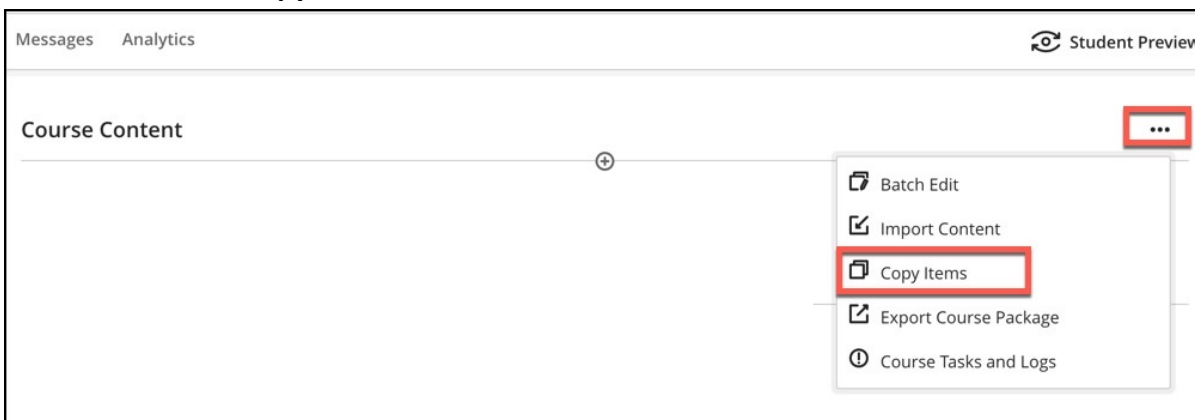
3. In the Copy Items panel, select **the course you want to copy over**. Ensure you have selected the course you wish to copy, and then select **Start Copy**.
   NOTE**:** Hidden courses will not show up in the Copy Items panel. Some courses may take longer to copy depending on the size and complexity of the course.
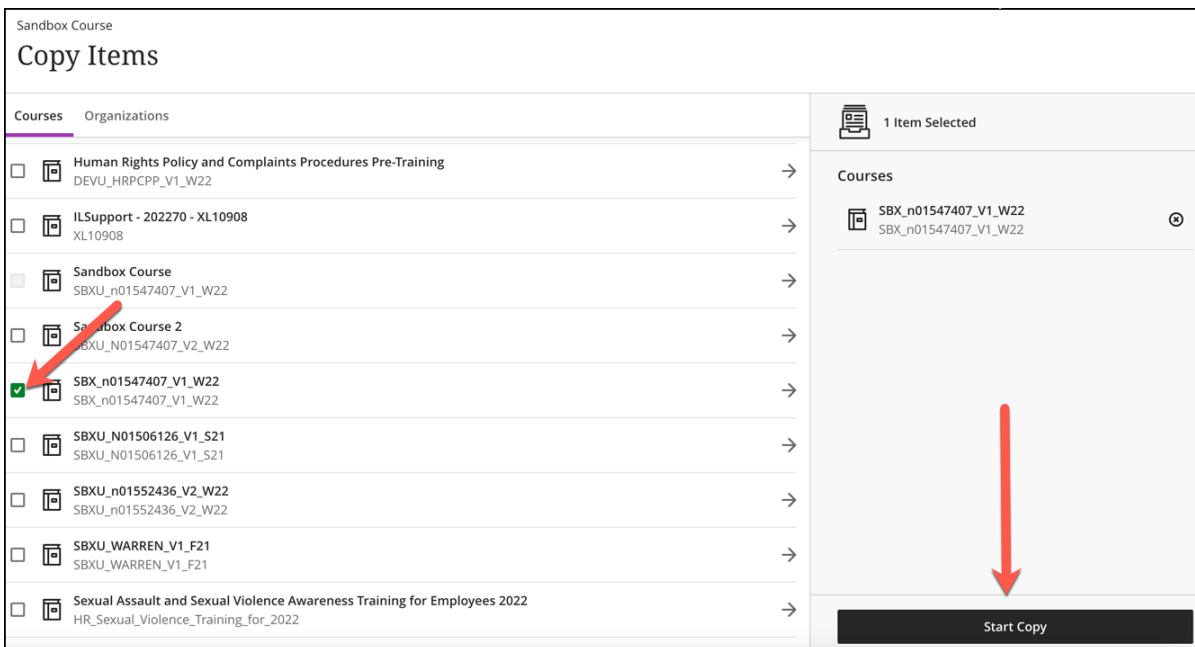

4. Locate the copied course content at the bottom of the Course Content area of the destination course.

5. Review and update the copied content to:
    a. **Update due dates** and **release conditions** as needed.
    b. Make any necessary revisions to the copied content.
    c. **Make content visible to students**, which doubles as a final review of your course.

Other Considerations for Fall 2024 and Beyond

- If you are working with a live course linked to a CRN from Banner in Fall 2024, the course will show up in Original by default.
    o If you wish to enable Ultra in this course BEFORE you have added content, refer to the guide here: Enable Ultra Course View
    o If you have already added content to the Original Course, it is no longer possible to manually enable Ultra in that course.
- In a live course linked to a CRN in Original, you may see the option to "**Experience the new Learn**" or "**Try the Ultra Course View**". This functions like a *preview mode* for you to see how your course would appear in Ultra.
    o **Using this automatic conversion approach to convert a live course with content via the Ultra preview is NOT RECOMMENDED.** There is a much greater likelihood of issues with content not copying over correctly. **Instead, we encourage you to use either the Piecemeal Copy or Full Course Copy approaches outlined above.**
    o Once the "Use the Ultra Course" is selected, it is not possible to revert to Original. It is an automatic process that makes structural changes that cannot be reversed even by administrators.
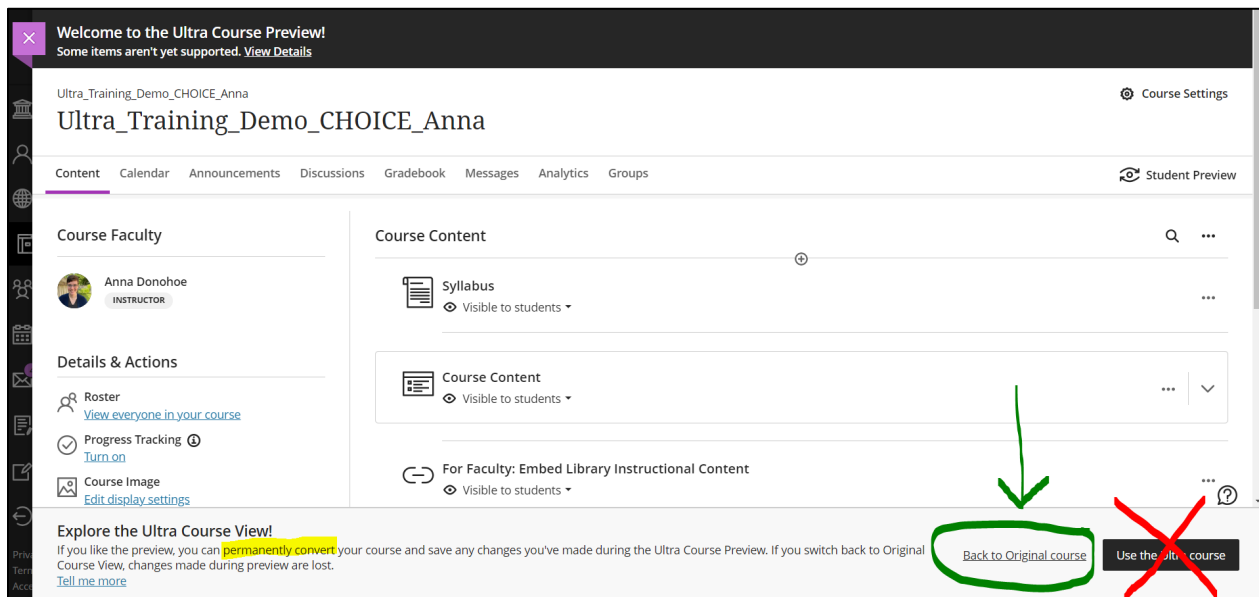
Additional Resources

Thank you for your interest in Blackboard Learn Ultra! This training guide was compiled by Montgomery College's Learn Ultra Transition team and adapted from a resource developed by the University of Arkansas.

- Visit our website for additional resources and answers to FAQs:
  mcblogs.montgomerycollege.edu/thehub/stay-connected/blackboard-learn-ultra/

- Request a development course "sandbox": **Development Course Request information**

- Contact the Transition Team by email at **UltraTransition@montgomerycollege.edu**