

# Blackboard Learn Ultra Conversion Guide

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

The Blackboard Support partners in eLearning Services 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**

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

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.
3. Under Current Courses, locate the empty course shell in your course list that you would like to convert to Blackboard Learn Ultra. If you do not see your course listed, click “Upcoming Courses” and check there. To ensure your course appears on the “Current Courses” page, click the star next to the course to make it a “Favorite”. This course will now appear under “Favorites” on the Current Courses page.

Courses Course Catalog

Current Courses ▾ Upcoming Courses →

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☰ 
Filter All Courses ▾
25 ▾ items per page

**Favorites**

RM-SANDBOX-999-2020  
**Rhiannon Mayer Bb Sandbox** Original Course View ★ ...  
Open | RHIANNON Mayer | More info ▾

**Let's begin the process to convert your blank Blackboard Original course shell to Ultra using the Ultra Preview:**

1. Courses must be made private before you can use the Ultra Course Preview. To do this, on the Courses page, locate the course you would like to convert to Blackboard Learn Ultra. Click the 3 dots to the right of the course name and select "Make course private" from the course's menu.

**Introduction to Oceanography** ☆ ...  
 Cathy Chu | More info ▾

🔒 Make course private ↖

👁 Hide course

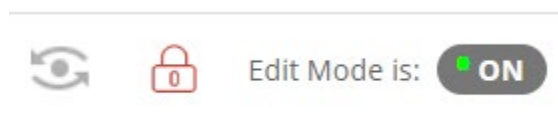
- a. From within the course itself, you can also make the course private (unavailable) by locating the lock icon in the upper right corner of the course and click it to switch the course to private.

🔄 🔒 Edit Mode is: ON

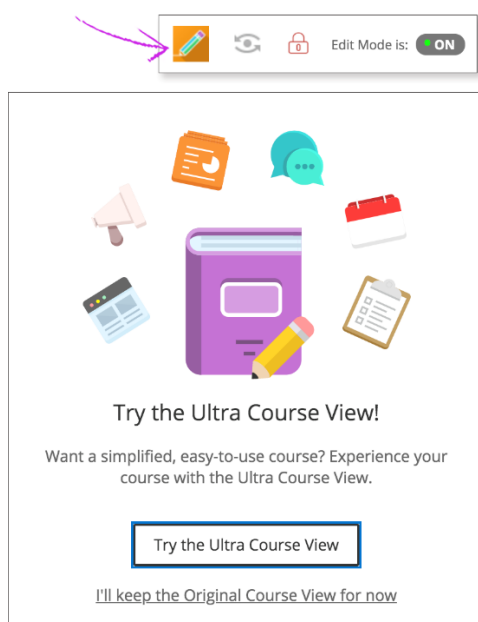
Make Unavailable

**make unavailable**

NOTE: When your course is in preview mode, only instructors and administrators can view it. Students will not be able to view the course when it is in the Ultra Preview mode.



2. Once the course has been made private, a pencil icon will appear near the lock icon. This is the icon used to begin the Ultra Preview. Hovering over the pencil icon will display "Experience the new Learn". Click this pencil to begin, then click the "Try the Ultra Course View" button.



Once you have clicked the "Try Ultra Course View" button, the system will begin converting the course to Ultra. Since the course shell is empty, this will only take a few minutes. You will get an email when the conversion is complete.

3. Once your course has been converted using the Ultra Course Preview, you can see exactly how your content will look in the updated, more modern Blackboard Learn Ultra Course View.

The screenshot shows the 'Ultra Course Preview' interface for the course 'Introduction to Oceanography' (ocean.org.101). The instructor is Cathy Chu. The interface includes a navigation menu on the left with options like 'Roster', 'Course Groups', 'Attendance', and 'Conversion Exceptions'. The 'Conversion Exceptions' link is highlighted with a red box. The main content area shows 'Course Content' with sections for 'Getting Started', 'Week 1: People', and 'Week 2: History'. At the bottom, there are buttons for 'Back to Original course' and 'Use the Ultra course', both highlighted with red boxes.

- Now focus your attention to Conversion Exceptions in the “Details & Actions” menu on the left-hand side. Click the link that reads “Review all course exceptions”. This will allow you to view items that won't be carried forward in Ultra Course View. These items are known as exceptions.
- In the Conversion Details panel, select a priority group to view the specifics so you can make the best decision for your course.

The first screenshot shows the 'Conversion Details' panel with three priority groups:

- Low Priority (4)**: Some styling and formatting was removed for a more consistent appearance. [View Exceptions](#)
- Medium Priority (54)**: Small changes in features and behavior may impact your course. [View Exceptions](#)
- High Priority (36)**: Significant changes in features and behavior may impact your course. [View Exceptions](#)

An orange arrow points from the 'Low Priority (4)' group to the second screenshot, which shows a detailed view of the 'Low Priority Exceptions' (4 affected items):

- Forum subscriptions aren't supported. (3)
  - Surf's Up: Wave Dynamics
  - Wave Assignment: Energy From Waves and Tides
  - Oceans in the News
- The rubric was converted, but some formatting may have changed. (1)

Select View Exceptions under a priority heading to learn more. All exceptions in that category appear in the panel. To see how the exception affects parts of your course, select an exception. The list of affected content appears so you can understand the specific changes. To help you better understand how your course environment will change, the system groups exceptions into three priority groups, based on the potential impact.

- Low Priority exceptions include course appearance changes, formatting changes, or slight feature limitations.
- Medium Priority exceptions include feature behavior changes and formatting and submission removal.
- High Priority exceptions include unsupported features and grade data removal.

NOTE: At this time, some features aren't included in the Ultra Course View. Several new features are being released monthly in Blackboard Learn Ultra so this is constantly changing.

To view a more detailed list of what features will and will not convert, please visit [Content types that will convert](#).

6. Permanently converting your course to the Ultra Course View is a big step.

It is time to decide whether to **commit** your course to the new Ultra Course View OR **revert back** to Original Course View.

**Commit to the new Ultra Course View:** This will permanently convert your course shell from Original Course View to Ultra Course View for the upcoming semester.

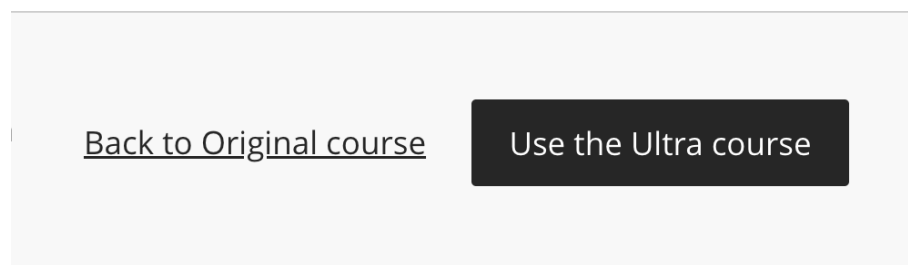
To do this, click the “Use the Ultra Course” button in the lower right corner. If you choose to Use the Ultra course, it is not possible to go back to the Original Course View for this course shell.

NOTE: If you choose to commit your course to the new Ultra Course View, this will permanently convert your course to Ultra Course View. This conversion cannot be undone.

**Revert back to Original Course View:** This will allow you to revert your course back to the Original Course View.

To do this, click the “Back to Original course” button in the lower right corner.

NOTE: **IF** you made any changes to the course while in the Ultra Course Preview and you decide to revert back to Original, all changes will be lost.



7. After conversion, you can begin building your course. 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, visit [Blackboard Learn Original and Ultra Terminology](#).