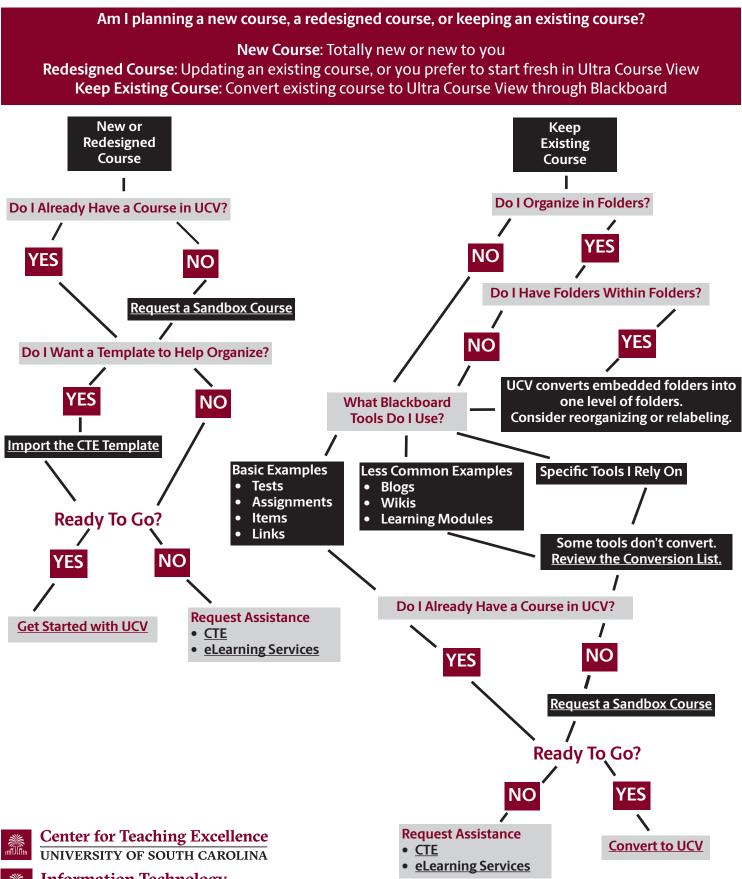# How Do I Start Using Blackboard Ultra Course View (UCV)?

Think about how you are using Blackboard. For **each course**, start by asking yourself this question:

Am I planning a new course, a redesigned course, or keeping an existing course?

New Course: Totally new or new to you
Redesigned Course: Updating an existing course, or you prefer to start fresh in Ultra Course View
Keep Existing Course: Convert existing course to Ultra Course View through Blackboard

New or Redesigned Course

Do I Already Have a Course in UCV?

YES

NO

Request a Sandbox Course

Do I Want a Template to Help Organize?

YES

NO

Import the CTE Template

Ready To Go?

YES

NO

Get Started with UCV

Request Assistance
- CTE
- eLearning Services

Keep Existing Course

Do I Organize in Folders?

NO

YES

Do I Have Folders Within Folders?

NO

YES

UCV converts embedded folders into one level of folders.
Consider reorganizing or relabeling.

What Blackboard Tools Do I Use?

Basic Examples
- Tests
- Assignments
- Items
- Links

Less Common Examples
- Blogs
- Wikis
- Learning Modules

Specific Tools I Rely On

Some tools don't convert.
Review the Conversion List.

Do I Already Have a Course in UCV?

YES

NO

Request a Sandbox Course

Ready To Go?

NO

YES

Request Assistance
- CTE
- eLearning Services

Convert to UCV

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