

# Blackboard Learn Ultra Conversion Guide

## **Option 1: Request an Ultra Sandbox and build or copy in content**

The Blackboard Support partners in eLearning Services (eLS) and the Center for Teaching Excellence (CTE) have developed this step-by-step conversion guide to walk you through various options to get you started with your transition from Blackboard Original to Blackboard Learn Ultra in time to start the Fall 2024 semester. It is important to know that as we transition to Blackboard Learn Ultra, you will still have access to your courses from previous semesters in Blackboard. Depending on the complexity of your course, please plan for 10 – 20 hours of work to fully transition your course to Blackboard Learn Ultra.

## **Options for transitioning to Blackboard Learn Ultra**

### **Option 1: Request an Ultra Sandbox and build or copy in content**

### **Option 2: Convert your blank Original course shell to Blackboard Learn Ultra using the Ultra Course Preview (then build or add course content)**

### **Option 3: Convert and preview an existing Original Course (containing course content) to Ultra Course View (UCV)**

At any time during this process, should you need additional support, please reach out to the Center for Teaching Excellence (CTE) about [help with instructional design](#) for your specific course or [submit a request to eLearning Services](#) for assistance.

This document details steps for **Option 1: Request an Ultra Sandbox and build or copy in content**

This option allows you to perform any of the following:

- Work in an Ultra sandbox with the option of copying your entire existing original course (content) into the Sandbox.
- Work in an Ultra sandbox with the option to move over sections of your existing original course into the Sandbox.
- Copy in the [CTE Ultra Template](#).

**How to get an Ultra sandbox in Blackboard:**

You can request an Ultra sandbox by [submitting a request to eLearning Services](#).

When submitting your request, please consider providing the following information:

- If you wish to work on a specific course in the Sandbox, please provide the course ID and your sandbox will be named accordingly. This will make it easy to identify in your course list.
- If you wish to have eLS **copy** an entire existing original course into your new Ultra Sandbox, please provide the course ID of that course. Student enrollments will not be added when the content is copied into the sandbox.

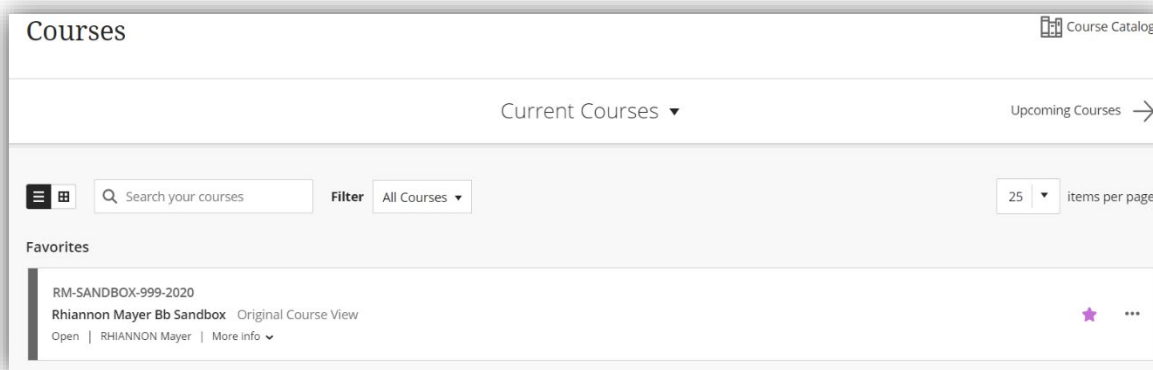
### How to access your Ultra Sandbox in Blackboard:

1. Login to Blackboard at [blackboard.sc.edu](https://blackboard.sc.edu).
2. Once logged in, click “Courses” from the menu on the left-hand side.
  - a) Under Current Courses, listed under Assorted Dates, locate the new sandbox in your course list. If you do not see the sandbox listed, click in the search box and type “sand” The course should appear.

To ensure your sandbox appears on the “Current Courses” page, click the star to the right of the course name to make it a “Favorite”.



This course will now appear under “Favorites” on the Current Courses page.



Once your Ultra sandbox has been created, you can begin familiarizing yourself with the new look and feel of Blackboard Learn Ultra.

For more information on using the features of UCV, access [Blackboard Getting Started](#).

To view terminology highlights between Blackboard Learn Original and Blackboard Learn Ultra, please visit [Blackboard Learn Original and Ultra Terminology](#).

Note: Before moving content from your Ultra sandbox content into a new course shell, you must first [convert your Original course shell into an Ultra course shell](#).

You will now be able to begin your transition to Blackboard Learn Ultra by:

- Reimagine your course and build content from scratch
- Copying your entire existing original course (content) into the Sandbox
- Moving over sections of your existing original course into the Sandbox
- Copying in the [CTE Ultra Template](#)

Read more about your options for copying course content using the following links:

- [Copying content from Original Courses to Ultra Courses](#)
- [Copying content from other Ultra Courses](#)
- [Copying content from an Original Course to an Ultra Course \(video\)](#)