



# COURSE PREPARATION CHECKLIST

Learn Original to Learn with the Ultra Experience

Instructor:

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Course Name (ID):

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X Task	Estimated Time to Complete	Help Links
<p>Set your profile picture and configure your notifications. Select your name in the Ultra base navigation to view your profile and set your profile picture. Choose what notifications you receive in the Activity Stream, via email, and via SMS.</p> <p><i>Note.</i> Instruct your students to set their profile picture and configure their settings too.</p>	<p>5-20 minutes</p>	<p><b>Read more about your Profile in Ultra:</b>  <a href="https://help.blackboard.com/Learn/Administrator/SaaS/User_Interface_Options/Ultra_Experience/Tools/Profile">https://help.blackboard.com/Learn/Administrator/SaaS/User_Interface_Options/Ultra_Experience/Tools/Profile</a></p> <p><b>Read more about Notification Settings in Ultra:</b>  <a href="https://help.blackboard.com/Learn/Instructor/Courses/Set_Up_Notifications/Notifications_Setting#ultra_about_notification_settings">https://help.blackboard.com/Learn/Instructor/Courses/Set_Up_Notifications/Notifications_Setting#ultra_about_notification_settings</a></p>
<p>Create a course introduction folder under “Course Content” in the Ultra course. Add or drag/drop into place the syllabus, course schedule, and any other information students need to get started in the course.</p>	<p>15 minutes</p>	<p><b>Read more about creating content in Ultra:</b>  <a href="https://help.blackboard.com/Learn/Instructor/Course_Content/Create_Content#ultra_create">https://help.blackboard.com/Learn/Instructor/Course_Content/Create_Content#ultra_create</a></p>
<p>Determine how course content will be organized. Examples include: by week, by module, by topic, by type. Create corresponding folders under “Course Content” in the Ultra course (e.g., Module 1, Module 2). Add or drag/drop content into place.</p> <p><i>Note.</i> You can create two levels of folders to organize your content. Students can more easily locate your content and it is easier to manage. Students also can more easily navigate on smaller screens when they do not have to search for course materials.</p>	<p>15-60 minutes</p>	
<p>For <i>converted</i> content, check each item for formatting differences, broken links, and missing images.</p>	<p>30-90 minutes</p>	

<p><b>Conversations.</b> Enable Conversations on course content and assignments throughout the course. Conversations are used to facilitate quick exchanges on specific content.</p> <p><i>Note.</i> Inform your students that you are using Conversations and share related help links.</p>	<p>15 minutes</p>	<p><b>Read more about Conversations in Ultra:</b>  <a href="https://help.blackboard.com/Learn/Instructor/Interact/Ultra_Conversations">https://help.blackboard.com/Learn/Instructor/Interact/Ultra_Conversations</a></p> <p><b>Student information about Conversations:</b>  <a href="https://help.blackboard.com/Learn/Student/Interact/Ultra_Conversations">https://help.blackboard.com/Learn/Student/Interact/Ultra_Conversations</a></p>
<p>Conditional Availability. “Adaptive Release” from the Original course experience is called “Conditional Availability” in the Ultra course experience. Currently, you can release content with dates or based on performance. You may need to rebuild content release criteria for <i>converted</i> content.</p>	<p>15-60 minutes</p>	<p><b>Read more about content release in Ultra courses:</b>  <a href="https://help.blackboard.com/Learn/Instructor/Course_Content/Release_Content#ultra_release">https://help.blackboard.com/Learn/Instructor/Course_Content/Release_Content#ultra_release</a></p>
<p><b>Announcements.</b> Course announcements appear in the “Details &amp; Actions” area of the Course Content page. Announcements <i>converted</i> from your Original course may appear as content items; you may need to copy/paste the Announcement text into a new Announcement in the Ultra course and save the draft, schedule it, or post it immediately.</p>	<p>15-45 minutes</p>	<p><b>Read more about Announcements in Ultra courses:</b>  <a href="https://help.blackboard.com/Learn/Instructor/Interact/Announcements">https://help.blackboard.com/Learn/Instructor/Interact/Announcements</a></p>
<p><b>Assignments.</b> Ensure that <i>converted</i> Assignments appear as Assignments. You may need to create a new Assignment in the Ultra course and copy/paste the Assignment text into it. Check and add/edit Assignment settings such as: Availability, Groups, Conversations, Due Date, Rubrics, Alignments, and Grade Categories.</p>	<p>30-90 minutes</p>	<p><b>Read more about Assignments in Ultra courses:</b>  <a href="https://help.blackboard.com/Learn/Instructor/Assignments/Create_and_Edit_Assignments#ultra_create">https://help.blackboard.com/Learn/Instructor/Assignments/Create_and_Edit_Assignments#ultra_create</a></p>
<p><b>SafeAssign.</b> SafeAssign compares submitted assignments against public databases and institutional document archives to identify areas of overlap between the submitted assignment and existing works. You can enable the SafeAssign Originality Report through Assignment settings for each Assignment in the Ultra course.</p>	<p>0-30 minutes</p>	<p><b>Read more about SafeAssign for Ultra courses:</b>  <a href="https://help.blackboard.com/Learn/Instructor/Assignments/SafeAssign">https://help.blackboard.com/Learn/Instructor/Assignments/SafeAssign</a></p> <p><a href="https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Ultra_Tests_SafeAssign">https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Ultra_Tests_SafeAssign</a></p>
<p><b>Discussions.</b> Ensure that <i>converted</i> Discussions appear as Discussions. You may need to create a new Discussion in the Ultra course and copy/paste the Discussion prompt text into it. Discussions can be created <i>inline</i> under Course Content in the Ultra course or via the <i>Discussion tool</i> available in the course navigation bar in the upper righthand corner.</p> <p><i>Note.</i> When creating discussions from the navigation bar, you will have the option to include the discussion on the Course Content page (in Discussion settings). Discussions</p>	<p>15-60 minutes</p>	<p><b>Read more about Discussions in Ultra courses:</b>  <a href="https://help.blackboard.com/Learn/Instructor/Interact/Discussions/Create_Discussions">https://help.blackboard.com/Learn/Instructor/Interact/Discussions/Create_Discussions</a></p>

	created inline on the Course Content automatically appear in the navigation bar.		
	Rubrics. When you create or edit an Assignment, Test, or Discussion, you can create a new rubric or associate an existing rubric with the item. Currently, all rubrics are percentage-based, which means the criteria total percentage must equal 100%. <i>Converted</i> rubrics will appear as percentage-based rubrics in the Ultra course. You may choose to adjust the criteria percentages.	0-30 minutes	Read more about Rubrics in Ultra courses: <a href="https://help.blackboard.com/Learn/Instructor/Grade/Rubrics">https://help.blackboard.com/Learn/Instructor/Grade/Rubrics</a>
	<b>Tests.</b> Ensure that <i>converted</i> Tests deploy as Tests. You may need to reconceptualize and/or rebuild Tests that, in their Original form, have settings and/or question types not currently supported in Ultra courses.  <i>Note.</i> Ultra courses support Group Tests and External Submissions.	30-90 minutes	<b>Read more about Tests in Ultra courses:</b> <a href="https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Create_Tests_and_Surveys">https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Create_Tests_and_Surveys</a>
	<b>Blogs.</b> Blogs are not currently supported in Ultra courses. You may want to transform Blog assignments into post-first Discussions, or you can leverage a 3 <sup>rd</sup> party Blog tool and use the external submissions capability to post and grade the assignment in the Ultra course.	0-30 minutes	<b>Read more about the External Submissions capability:</b> <a href="https://help.blackboard.com/Learn/Instructor/Assignments/Create_and_Edit_Assignments#ultra-collect-external-submissions_OTP-11">https://help.blackboard.com/Learn/Instructor/Assignments/Create_and_Edit_Assignments#ultra-collect-external-submissions_OTP-11</a>
	<b>Wikis.</b> Wikis are not currently supported in Ultra courses. You may want to transform the Wikis into a Group Discussion or Group Assignment, or you can leverage a 3 <sup>rd</sup> party Wiki tool and use the external submissions capability to post and grade the assignment in the Ultra course.	0-30 minutes	
	<b>Journals.</b> Journals are not currently supported in Ultra courses. You may want to transform the Journal assignment into a standard Assignment or series of standard Assignments, or you can leverage a 3 <sup>rd</sup> party Journal tool (e.g., Journey) and use the external submissions capability to post and grade the assignment in the Ultra course.	0-30 minutes	
	<b>Gradebook.</b> For <i>converted courses</i> , check that all gradable items appear in the Gradebook. As needed, add a row/column for an item or calculation by selecting the plus sign that appears between existing rows/columns. Rearrange items in the <i>row view</i> , by pressing the Move icon in the row of the item you want to move and dragging the item to the new location. Set up the overall grade.	15-60 minutes	<b>Read more about the Gradebook in Ultra:</b> <a href="https://help.blackboard.com/Learn/Instructor/Grade/Navigate_Grading">https://help.blackboard.com/Learn/Instructor/Grade/Navigate_Grading</a>  <a href="https://help.blackboard.com/Learn/Instructor/Grade/Grade_Columns#ultra-overall-grade_OTP-10">https://help.blackboard.com/Learn/Instructor/Grade/Grade_Columns#ultra-overall-grade_OTP-10</a>