

# Tips for Building Ultra Courses Efficiently

The Online Learning Department is working hard to support the college's transition to Ultra Course View for the Summer 2023 term, providing workshops, training courses, consultations, and web-based resources. We strongly recommend the following strategies to migrate Original Course content to Ultra Course view efficiently with maximum success.

## Tip 1 - Build and Copy - Don't Rely on Ultra Course Preview

Although faculty can request the [Ultra Course Preview tool](#) in an Original Blackboard course by [contacting the Online Campus](#), this may result in errors or substantial revision of course content due to the nature of differences between course modes. It may be more time efficient to build a course outline in an Ultra Course using [Folders](#) or [Learning Modules](#) and use the [Copy Content function](#) to fill in the outline. Blackboard Ultra's Copy Content feature supports copying from both Ultra and Original courses; files, links, assessments, and rubrics should copy over with few issues. This technique provides a clean, well structured, and thoughtful course build, with fewer errors and messy conversion translations to fix. Rebuilding this way also provides a valuable opportunity to think carefully about the design of the course, assessment alignments, and opportunities for improvement.

## Tip 2 - Use the Base Template

New [master shells that you request from the Online Campus](#) and semester shells for summer will come equipped with a base template that provides guidance and embedded support to help you build your course in Ultra efficiently. Take advantage of the template's suggested structure and resources to quickly customize a well organized and easy to navigate course. If you prepare content in an Ultra master shell, you may use Copy Content to transfer the content into your Ultra semester shells easily!

## Tip 3 - Use Learning Modules for Structure

Use [Learning Modules](#) to create organized lessons by week or topic. This is a great way to present content in a structured path for students to progress through a lesson. When you use Learning Modules, you can enable [Progress Tracking](#) to provide students with visual cues that indicate their progress and for you to monitor student progression through content via Student Progress reports.

## Tip 4 - Create Content with Concise Names and Descriptions

When [creating content](#), type short meaningful names and descriptions to help students consume content with ease on any device. In titles, include the most important information first so that it is more likely to be readable. Use the description field to include other important information such as dates or brief instructions. Users can tap the "show more" link to expand the description field.

## Tip 5 - Use Ultra Documents and Content Items Strategically

Consider carefully whether to build your content within an [Ultra Document](#) or by inserting content as [links](#) or [files](#) directly into a Folder or Learning Module.

In an Ultra Document, you can insert a combination of formatted text, multimedia, links, files, and other objects to build a coherent content presentation document. This approach is best when content items inserted in the Ultra Document are related or are meant to be consumed at the same time. For example, begin a unit of content with an Ultra Document to introduce the lesson topic, learning objectives, required readings, and learning plan to help students navigate through a lesson successfully. Inserting links, files, and other objects directly in a Learning Module or Folder also has advantages, including making content easy to find and the ability to view content sequentially using Learning Module navigation arrows. A final advantage of inserting content items directly is that students' interactions with these individual items can be analyzed using the *Progress Tracking* feature.

## Tip 6 - Use the Assignment Content Tools for Instructions and Support

In Blackboard Ultra, the Assignment content item type allows you to create a dynamic assignment, complete with due dates, grading options, and rubric. Use the Assignment's content tools to build instructions and share supporting documents. When creating an assignment, click the + button in the Assignment's content tools and choose *Add Text* to insert a rich text editing field. This field will allow you to add text, links, and files. If you're including files in your assignment instructions, be sure to include them using the *Attachment* function (paperclip icon) in the *Add Text* rich text box.