# UNIVERSITY OF HARTFORD
## FACULTY CENTER FOR LEARNING DEVELOPMENT

### Building and Managing Ultra Courses

Blackboard Ultra is a completely redesigned interface that is responsive across devices. Since not all courses will be Ultra, Blackboard distinguishes both: Blackboard Original Course View and Blackboard Ultra Course View. The Ultra Course View is a simpler and more modern course experience for instructors and students and course tools are easy to find and use in Ultra Course View. Instructors and students need little Blackboard experience to find and use the tools available to them, but more experienced instructors may find that Ultra Course View limits their ability to customize their courses in the same way that Original Learn Courses offers. Like many modern LMS designs, the interface of an Ultra View Course appears flatter and has limited ability to display images inline within course content. However, instructors can display a course banner. Ultra Course View has the option to enable progress tracking, so that students can easily see the content they have accessed and completed.

## Table of Contents

# The Top Tabs

The top tabs in Blackboard Ultra Course View give you quick access to the most common tools you will use.



**The Top Tabs in Blackboard Ultra Courses**

Content                 Discussions              Messages
Calendar                Gradebook                Analytics

## *Content*

This is the default view when you enter Blackboard Courses.  *See **page 7**.*

## *Calendar*

When instructors put due dates on Blackboard gradable items, they will show up on the calendar automatically.

Students can view the calendar by Day or Month, or they can view by Schedule or Due Dates. The Due Dates view is very handy for students to keep on task in your course. Instructors can check their due dates with this view. Clicking on an item in the Due Dates view or Schedule view will take them directly to that assessment. If you find a due date is incorrect, you can go directly into that assessment and adjust the due date(s) accordingly.
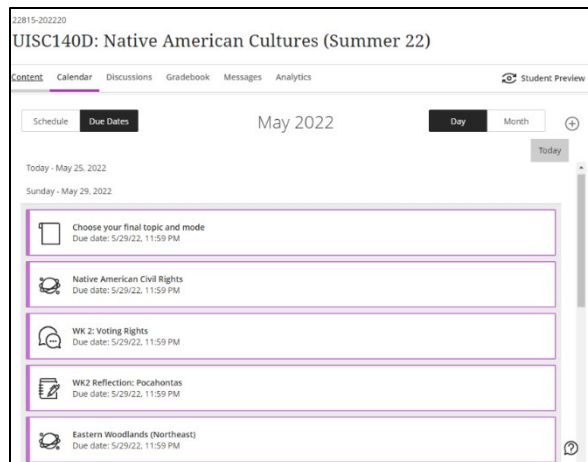
Add to the calendar (such as reminders) by clicking the + button in the upper right corner.

## *Discussions*

Online discussions provide unique benefits. Because students can take time to ponder before they post ideas, you may see more thoughtful conversations. You can observe as students demonstrate their grasp of the material and correct misconceptions. You can extend your office hours and reach students more often during the week so that learning is continuous.

Building a learning community among students is crucial for student success in online courses, as it keeps them motivated and engaged, and lessens the feeling of isolation. With online discussions, course members can replicate the robust discussions that take place in the traditional classroom.

For smaller course groups, you can also offer group discussions where only members of the group may access the discussion.

*See **page 31** for more details on discussions.*

## *Gradebook*

View video on Gradebook Overview in the Ultra Course View:
https://www.youtube.com/watch?v=tlUZHOnDBpE&t=6s

Gradebooks can be complicated, but we are here to help! If you need assistance with the Gradebook, we recommend the following:

1. First set up all of your assessments: Discussions, Assignments, Tests, and Journals.
2. Have your syllabus handy, so we can use it to set up your Gradebook.
3. Contact FCLD at fcld@hartford.edu for a 1:1 face-to-face or virtual appointment.

## *Messages*

You and your students can send messages to each other, to multiple people, or to an entire class. Messages activity remains inside the system, so you don't have to worry about email addresses that may be incorrect or outdated.

As an instructor, you can quickly send messages to all students about important deadlines and schedule changes.

From anywhere in a course, you can access messages on the navigation bar. The course messages page displays all the messages that are specific to the courses you are in.

You don't need to add a link to course messages. The Messages icon is always part of course navigation in the Ultra Course View.

### To create a message:

1. Click on **Messages** on the top tab.
2. Click the + button in the upper right of the Messages window.
3. Select your recipients.  Click in the text box and then select All course members or individual students/instructors.
4. Type your message.
5. Choose whether to also send an email to recipients.  This is highly recommended as many students don't check internal Blackboard messages.
6. By default, replies to the message are allowed.  We recommend you keep this option checked.
7. Click **Send.**

## *Analytics*

Holding every student accountable and identifying individuals who are falling behind is made easier in the Blackboard Ultra Courses.  Use the activity panel to monitor student progress and keep students engaged throughout an entire activity.

Watch the video on Analytics in Blackboard Ultra Course View:
https://www.youtube.com/watch?v=lJ_s0oIPeSo&t=2s
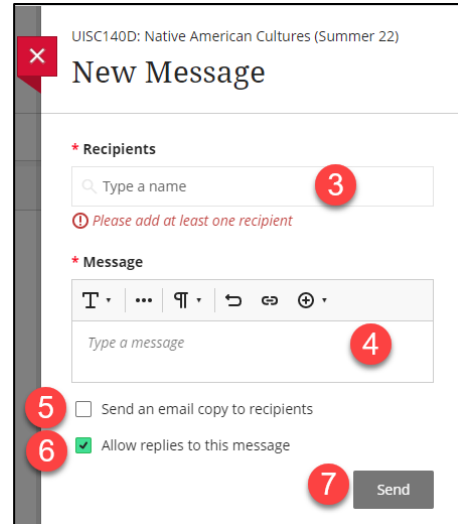
# Student Preview

With the student preview feature, instructors can see their courses and interact with course content exactly as students do. An instructor can easily transition in and out of a student preview account because, by default, your student preview student is already enrolled in the course. This is slightly different than our Blackboard Original Course View.

When an instructor selects student preview, the system immediately generates a student preview account in the course and the instructor is then viewing and accessing course content as a student would see it. Instructors can click on the three dots **...** in the upper right and select **Exit Preview** to return to instructor view of their courses, but keeps the preview student in the roster and preserves any test scores, etc.

- The student preview user account only works within individual courses. An instructor using student preview in a course still has access to the profile and posts pages from the global navigation menu.
- The preview account is tied to the instructor and can be used across more than one course. The username is the instructor's username appended with "_previewuser." The first name of the preview account is the same as the instructor. The last name is the instructor's last name appended with "_PreviewUser."
- The preview user and data are visible to all users enrolled in the course, including students. This means that other users can interact with the preview user. For example, students can reply to discussion posts submitted by the preview user.
- Instructors must select **Exit Preview** to return to the instructor view. If they leave their courses while in student preview, they return to student preview when they return.
- In Blackboard Ultra Courses, the previewuser and all data is retained when they exit Student Preview mode. Instructors can view that preview user's activity where they view student activity, such as the Grade Center. The preview user is clearly identified by the appended "_previewuser."
- If Instructors want to remove the previewuser and any data it generated, such as test scores, they have to do so from the course roster by clicking the three dots **...** to the right of the previewuser's name, then **Edit member information**, then click **the trash can icon** in the right-hand pane and select **Remove member** in the popup that appears.
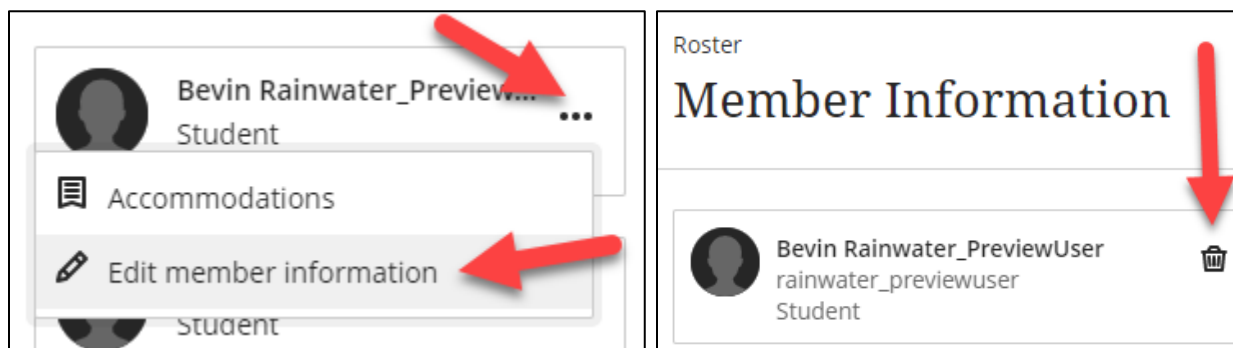


**Remove the Student Preview User**

# Course Content

The Course Content area is the primary view in Ultra Course View.  The Course Content area functions like an activity stream where all of the content can be built, viewed, and accessed by both the instructor and the students. It is up to individual instructors how they organize content in the Course Content area, but we do recommend that online instructors start with the Ultra Template in their course. If you need the Ultra Template copied into your Ultra Course, email fcld@hartford.edu.  Non-online instructors might find the template provides a jumpstart on course building.

**NOTE:** While converting or importing your course is an option, sometimes not everything converts or imports correctly.  **It is highly recommended that you build your Ultra courses from scratch** and if you need to pull content from an Original course, do so using the *Copy Content* option (see **page *37***).

## *The Ultra Course Template*

The Ultra Course Template contains important information, instructions, and some already pre-built out areas and examples for you to start building your Ultra Course. It is recommended that you do not remove sections that are hidden from students until you have finished building your course – these sections are designed to help **you** as you begin building your course in Ultra Course View.  Also important, do not remove the six sections in the image below – these sections are very important and are instrumental in providing necessary resources to students in any Blackboard Course.

| Get Started Here | Student Evaluations | Student Resources |
| Academic Policies | Blackboard Help | Library |
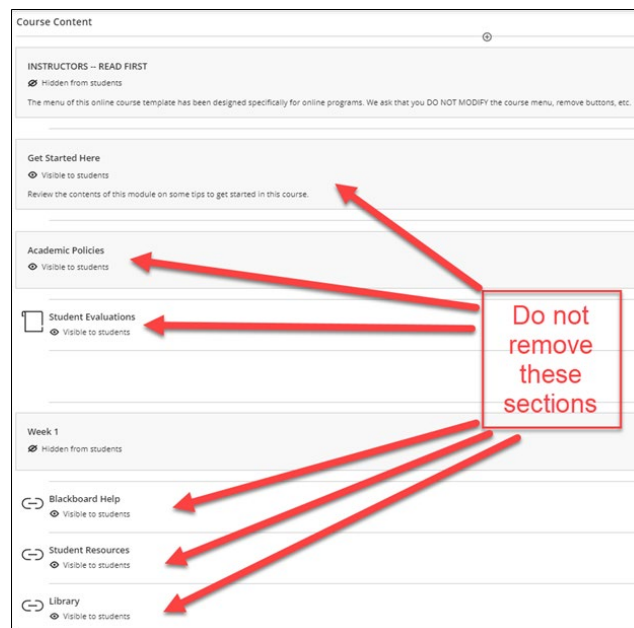


The Course Content Area in the Ultra Course View

## *Instructors – Read First*

This module provides just-in-time help and information to instructors for building their Ultra Course.  It is recommended that you not remove this section until the content area is completely built, at which time you can click the … to the right of the module and delete it.



**INSTRUCTORS – READ FIRST – Do not remove until your course is finished being built**

## *Get Started Here*

The Get Started Here area is an important information area for your students for them to begin to use your Blackboard Course.  In this section, you can create a welcome message, record a welcome video, add your syllabus, update the Instructor Information with your contact details, and include any important information that you feel your students may need to begin their online experience inside your Ultra Course.

Within this area, you can upload your own syllabus (either via direct upload, from cloud storage, or from a direct connection to OneDrive) by hovering between line items and clicking the + button that appears (as shown below).

You can also edit and customize the contents of this area (such as the Welcome or Instructor Information) by clicking the … to the right of the line item, then clicking on **Edit**.



**Upload Documents or Edit already existing documents in the Get Started Here module**

## *Academic Policies*

The Academic Policies is a required module for students to access the University's academic policies – DO NOT REMOVE THIS MODULE.
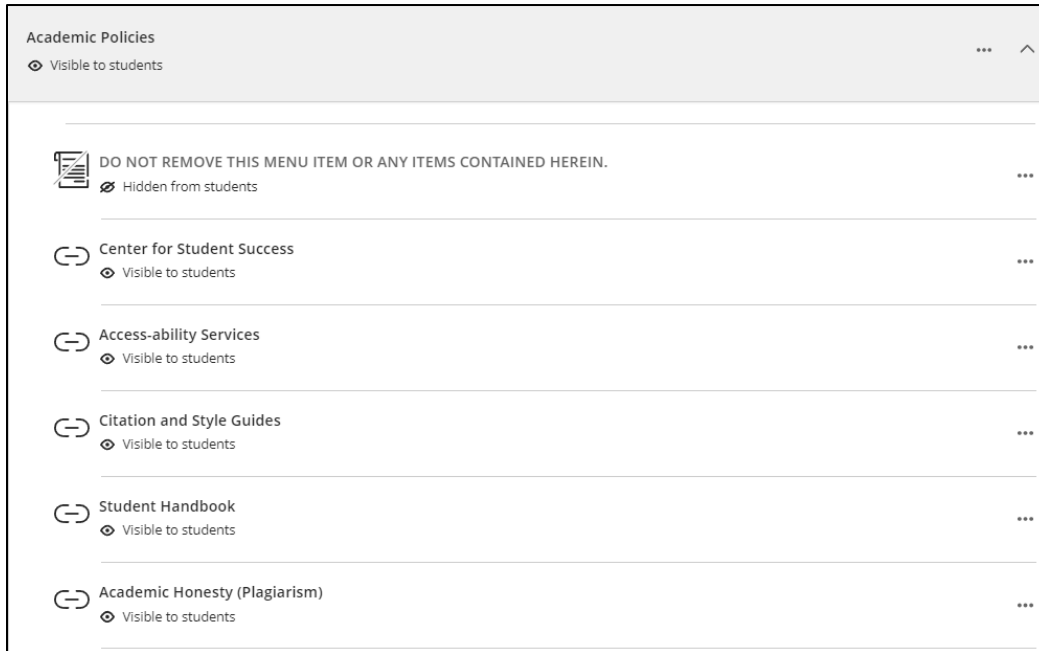


**Academic Policies Module – Do not remove**

## *Student Evaluations*

DO NOT REMOVE this link. Students will need it to access the student course evaluations at the end of the term.

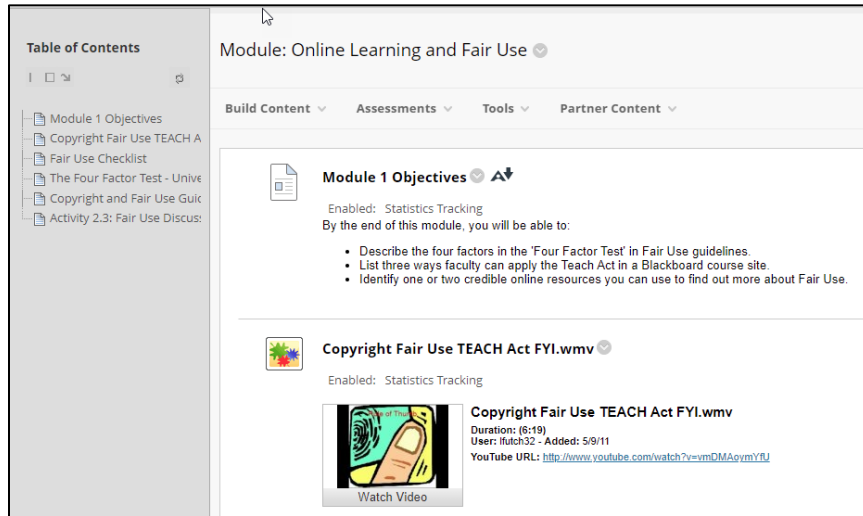# Learning Modules

A Learning Module is a logically structured collection of course content – similar to a chapter in a textbook. It consists of content items with an accompanying path for progressing through the items. You may be familiar with these in Original Course View.

Learning modules are the preferred content 'container' for your weekly content in Blackboard Ultra Courses. When learning modules are used as the top-level container rather than folders, students can arrow through the different contents of that learning module without having to jump back to the main course content outline. You can, of course use folders (as subfolders) in a learning module to further chunk your information, but you cannot put a learning module in a folder.

# Learning Modules vs. Folders – Original Course View



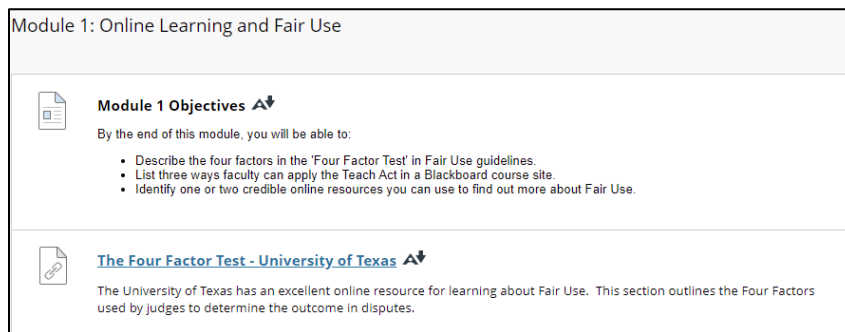**Learning Modules vs. Folders in Original Course View**



**Instructor view of a learning module in Original Course View, contents spills down the page.**
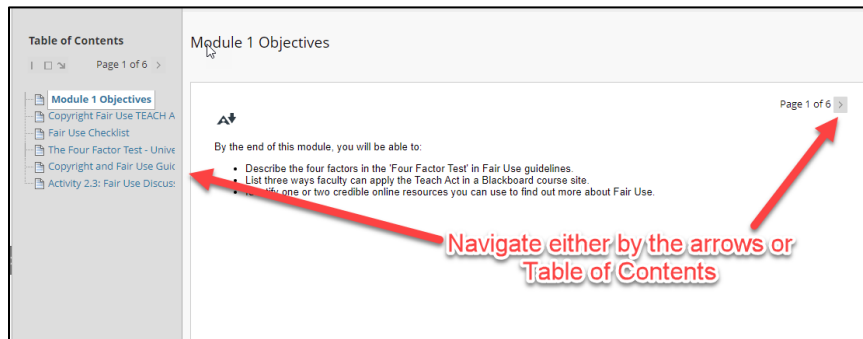


**Student view of a learning module in Original Course View.
Students navigate either by the arrows or via the Table of Contents.**



**In an Original Course, folder contents spills down the page with no arrow navigation**

## Learning Modules vs. Folders – Ultra Course View

The containers for learning modules look a little different than folders. Learning modules are defined by a grey box in the Content Area, versus the folder being indicated with a folder icon. Here's an example of both:
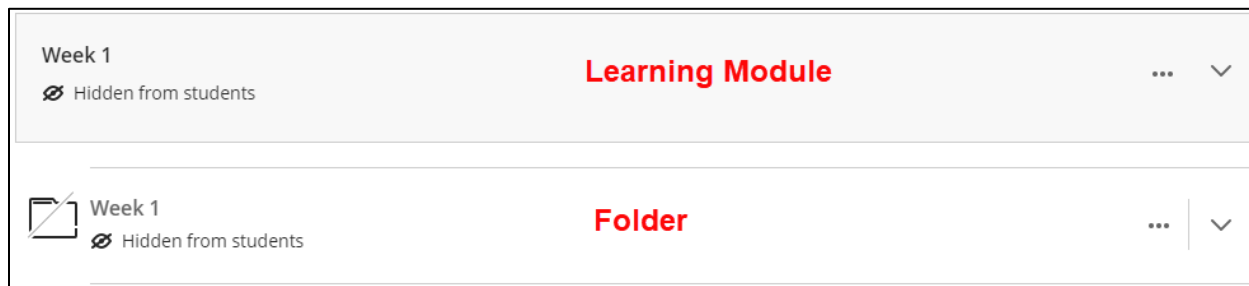


**Learning Modules vs. Folders in Ultra Course View**

The Ultra Course Template already has an example of what a week would look like using the learning modules, including a couple of subfolders in there to help further chunk your material.
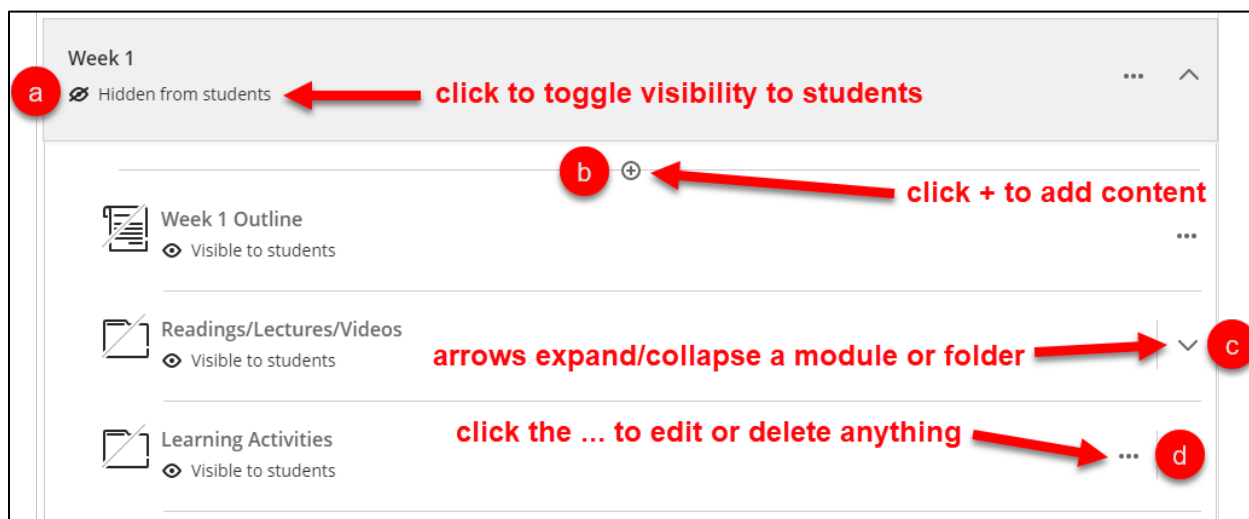


**Navigating a Learning Module**

**Some navigation tips:**

a. Click the *Hidden from students* to toggle visibility to students. In Blackboard, permissions are top down, so if a folder or module is hidden, everything within it will be hidden.
b. Clicking the + icon opens up a submenu allowing you to create/upload/copy content into that space.
c. Clicking the icon ∧ collapses or ∨ expands the learning module or folder containers.
d. Clicking the **...** button gives you the option to edit or delete an item, document, folder, learning module, etc. in the Content Area.

Once you click into either a learning module or a folder, the options are slightly different. When you toggle it open (**∨**) to expand the learning module or folder containers, they both appear the

same until you click onto the first item.  Here you will notice that the learning module allows you to arrow navigate through the contents, whereas the folder does not (unless you are in a folder within that learning module).
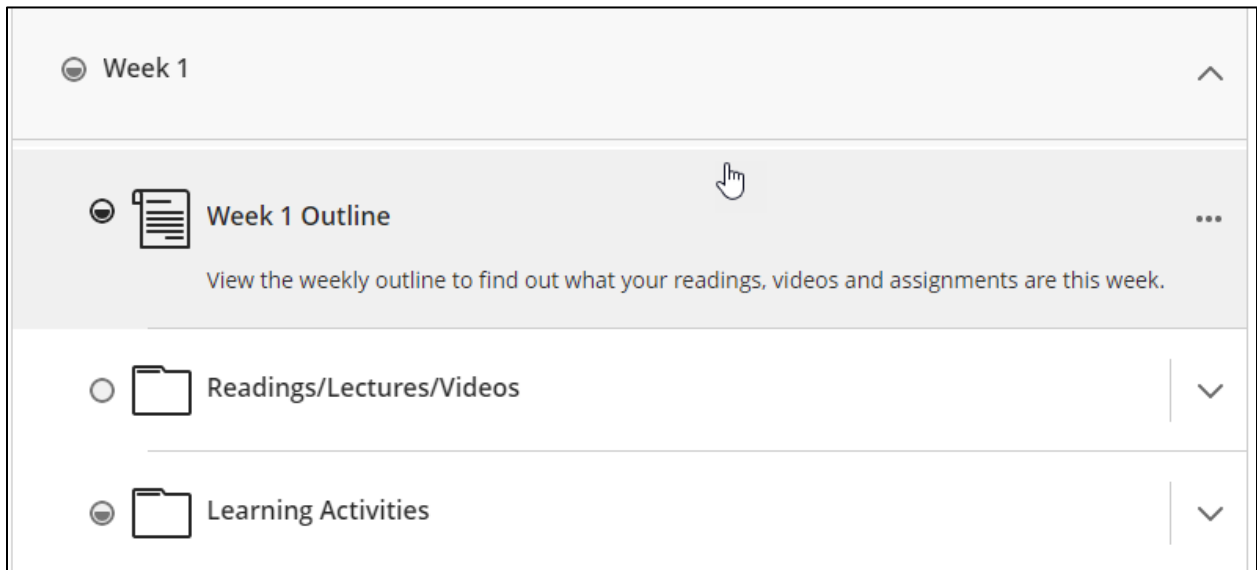


**The Outline View looks the same in the Content Area of both a learning module and a folder**
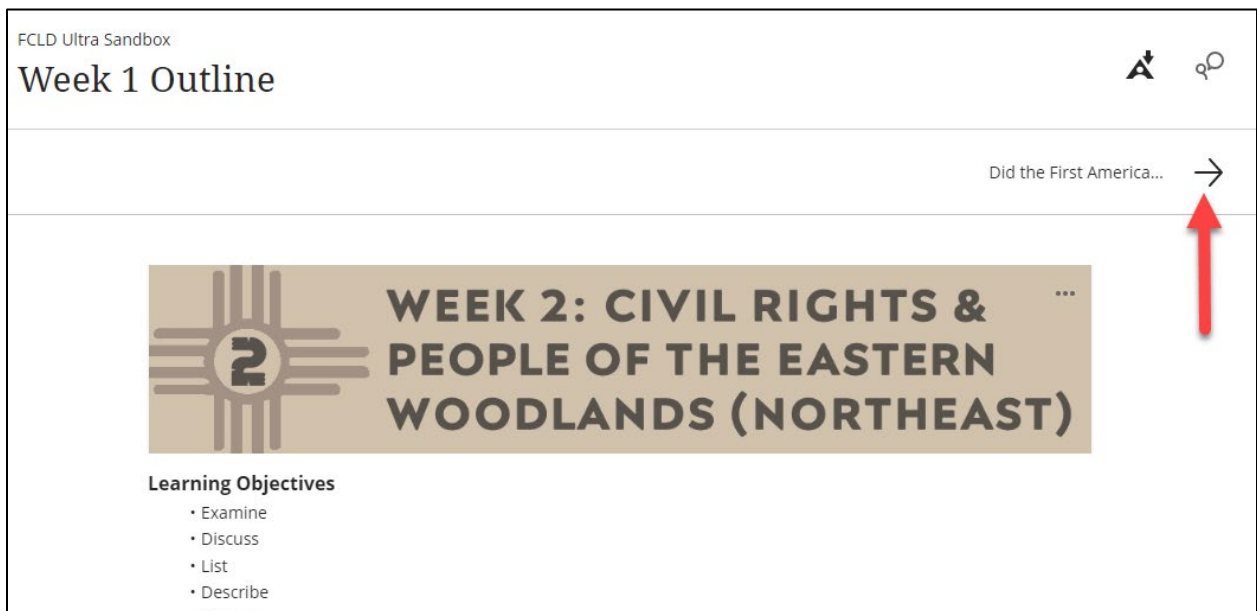


**Learning modules give you an arrow navigation between elements (readings, assignments, folders even) within that learning module, whereas folders do not.**

# Create

Create an item by hovering over place where you want your item to be located.  The types of items you can create are:

- Learning module
- Folder
- Document
- Link
- Teaching tool with LTI connection
- SCORM package
- Test
- Assignment
- Discussion
- Journal

We will review how to create each one in detail in the following sections.
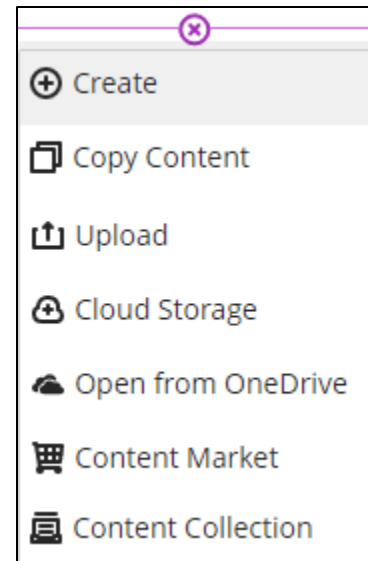


## *Creating a Learning Module*

1. Hover where you want the learning module to be located, then click the + then **Create**. You might need to click on the bottom line to get the + to appear.
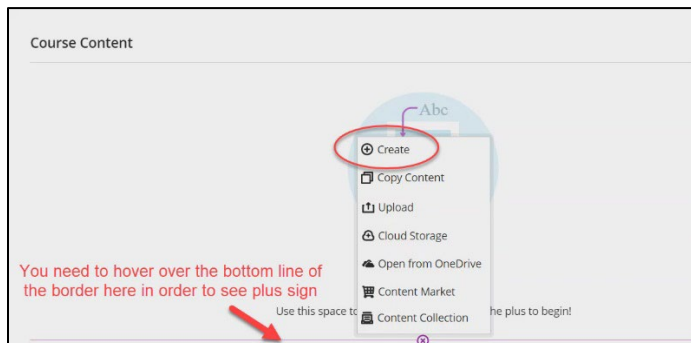


**Hover over the bottom line of the border in order to see the + sign > Create**

2. Click **Learning Module.**
3. Name the Learning Module.
4. Choose whether to hide or display the module by clicking the dropdown menu.  You might need to hover to get the arrow to show up.
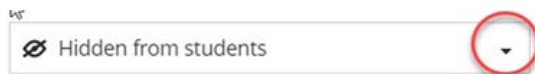


5. Give it a short description (250 characters).
6. Choose whether to Force Sequence (not recommended).
7. Click Save.
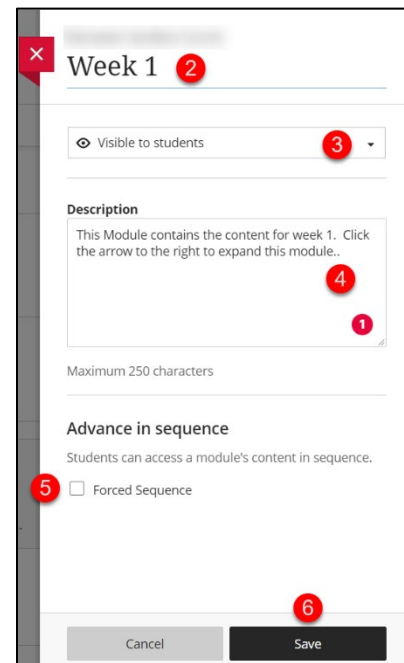
Again, it is recommended that Learning Modules be used for the topmost container for Course Content, and then use Folders and other content items inside the Learning Module. This will give students the ability to click the < > nav at the top of the page and navigate to different pages and documents in the content area, making it easier to access content.

**NOTE:** It is possible to put Folders into Learning Modules, but you cannot put Learning Modules into Folders, or embed Learning Modules within Learning Modules.

## *Creating a Folder*

1. Use the downward **V** arrow button on the far right to expand your Learning Module. This will reveal a plus button. Click the plus button + and click **Create*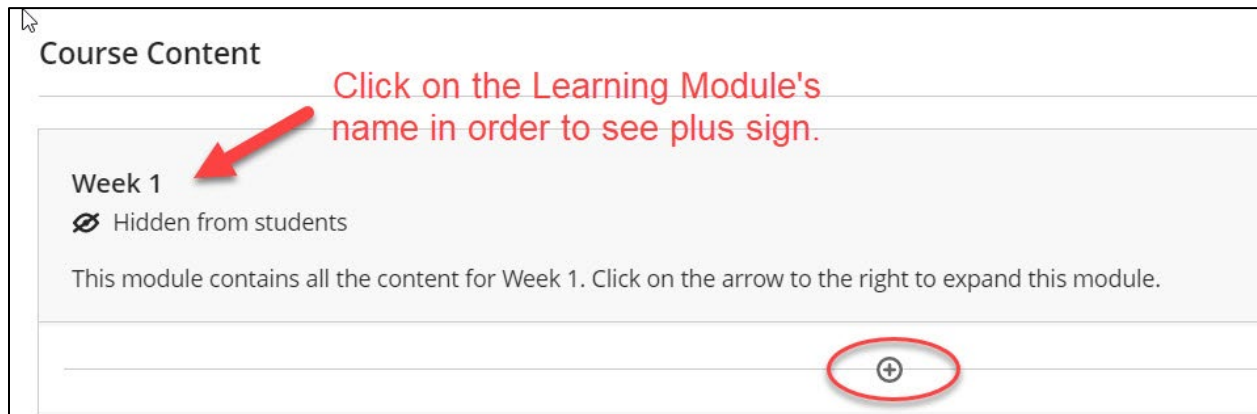*. If you wish to add it outside of the Learning Module, hover over where you want the folder to be located, click the **+** button, click **Create**, then choose **Folder**.



**Click on the Name of the Learning Module to see the + to add more content, such as folders**

2. Name the Folder.
3. Choose whether to hide or display the module by clicking the dropdown menu. You might need to hover to get the arrow to show up.
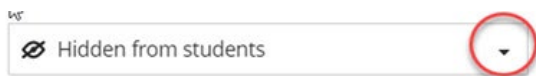


4. Give it a short description (250 characters) that will display inline in the content area.
5. Click **Save**.

## *Creating a Document*

Documents create a content area, much like adding an item or blank page in Blackboard Original courses.  Within a document, you get the rich text editor as well as the ability to link or add additional content types.
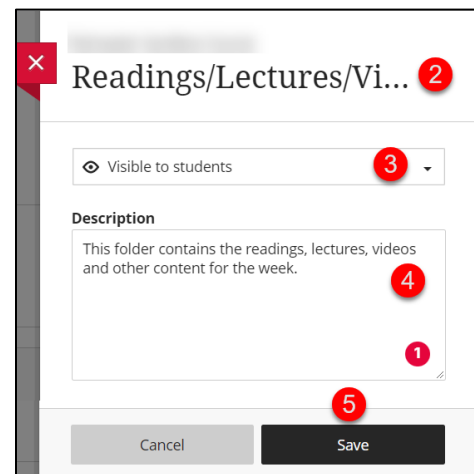
1. Use the downward ∨ arrow button on the far right to expand your folder.  This will reveal a plus button at the bottom edge of your folder.  Click the plus button + and click **Create,** then select **Document**.  If you wish to add it outside of the folder, hover over where you want the folder to be located, then click the + button.
2. A new panel will open widescreen.  At the top, name the Document.
3. Toggle the availability of the document to students.
4. In the space in the middle, you choose what kind of elements you want the document to contain.
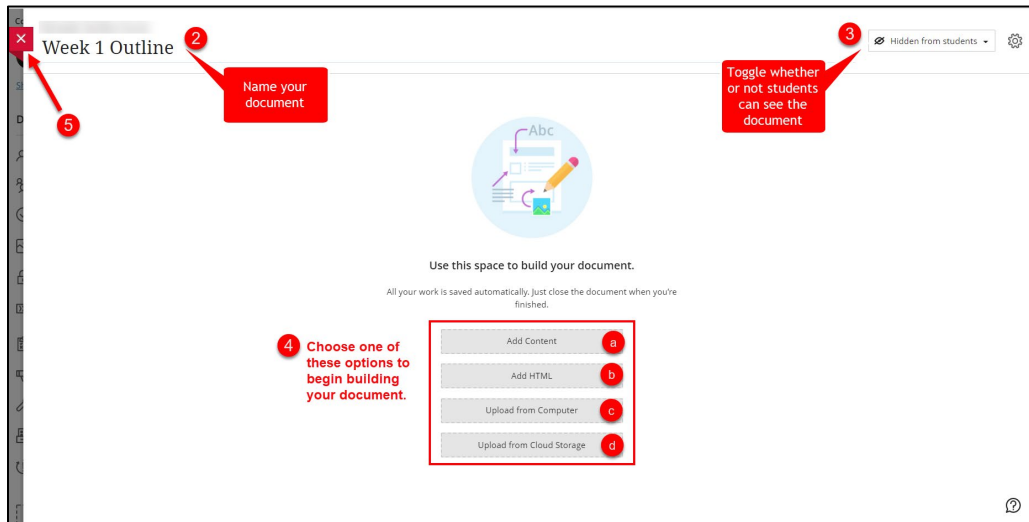


**The Build Document Panel**

a. **Add Content** – this gives you the same rich text editor you have when creating an item in the Blackboard Original Courses. Type your text into the content box. Clicking the + button within that editor gives you the ability to add additional types of content.  Please do not use the Media option as adding media impacts your Blackboard course quota as well as overall Blackboard storage.  Instead use YouTube or LTI connection to embed Kaltura media.  When done, click **Save.**
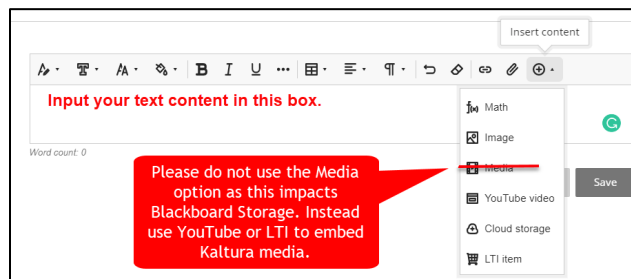


**The Rich Text Editor within Document**

**What the text looks like once saved**

    **b.** **Add HTML** – this allows you to add customized code such as embed codes from your favorite sources such as: YouTube, Vimeo, Sound Cloud, Quizlet, Cram, JeopardyLabs, etc. It creates a block in which you can input HTML code in order to add interactive content to your documents. Go to the site of your choice, copy the embed code and paste it into the block. When done, click **Save.**



**Add HTML Option**



**An Example of what HTML content looks like once saved**

c. **Upload from Computer** – Browse your local computer files to find documents to put into your course.
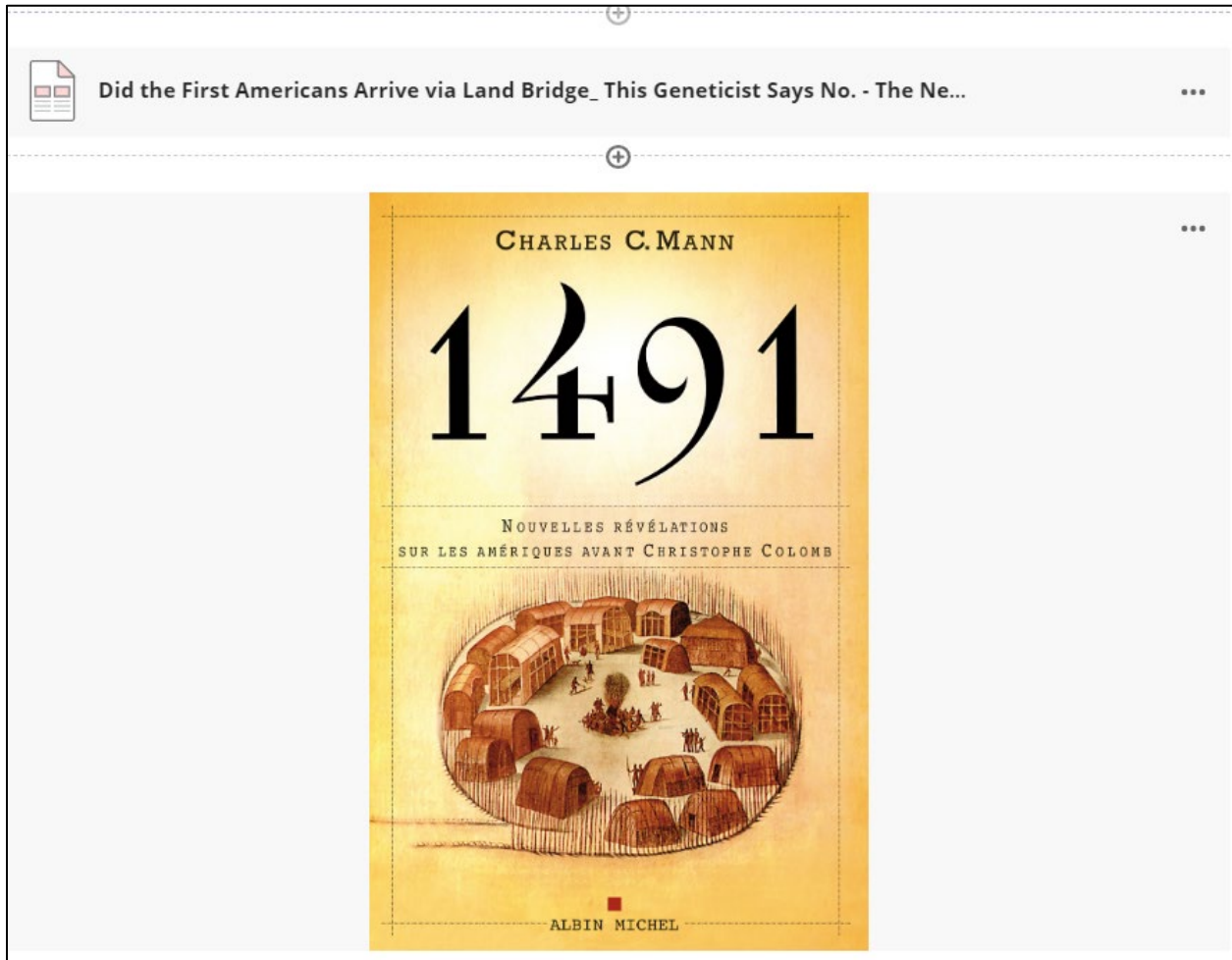


**Documents such as Word, Excel, PDF, PPT will show up with an icon. Images will display inline.**

d. **Upload from Cloud Storage** – Log into one of your cloud storage solutions: Google Drive, OneDrive, Dropbox or Box, then browse and find files to attach.
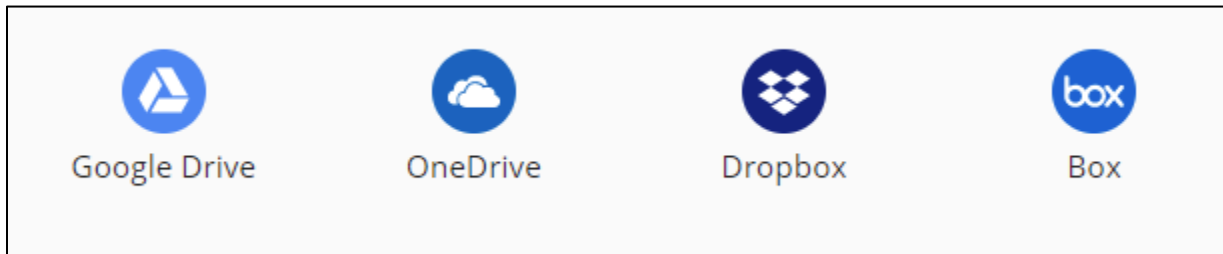


**Choose which Cloud Storage Service to log into, then find your files to upload**

## *Creating a Link*

You can create a link to any external web content you would like your students to access. For example, maybe you want your students to go watch a TedTalk.

1. Click the plus + **> Create > Link.**
2. At the top, name the link where it says "New Link <date>".
3. Choose whether to show or hide the link to students.
4. Type in or paste the URL to the website. Highlite the URL in the browser address, then click **Control C** to copy, then **Control V** to paste the link address in Blackboard.
5. Input a description if you choose (note that these are character limited).
6. When done, click **Save**.

## *Creating Teaching tools with LTI Connection*

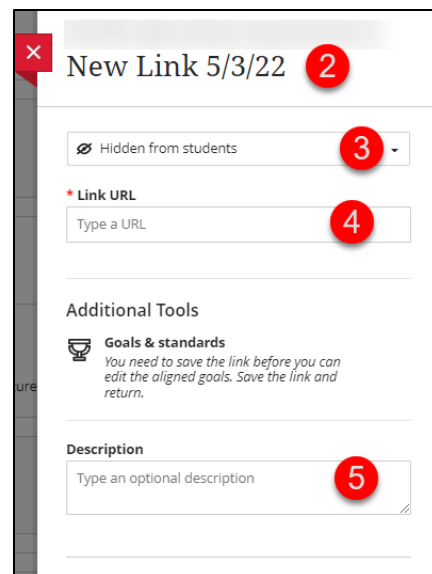LTI teaching tools are external content that integrates within Blackboard, e.g., publisher tools like Cengage, Wiley, Pearson, and McGraw-Hill (among others). Follow your publisher's directions for integrating with Blackboard Ultra courses.

## *Creating a SCORM package*

A SCORM package is a zip file containing eLearning content created in a third-party software application such as Articulate, Lectora, Camtasia, and/or Adobe Connect. These are standalone learning objects that can be embedded for access within your Blackboard course.

1. Create (or download) your SCORM package to your computer.
2. Click the **+ > Create > SCORM package.**
3. **Upload SCORM package** > Browse and find it where you saved it on your computer **> Open > Save.**
4. Choose your settings for the SCORM package. One of the benefits of SCORM content is the ability to use it as gradable assessments.
   a. Title
   b. Due date and time
   c. Allow class conversations
   d. Category for Weighted grading
   e. Attempts allowed
   f. Advanced Settings
   g. Description

## Advanced Settings

The advanced settings in the SCORM settings panel allow you to customize further the viewing and navigation of your SCORM content for students. Unless you are deeply familiar with SCORM and how it operates, it is not recommended that you modify these settings. These settings include:

- Navigation controls: Show navigation, title bar, prevent right click and course structure
- Launch behavior: open in new window or current window, frame set, full screen or not, the window size, and if available offline
- Control the sequencing of content
- Control the scoring
- Control compatibility settings
- How many attempts they can fail before reporting to the system
- Debugger options
- Record user history

## *Creating a Test*

You can build tests/quizzes directly into Blackboard Ultra courses, import them from another course, or import a publisher test bank. One important note: Ultra does not include all the test question types that Blackboard Original courses have. We recommend first building a small quiz or test to get to know the features of Blackboard Ultra tests.

### Build a Test from Scratch

1. Navigate to the content area in which you plan to put your test/quiz, click the **+ button > Create > Test**.
2. A new panel will open. Give the test a name.
3. In the center of the window, click the **+ button** to add text or questions (you may want to input some explanatory text before inserting questions). ***Note that if you do, you cannot randomize the test questions that follow, unless you add them in via a randomized question pool.*** This area gives you the ability to add question pools as well, reuse questions, add text, add local files and add files from cloud storage. The question types available in Blackboard Ultra courses are:
   a. Calculated formula
   b. Calculated numeric
   c. Essay question
   d. Fill in the blank
   e. Matching
   f. Multiple Choice
   g. True/False
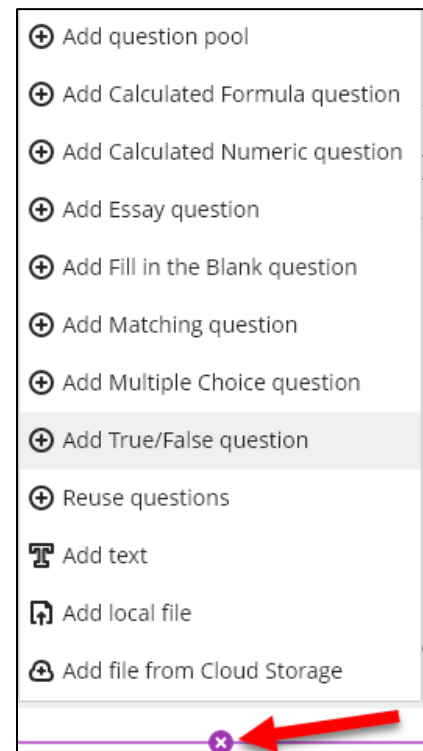
4. Once you have your test/quiz built out to your liking, edit the test settings (test options in Blackboard Original courses) by clicking on the cog icon in the upper right.
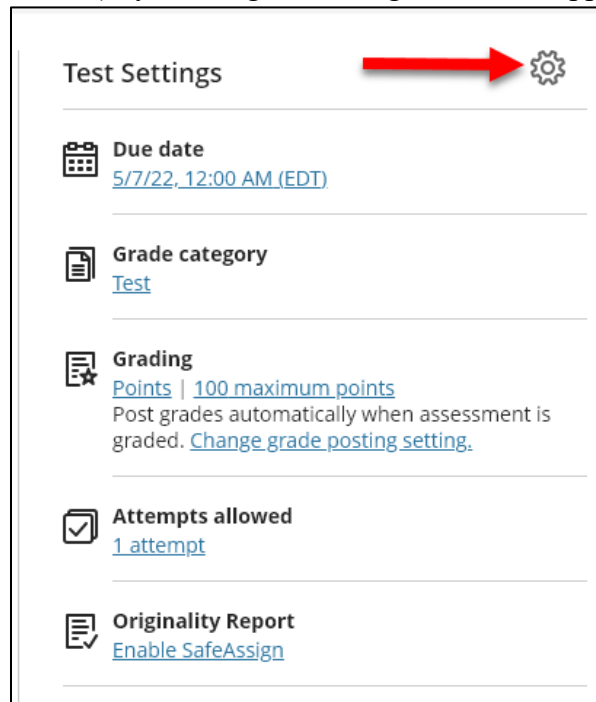


**Click the gear (settings icon)**

5. This will open up the Test Settings side panel. Here you can input:

- Due date/time
- Prohibit late submissions
- Prohibit new attempts after due date
- Allow class conversations
- Display one question at a time
- Randomize questions
- Randomize answers
- Collect submissions offline
- Change the category
- How many attempts allowed
- Grade using points, percentage or letter
- Max points
- Anonymous grading
- Graders (TAs) or Peer Review
- Whether or not to post grades automatically

- How to display Assessment Results:
  - Submission View
  - Automated Question Feedback
  - Question Scores
  - Correct Answers
- Assessment Security – password/access code
- Time Limit
- Rubric
- Goals/Standards (not set up here at the University of Hartford)
- Groups
- Originality Report (SafeAssign)
- Description

6. When done, click **Save**. Set the visibility at the top (default hidden). Then you can close the test panel.

## Assessment Results

We recommend the following settings:

- ✓ Allow students to view their submission
  - o After submission (unless you think they may share them with others). Other options:
    - ▪ After the individual grade is posted
    - ▪ After due date
    - ▪ After all grades are posted
    - ▪ On a specific date
- ✓ Show automated feedback
  - o After all grades are posted – this is probably the best option unless you have a low stakes quiz or test and don't mind them seeing their answers automatically. Other options include:
    - ▪ After submission
    - ▪ After due date
    - ▪ On specific date
- ✓ Show question scores
  - o After individual grade is posted is typical, however you can wait to release it until all students are scored. Here are other options:
    - ▪ After due date
    - ▪ After all grades are posted
    - ▪ On specific date
- ✓ Show correct answers
  - o We recommend After all grades are posted, however other options include:
    - ▪ After individual grade is posted
    - ▪ After due date
    - ▪ After all grades are posted
    - ▪ On specific date

We recognize that each case is different. If you would like to discuss grading/feedback scenarios, email fcld@hartford.edu.

## Student Activity

As an instructor, you can see when your students opened, started, and submitted tests and assignments with the Student Activity report. In general, this feature looks and functions the same whether you're working in an Original or Ultra course

To access Student Activity, click the **...** to the right of the assignment, then choose **Student Activity**.
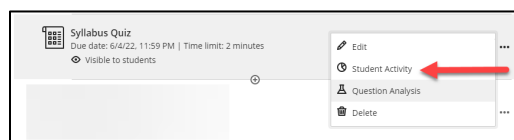


**Click ... > Student Activity**

The Student Activity Overview provides aggregate information about your students' performance on the assessment, such as the number who reviewed instructor feedback.



**Student Activity Details**

| Student | Date Started | Start to Finish | Grade |
|---------|--------------|-----------------|-------|
| Mina Akbar<br>No submission | 5/15/17 | None | 50 / 50 |
| Oliver Albe<br>No submission | None | None | 50 / 50 |

Student Activity Details

You can also view activity for discussions. Discussion analytics provide you with insights to forum participants and activity. This information can help you identify students who are participating or may need help and encouragement. You can access discussion analytics from the Discussions or Course Content page.

## Item (Question) Analysis

Question analysis provides statistics on overall performance, assessment quality, and individual questions. This data helps you recognize questions that might be poor discriminators of student performance. Question analysis is for assessments with questions. You can run a report before all submissions are in if you want to check the quality of your questions and make changes.

Uses for question analysis:

- Improve questions for future assessments or to adjust credit on current attempts
- Discuss assessment results with your class
- Provide a basis for remedial work
- Improve classroom instruction

Example:

After the question analysis, you notice that the majority of students answer one question incorrectly. Why the low success rate?

- Is the wording of the question confusing?
- Are the answer options unclear?
- Were students given the right content to learn to successfully answer this question?
- Was the content to learn easily accessible and clear?
- Based on what you discover, you can improve the question to truly assess what students know or don't know.

**Access an assessment's analysis**

On the Course Content page, access an assessment's menu and select **Question Analysis**. You can also select the Analytics icon on the navigation bar.
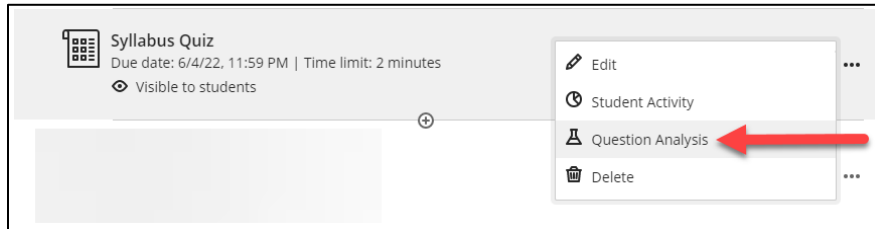


You can also run a question analysis report from the gradebook in grid or list view. Access an assessment's menu and select **Question Analysis**.

For more information on Question Analysis, visit:
https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys/Item_Analysis
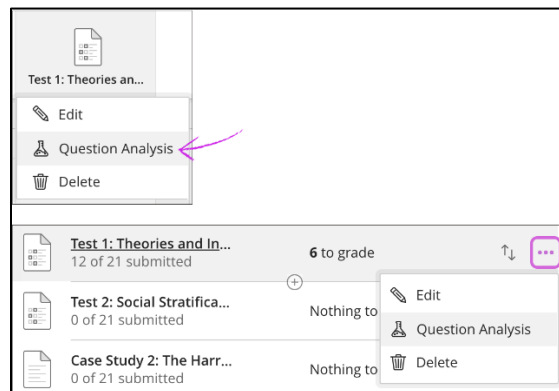


## Build a Test from a Pool

Pools are test banks, often created by publishers for faculty to use in their courses. A test bank is a collection of questions, problems and quizzes. These might be provided by a publisher to go with a specific text or they can be imported from another Blackboard course (including Blackboard Original courses). Faculty can also create test banks manually and they can also modify questions in a pool. Publisher's pools often contain suggested answers with explanations. In order to import a pool from a publisher, the test banks must first be formatted in a specific format for Blackboard to read and then are uploaded as a .zip file. If your publisher does not have them formatted correctly, the instructor will have to manually edit/format the file in order to upload them into Blackboard Ultra. Oklahoma Christian University has a great Blackboard Test Generator you can use to create your own pools in the proper format for Blackboard: https://ed.oc.edu/blackboardquizgenerator/

Once created (or downloaded from your publisher), it is time to add your pools into Blackboard Ultra.



1. From the Details & Actions menu on the left within your Blackboard Ultra Course, select **Manage banks**. The Question Banks pane will open up.

2. In the upper right corner, click the ⊕ icon. Browse your computer and find the Pools zip file (do not unzip it!). Click **Open**. NOTE: You can only upload one pool at a time.

3. Your uploaded pool will appear in the list of uploaded pools. You will also get a confirmation email when this is complete.

4. Close the Question Banks panel when done.
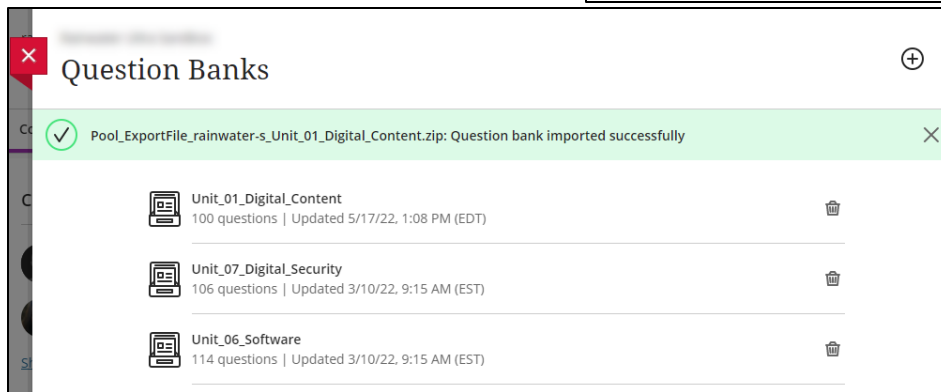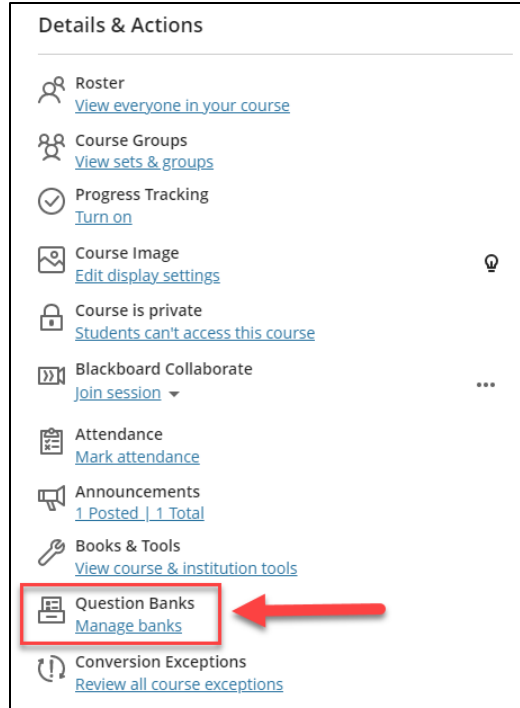


**Uploaded Pools in the Question Banks Panel**

Now to create a test using pools:

1. Navigate to the content area in which you want to create your test. Click the + button > **Create** > **Test**.
2. Name your quiz or test.
3. Click the + in the center of the page. You have two options here: **Add question pool** or **Reuse questions**. If you are importing a pool from a Blackboard Original course and wish to use all questions, select **Reuse questions**.

**Add question pool**: This opens the Add Question Pool Panel. Pools allow you to create a block of questions, then use only a random number of questions from that bank. For example, if you have a bank of 69 questions, you want to use 50 of those questions.

1. On the left, choose which question bank you wish to use (you can select more than one) and then either **Select all** or select individual questions to add from the list.
2. Then click the **Add Questions** button.
3. If you wish to use questions from a Blackboard Original course, you must first export and import the test or pool of questions (they will be a .zip file), then import them into your Ultra course using the import tool under Question Banks.

Expand the *Question Types* section if you want to select your questions by type (e.g., if you just want to use Multiple Choice Questions). You can also filter questions by Tags if you have tagged your questions. In the center, questions will appear based on your filter selections.
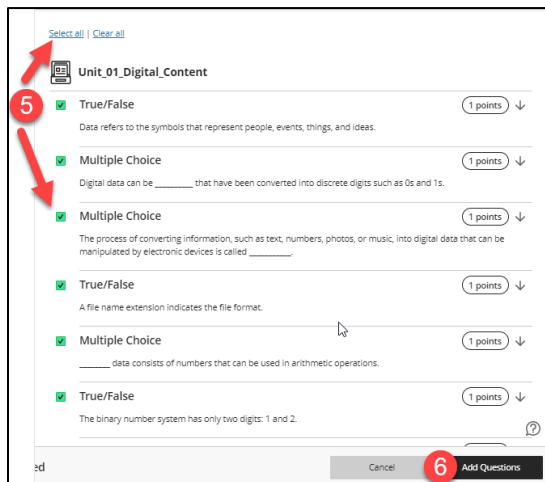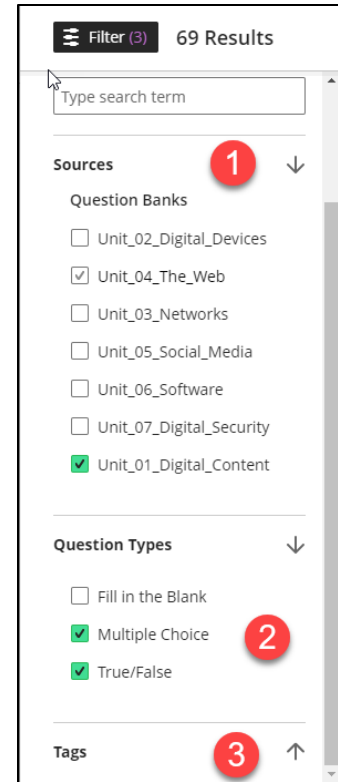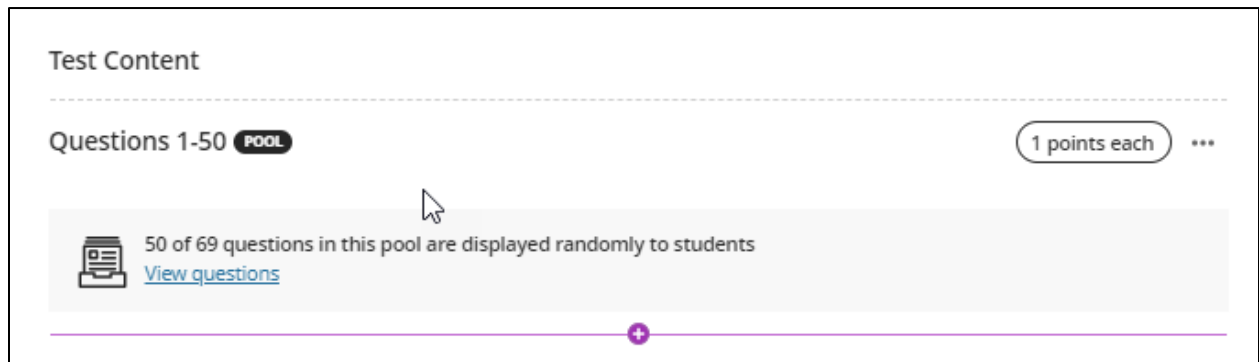




4. Input how many questions you want to display from the pool and how many points per question. When done, click **Save**.
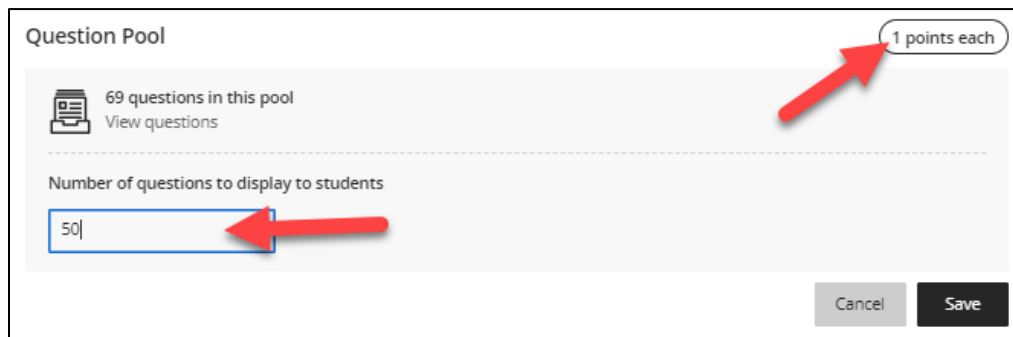


**Choosing the Number of Questions and the Points per Question**

5. The test block appears like this:



Test Content

Questions 1-50 POOL                                    1 points each    ...

50 of 69 questions in this pool are displayed randomly to students
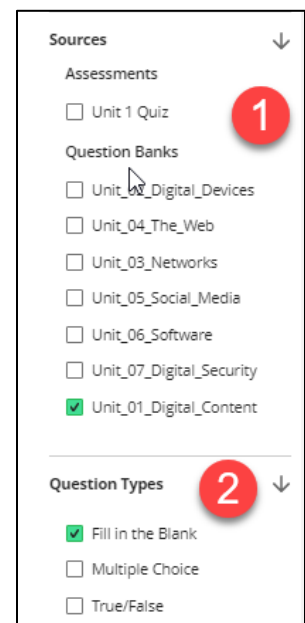View questions

**Pool Test Block**

6. You can then click the + button to add more questions or pools.
7. When done, set your test options in the right-hand panel.  These are mostly the same as Blackboard Original, but also includes:
    1. Class conversations – allow students to ask questions or have a conversation about the test or other assessment.
    2. Collect submissions offline – allows grading of the submitted assessments offline – submissions are saved locally to your computer.
8. Click **Save**.
9. Set the visibility at the top (default hidden).  Then you can close the test panel.

**Reuse Questions** – This allows you to reuse questions from pools or tests. However, where in pools you can select x out of y questions, the **Reuse Questions** option pulls in every question you select.

1. On the left, choose which question bank or test you wish to use (you can select more than one.)
2. Expand the *Question Types* section if you want to select your questions by type (e.g. if you just want to use Multiple Choice Questions).
3. You can additionally filter by Tags.



Sources                    ↓
  Assessments
    ☐ Unit 1 Quiz                     1
  Question Banks
    ☐ Unit_02_Digital_Devices
    ☐ Unit_04_The_Web
    ☐ Unit_03_Networks
    ☐ Unit_05_Social_Media
    ☐ Unit_06_Software
    ☐ Unit_07_Digital_Security
    ☑ Unit_01_Digital_Content

Question Types             2   ↓
    ☑ Fill in the Blank
    ☐ Multiple Choice
    ☐ True/False

4. In the center, each and every question you selected will appear.



Question 51 | (1 points) ···

_____ refers to the symbols that represent people, events, things, and ideas.
[Blank 1]

Blank 1 | Data

*Responses must match exactly*

Question 52 | (1 points) ···

Data _____ refers to the form in which data is stored, processed, and transmitted.
[Blank 1]

Blank 1 | representation

*Responses must match exactly*

Question 53 | (1 points) ···

In a formatted text file, _____ signals the beginning and end of a formatting command.
[Blank 1]

Blank 1 | delimiter, delimiters

*Responses must match exactly*

**Editing the Question Point Value**

5. You can adjust the point values of each question here.
6. When done, set your test options in the right-hand panel.
7. Click **Save**.
8. Set the visibility at the top (default hidden). Then you can close the test panel.

## *Creating an Assignment*

Assignments for collecting student work can be built into Blackboard Ultra courses. You can also enable SafeAssign, Blackboard's Plagiarism detection tool, which will check their papers against a collection of papers from ours and other institutions. It is not a panacea nor 100% effective, but it is a major deterrent against plagiarism. If you plan to use SafeAssign on your assignments, the Office of the Provost asks that you add this disclaimer to your syllabus:

*The issue of digital plagiarism has raised concerns about ethics, student writing experiences, and academic integrity. Although you may never have engaged in intentional plagiarism, many students do incorporate sources without citations, which is a form of plagiarism. The University of Hartford subscribes to a digital plagiarism detection program called SafeAssign, which you can use to check papers for this course and see whether you may have included in your paper material that requires a citation. Further instructions will be given in class.*
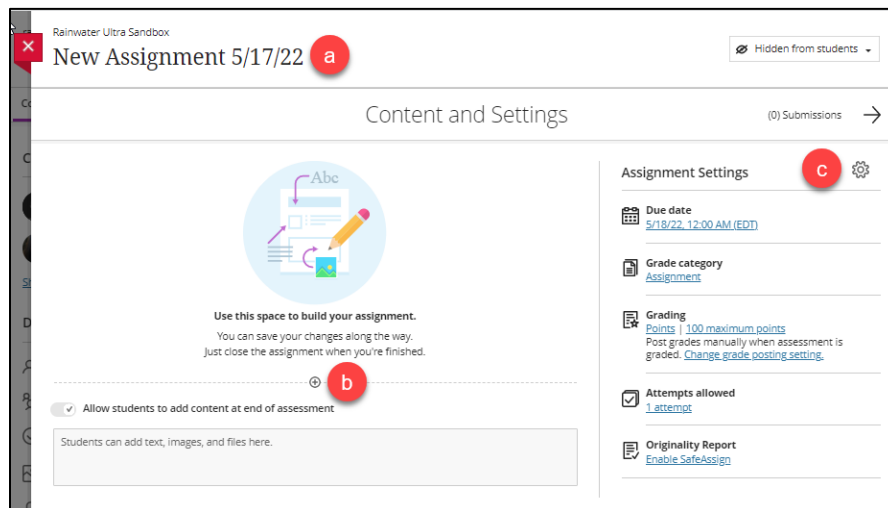
## To create an Assignment in Ultra:

1. Navigate to the content area you wish to place the assignment and click the + button, then click **Create**.
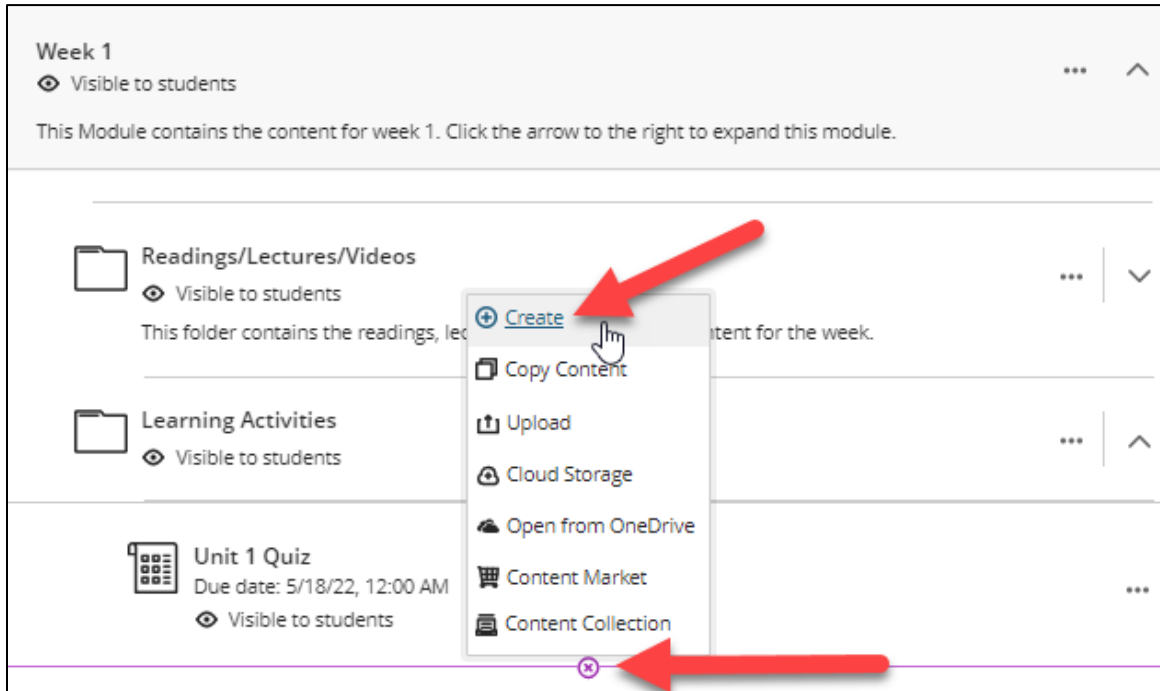


**Click + then Create**

1. In the *Create Item* panel, select **Assignment**.
2. A new Assignment Panel will open:



**The Assignment Panel**

a. Name the assignment
b. Click the + button to start adding directions or what you want them to do for the assignment. In Ultra assignments you have quiz and pool question options for

creating an assignment. If you wish to add a more traditional assignment, use the **Add text** to type the assignment. Just like Blackboard Original assignments, you can **Add local file** or **Add file from Cloud Storage** options and attach a document to the assignment.

c. After completing your instructions and directions for the assignment, etc., set up your assignment settings. The Assignment Settings panel will open up if you click the gear icon or any of the blue links on the right-hand side. Again, these are mostly the same as Blackboard Original, but also includes:

- Class conversations – allow students to ask questions or have a conversation about the test or other assessment.
- Collect submissions offline – allows grading of the submitted assessments offline – submissions are saved locally to your computer.
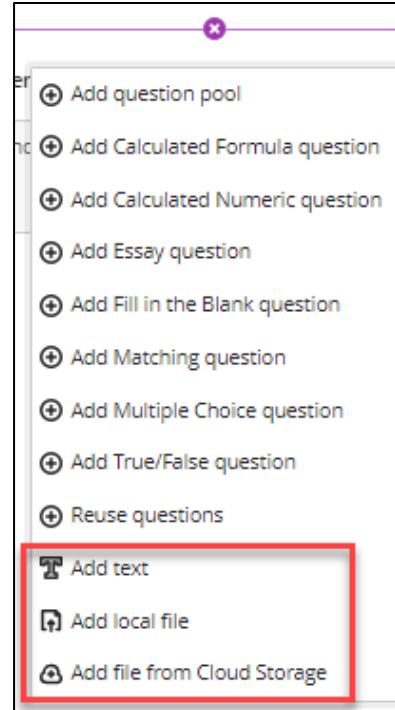


## Assignment Settings Options:

- Set due date/time
- Prohibit late submissions
- Prohibit new attempts after due date
- Allow class conversations
- Test options (only available if you use test questions)
    o Display one question at a time
    o Randomize questions
    o Randomize answers
- Collect submissions offline
- Grade category
- Attempts allowed (select a number or unlimited)
- Grade using (points, percentage, letter)
- Maximum points

- Teaching Assistants grading:
    o Anonymous grading – hide student names
    o Evaluation options 2 graders per student
- Post Assessment grades automatically
- Assessment results – when they can view, etc.
- You can also set an access code
- Time limit
- Grading rubric
- Goals (not enabled at the University of Hartford)
- Assign to groups
- Enable SafeAssign

3. When done with your assignment settings, click **Save**. You can then close the Assignment Panel.
4. Make sure you set the Assignment to be visible to students.
5. You can access and grade the assignments from the Grade Center.

## Notes about Assignment Submissions

1. Students can type text, add images, or drag and drop files into the submission area.
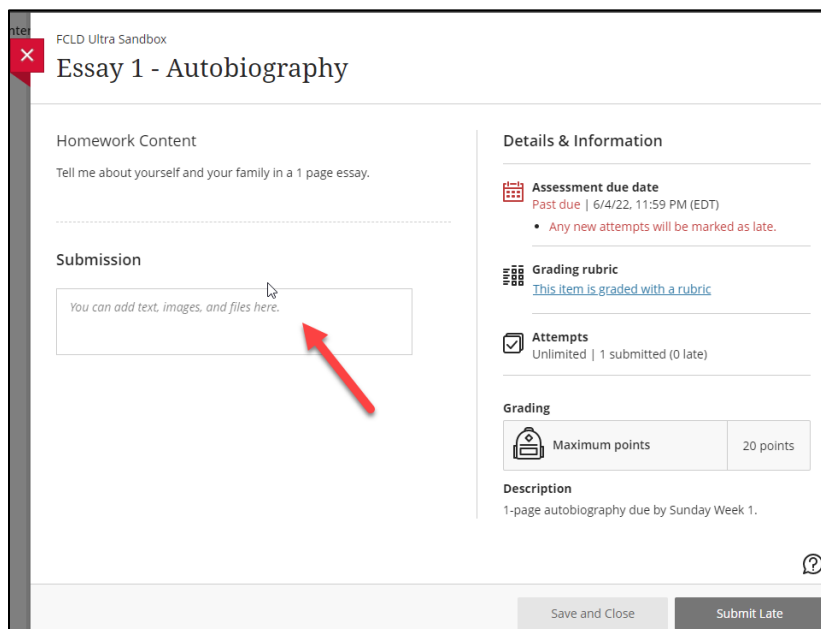


**The assignment submission box**

**NOTE:** The text area is character delimited and cannot be checked by SafeAssign. We do recommend that students upload the following file types:

- Word (.doc and .docx)
- Excel (.xls and .xlsx)
- PowerPoint (.ppt and .pptx)
- PDF
- Image files (.jpg, .png, .gif)

Apple Pages, OpenOffice and Google Docs will not open in the inline viewer in Blackboard. You will need to tell your students to save or export as one of the above file types.

2. Once the assignment has been submitted, students will receive a submission receipt confirmation in Blackboard and via email.

## *Creating a Discussion*

Discussions can be created one of two ways in Ultra courses:

- Inline in the content area with your other weekly content (recommended)
- By accessing the Discussions tab at the top-left of the Ultra course. If you do not put your discussions inline with the content, students may miss the discussion unless you tell them explicitly where to go.

# Creating Discussions Inline

1. Navigate to the content area you wish to place the discussion and click the + button, then click **Create**.
2. In the side panel, click **Discussion**.
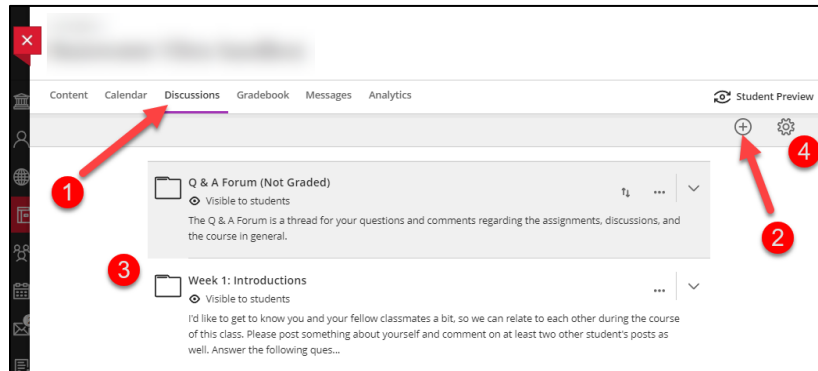3. A new Discussion panel will open.
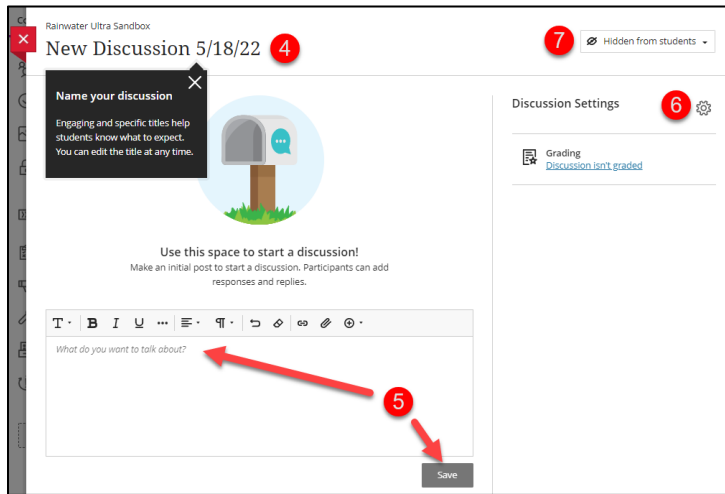


**The Discussion Panel**
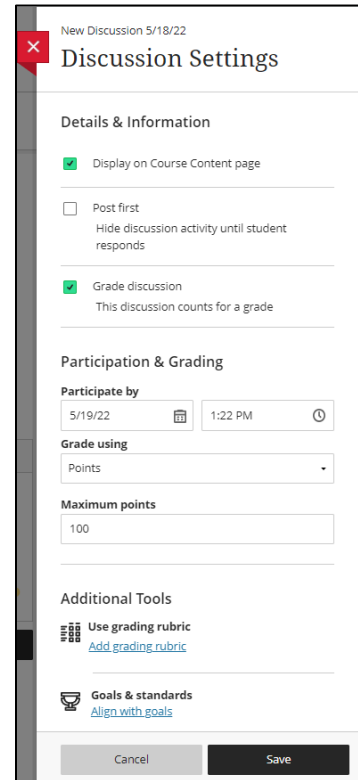
4. Name the discussion.
5. In the center box, type in your discussion prompt, then click **Save**.
6. Click the gear icon to select your discussion settings.
   - Display in Course Content Page (recommended)
   - Post first – If you select this, students will have to post first before seeing other students' posts. Be careful with this; if you plan to use it, make sure you notify students ahead of time, so they aren't confused when they don't see their post.
   - Grade discussion – this opens additional options:
     - Participate by (date and time) – ONLY one though – choose whether you want the due date to be their first post or all posts and replies
     - Grade using -  choose either points, percentage, or letter
     - Maximum points - if you use a rubric, it might adjust the maximum points
   - Use grading rubric – makes grading less subjective and more objective
   - Goals & standards – we do not use this at the University of Hartford
   - Click **Save** when done.
7. Make sure you set the Discussion to be visible to students.
8. You can access and grade discussions in the Grade Center.

## Creating Discussions via the Top Tab

1. Navigate to the Discussions tab at the top-left of the Blackboard Ultra course
2. Click the + button in the upper right to create a new discussion, then follow steps 3-7 above.
3. Once created, your discussions (whether created inline or via the Discussion tab) will all appear listed under the Discussions tab, so you can access them all easily.
4. Click the gear icon to allow students to create their own discussion forums.



**The Discussions Tab**

## *Creating a Journal*

1. Navigate to the content area you wish to place the discussion and click the + button, then click **Create**.
2. In the side panel, click **Journal**.
3. A new Journal panel will open.
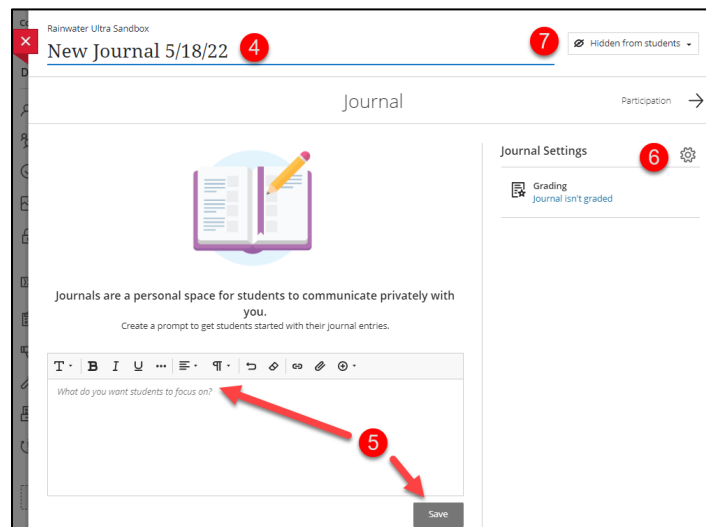


**The Journal Panel**

4. Name the journal.
5. In the center box, type in your journal prompt, then click **Save**.
6. Click the gear icon to select your journal settings.
   - Grade journal – this will open additional options
     - Participate by (date and time) – ONLY one though – choose whether you want the due date to be their first post or all posts and replies
     - Grade using – select points, percentage, or letter
     - Maximum points - if you use a rubric, it might adjust the maximum points
   - Allow users to edit and delete entries.
   - Allow users to edit and delete comments.
   - Use grading rubric – makes grading less subjective and more objective
   - Click **Save** when done.
7. Make sure you set the Journal to be visible to students.
8. Access and grade the Journals in the Grade Center.

# Class Conversations

If you enable class conversations for individual content items, students can discuss the content with you and their classmates. They can ask for help, share sources, or answer questions others have. As the conversation develops, it appears only with the relevant content. Conversations don't appear on the discussions page.

You can enable conversations for these content items:

- Documents
- Assignments
- Group assignments
- Tests
- Group tests
- Offline submissions
- Links to teaching tools

## *Enable Conversations*

Select the gear icon on a content item or assessment to open the panel with the item's details and information. Select *Allow class conversations*.
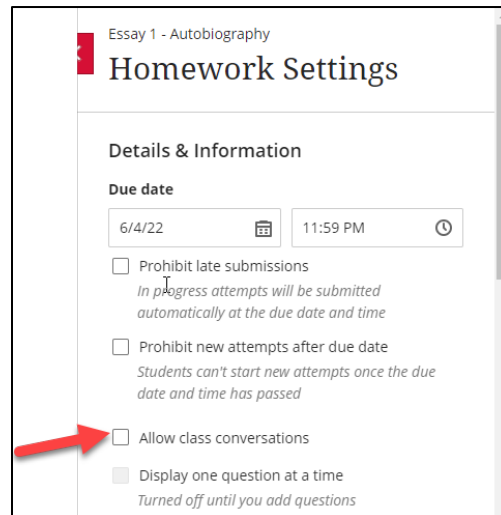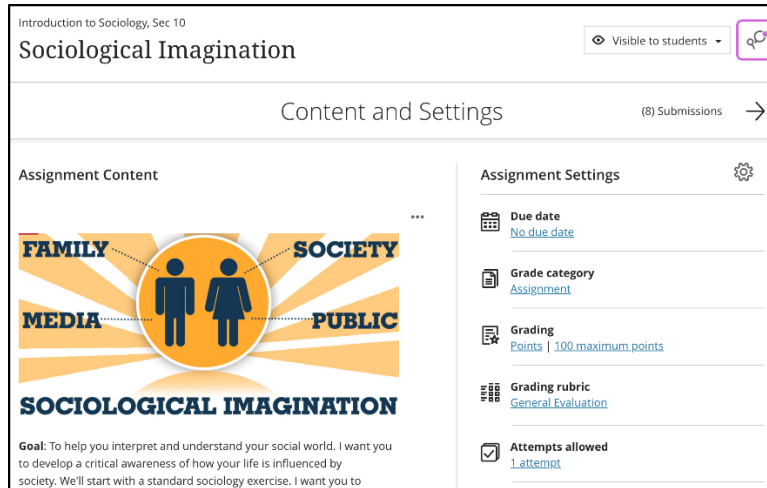


**Allow Class Conversations**

## *Access Conversations*

When someone contributes to a conversation, an purple notification icon appears next to the item's title on the Course Content page. Open the item's menu and select **Conversation** to open the conversation in a new layer.
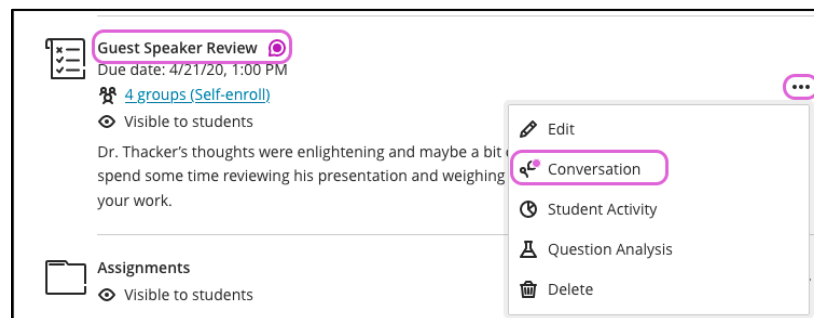


**Click the … > Conversation to open**

Alternatively, in the upper right corner of the assignment or item you see the purple notification icon appear on, you will see a little person with a chat bubble icon. Click to open Conversations there.

**Click the icon in the upper right corner to open conversations**

## *Conversations Layer*

Conversations are set up the same as discussions. Two levels of replies are allowed for each first-level response.
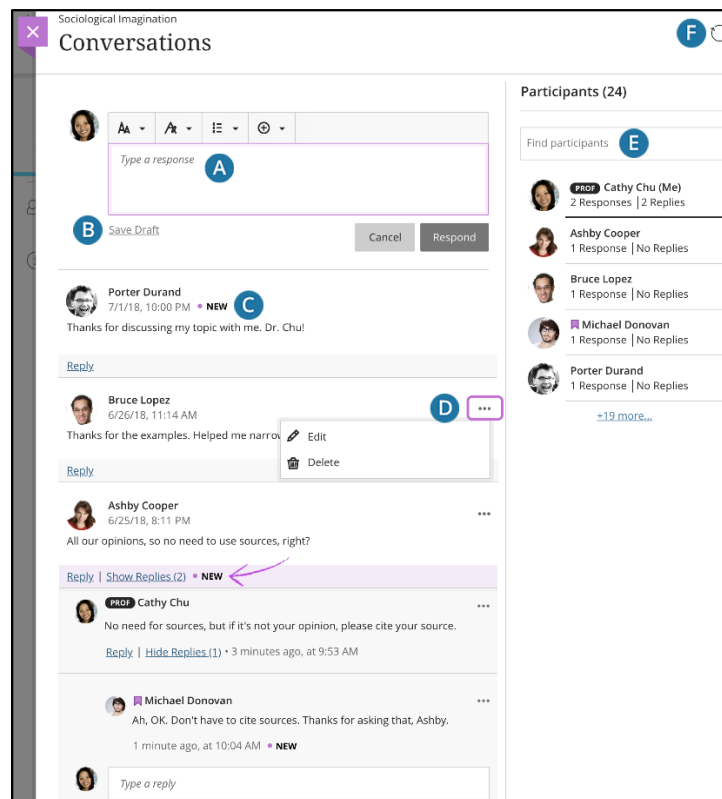


**The Conversations Layer**

# Rubrics

These are very similar to Blackboard Original rubrics and include the default value rubrics that are automatically created when your course is created in Blackboard.  You can create new rubrics for grading your assessments or import rubrics into your Ultra course from your Blackboard Original course.

## *Importing Rubrics from Original Courses to Ultra Courses*

1. Go into your old Blackboard Original course > **Control Panel > Course Tools > Rubrics.**
2. Select the rubric you wish to export and click **Export Rubric**.  Then click **Download** save it to your computer.  It will be a .zip file.
3. Go to your Ultra course.
4. Click the **…** to the far right of the *Course Content* line > **Import Content > Import Course Content.**
5. Browse and find the rubric zip file > **Open**.
6. Find the assessment you want to attach the rubric to (e.g., Assignment, Discussions).
7. Click on the name of the assessment to open it, then click on gear icon to open settings.
8. Click **Add grading rubric** and locate your rubric in the list of available rubrics.
9. Click <u>Add</u> next to the rubric you wish to use.
10. It will automatically adjust the point value of your assessment if they aren't the same.
11. Click **Save**.

# Copy Content

Copying content allows you to directly copy content from any of your courses into your Blackboard Ultra course.  There are two ways to do this: Inline or using the batch functions.

## *Inline Copy Content*

1. Navigate to the place in your Ultra course where you want to copy content.
2. Click the + button, then **Copy Content**.



**Navigate to where you want your content to go > + > Copy Content**

3. The *Copy Content* side panel will open. Here you have a couple of options:
   a. Use the search bar to search for the class you are looking for if your list is long
   b. Check the course you want to import from if you want the entire course to copy into your new Ultra course.
   c. Click the → to the right of the course name to navigate into the course and find what file(s) or folder(s) you want to import. Check any that you want to come over. While it is possible to copy content from Blackboard Original courses, you will get a warning from Blackboard that the structure may not copy over accurately.



**NOTE:** You can copy content from this Ultra course back into this Ultra course. For example, if you want to duplicate your Week 1 module, click the → to the right of your course's name (the one you are already in) and check the Week 1 module.

# Uploading Documents

The following five buttons are all essentially upload functions into the content area of Blackboard Ultra courses in that they work in similar ways to bring in content; however, there are some slight differences. While in your course content area, click on the plus button. You will see seven options.

- **Create** – create content using Blackboard tools
- **Upload** – browse your computer and find your file(s)
- **Cloud Storage** – connect to cloud storage, browse and find your file(s)
- **Open from OneDrive** – connect to OneDrive, browse and find your file(s) – note that when you use this function, it will create a shared folder on your OneDrive. Changes to your document can be made directly within Blackboard and will save to that shared document folder. If you want to attach items from a shared location (e.g. department SharePoint site), you need to use this option. Login with your credentials and in your files area, go to *Shared Documents*.
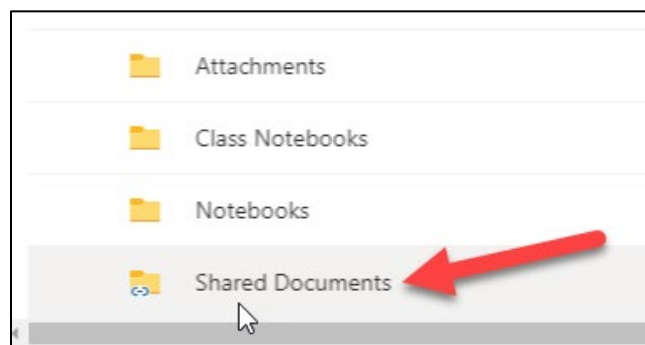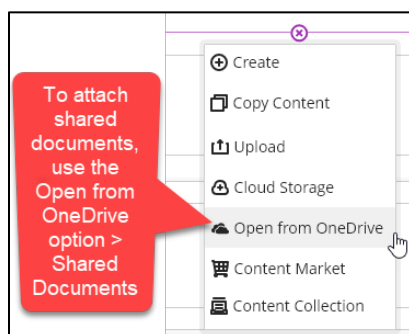


Click Open from OneDrive > Click Shared Documents and find your file

- **Content Market** – connect to publisher and other LTI integrations like Ensemble, Kaltura, Teams, OneNote, etc. to bring content into your course
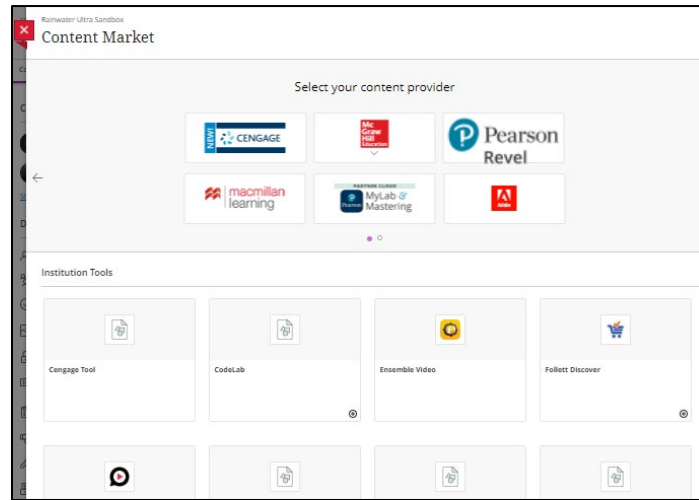


**Content Market allows you to connect other tools providing content into your Ultra Course**

- **Content Collection** – this function is not really used much at the University of Hartford, but it allows you to browse your courses in a directory-like system. Instead of using this function, we recommend using the **Copy Content** function instead, which has a better interface.

# Batch Functions
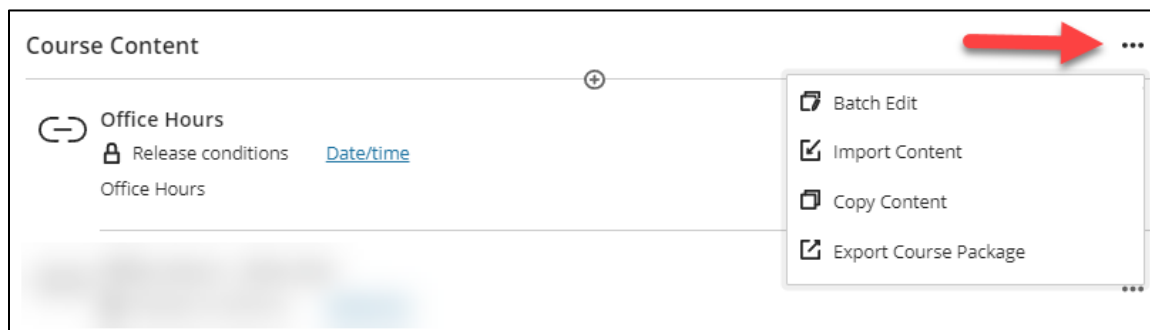


**Batch Functions in Blackboard Ultra Courses**

## *Batch Edit*

Batch Edit allows you to batch change the due date and visibility on items in Blackboard Ultra Courses. The due date can move all due dates forward or back x days, making it possible to update courses from year to year. To change due dates, click on **Batch Edit**, then under *Edit selection* in the bottom right corner, select **Edit Dates**.
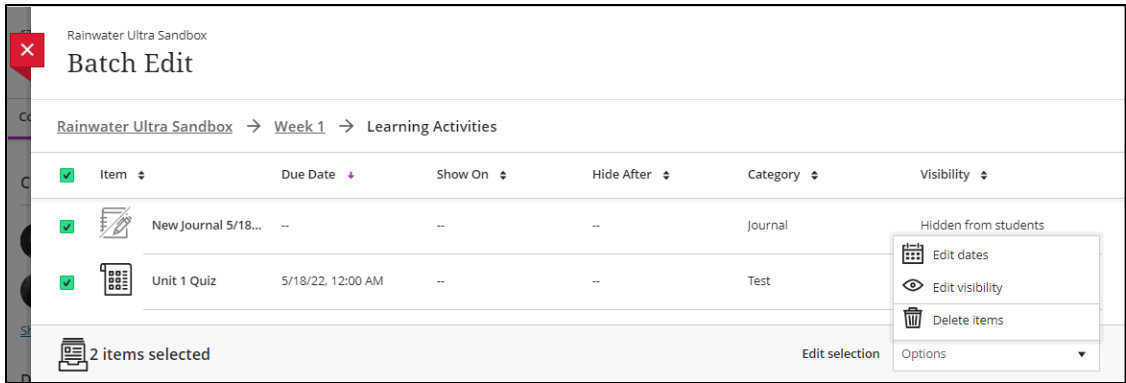
**Batch Edit Content Items**

## *Import Content*

Import Content allows you to bring in content from other sources:



- **Import Course Content** – Import a zip file from an Original course or another Ultra course. Must be zipped up (do not unzip!).
- **Cloud Storage** – Browse your cloud storage devices for your content.
- **Content Market** – Publishers, Ensemble, Kaltura, Teams, OneNote, etc.
- **Content Collection** –this function is not really used much at the University of Hartford, but it allows you to browse your courses in a directory-like system. Instead of using this function, we recommend using the **Copy Content** function instead, which has a better interface.

## *Copy Content*

1. Click the … button at the top of your course (directly to the right of *Course Content*)



**Click the … button > Copy Content**

2. Click Copy Content

3. The *Copy Content* side panel will open.  Here you have a couple of options:
   1. Use the search bar to search for the class you are looking for if your list is long
   2. Check the course you want to import from if you want the entire course to copy into your new Ultra course.
   3. Click the → to the right of the course name to navigate into the course and find what file(s) or folder(s) you want to import.  Check any that you want to come over to your course.
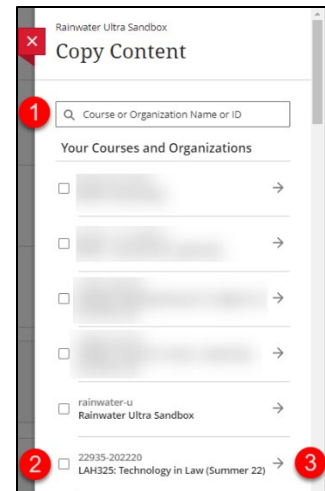
# Export Course Package

This allows you to export the course.  Note that exports **ONLY** contain instructor content, and will not export student data, such as grades, discussion posts, etc.  The exported content is in a zip file, which you will then download to your computer.  Do not unzip this file – doing so will break it. NOTE: Mac computers often unzip files.  MAC users will need to go into their system preferences and change the setting so it doesn't automatically open downloaded files.

**How do I stop automatically unzipping downloaded zip files on a Mac?**

1. Open Safari.
2. Click **Preferences**.
3. Under the *General* tab, uncheck the option ***Open "safe" files after downloading***.

**NOTE:** You may have to click the lock icon in the lower-left of the window and enter your computer password to make this change.

# (Bulk) Delete Multiple Course Items

1. You can use Batch Edit to delete multiple pieces of course content at once.
2. On the Batch Edit page, select the check box next to the items you want to update. You can choose individual content items or folders.
3. At the bottom of the window next to Edit selection, choose Delete items in the Options menu.
4. If you're sure you want to permanently delete the selected content, select Delete. Or, select Cancel to leave the content intact.
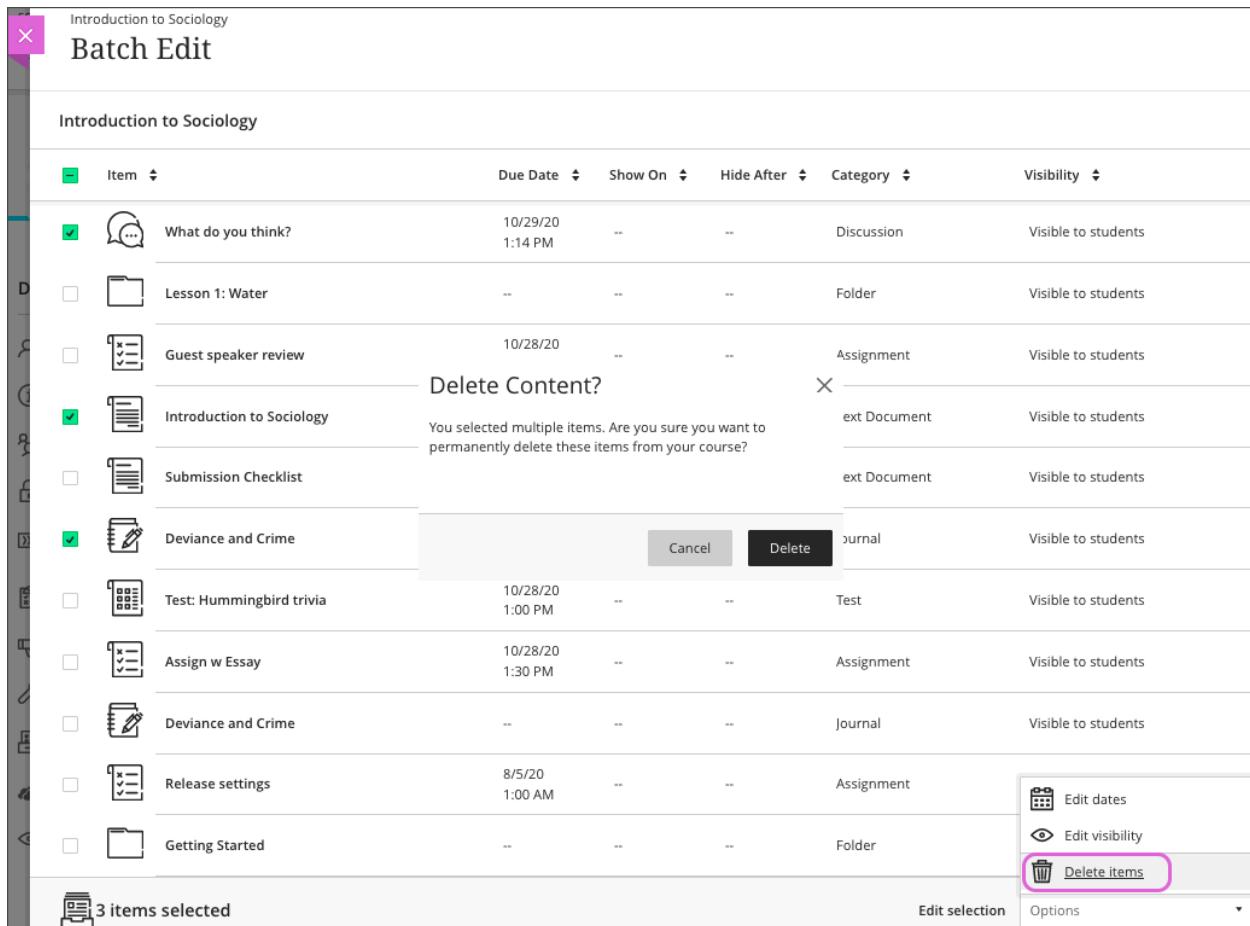
**Batch (bulk) delete items/folders in Ultra Course View**

# Rearranging/Reordering Content

Content items in Ultra course view can be rearranged in the course.  You can also drag and drop items into folders and modules.  To move items:

1. Hover over the item to get the bidirectional arrows.
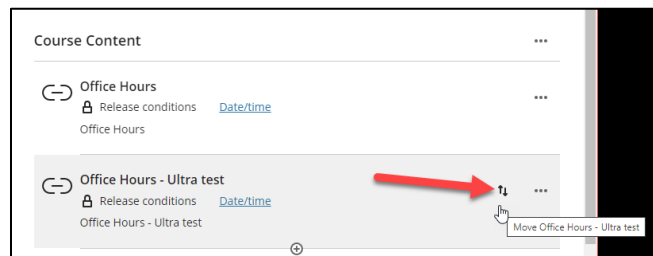


**Hover over the item to get the bidirectional arrows**

2. Then left click and drag and drop the item where you want it to go. Note the purple ghosted box from where it was, to a purple outline where you want to place it.
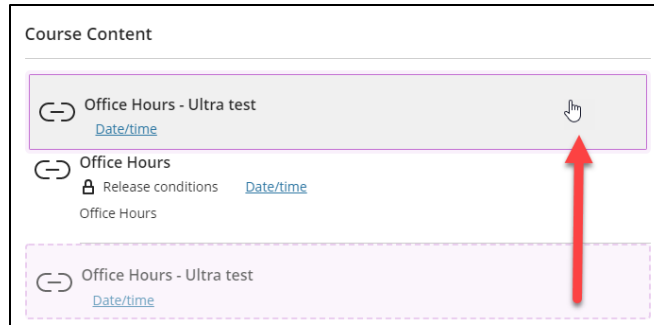
**Drag and drop the item where you want it to go**

You can also move content into or out of learning modules and/or folders.

1. To move an item into a learning module or folder, hover over the item and left click and drag it onto the learning module and/or folder. Notice where it was will be a ghosted purple box, and where you drop it will be a purple outlined box.
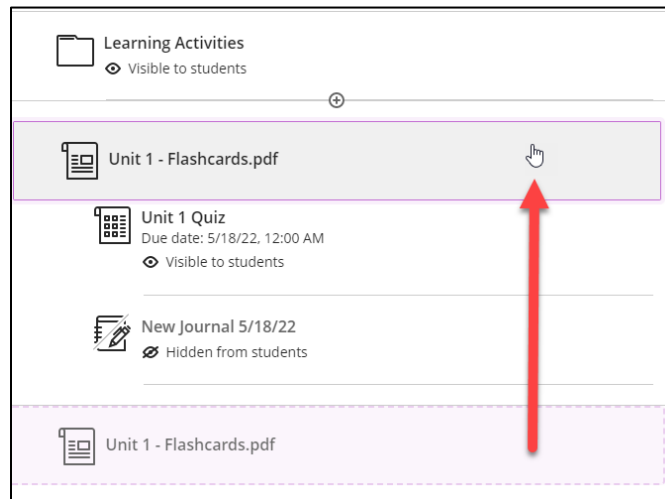


**Dragging an item into a learning module or folder**

2. To move it out, do the reverse. Drag it from the module and/or folder.

# Details & Actions Panel

The Details & Actions panel allows you to manage various aspects of your Blackboard Ultra Course, including:

## *View Rosters*

It is recommended that you compare your Blackboard course roster against your Banner/Self Service rosters to make sure all students have been enrolled in your Blackboard course. If some are missing (and you know they didn't just add), email fcld@hartford.edu and we will check it for you.

## *Course Groups*

In this section, you can quickly create and edit groups.

1. Create a new group by clicking the **New Group Set** button in the upper right corner.
2. Give the group set a name (e.g. Groups or Teams – it will automatically append a number to the end.
3. To add students, choose custom (manual assignment), randomly assign, self-enrollment (if you have made it visible first), or reuse groups you have already created.
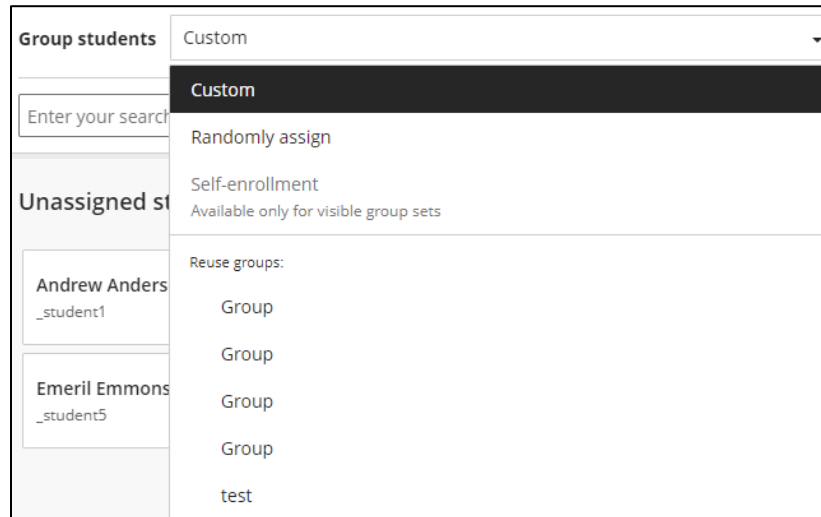


**Choose how to assign students**

## Custom (Manually) assign groups
1. click the + button to add a group.
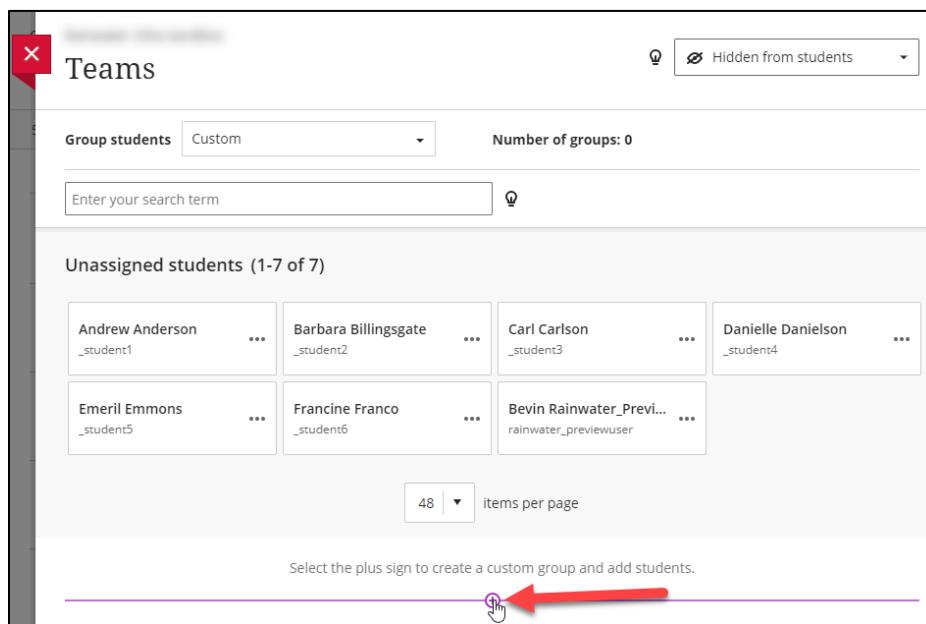


**Click + to add a group**

2. Give the group a name and add a description (if you choose).
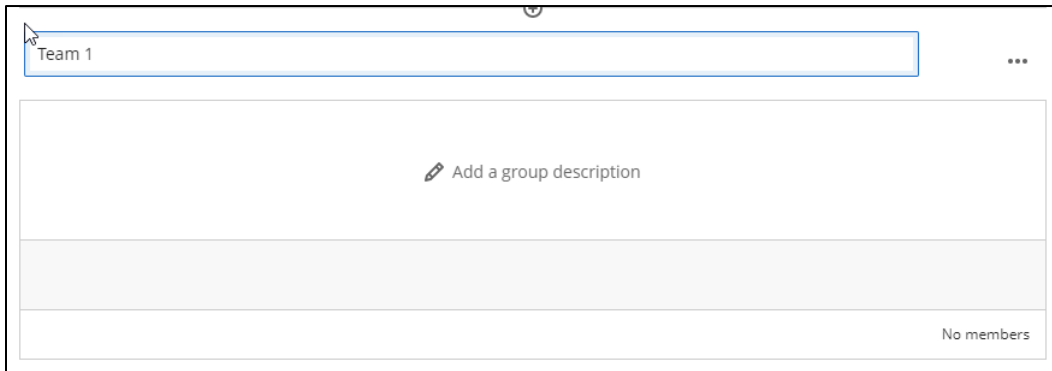


**Edit the group name/description**

3. To add students, click the … to the right of each student's name, and choose which group they need to be added to.
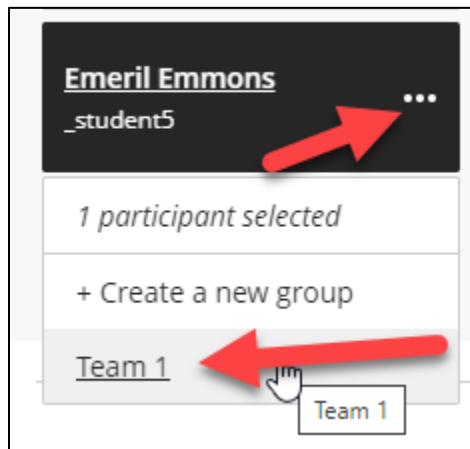


**Add the student to the group**

4. Make the group set visible to students in the upper right corner.

## Randomly assign groups

1. Click the dropdown at the top where it says *Group Students* and choose **Randomly Assign**.
2. Choose how many groups you want. It will automatically distribute your students to their groups.
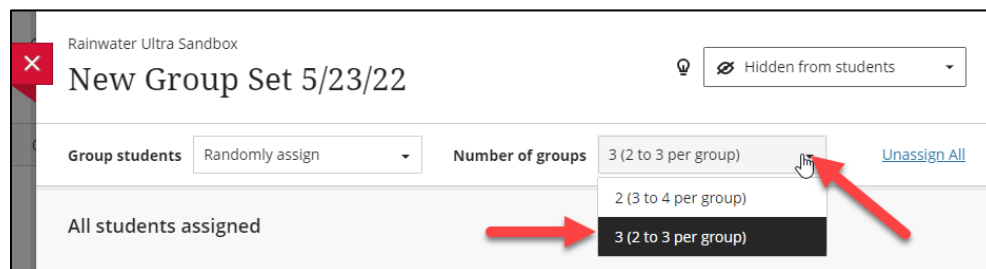


**Choose number of groups**

3. You can move students to different groups by clicking the … next to the student's name and choosing another group.
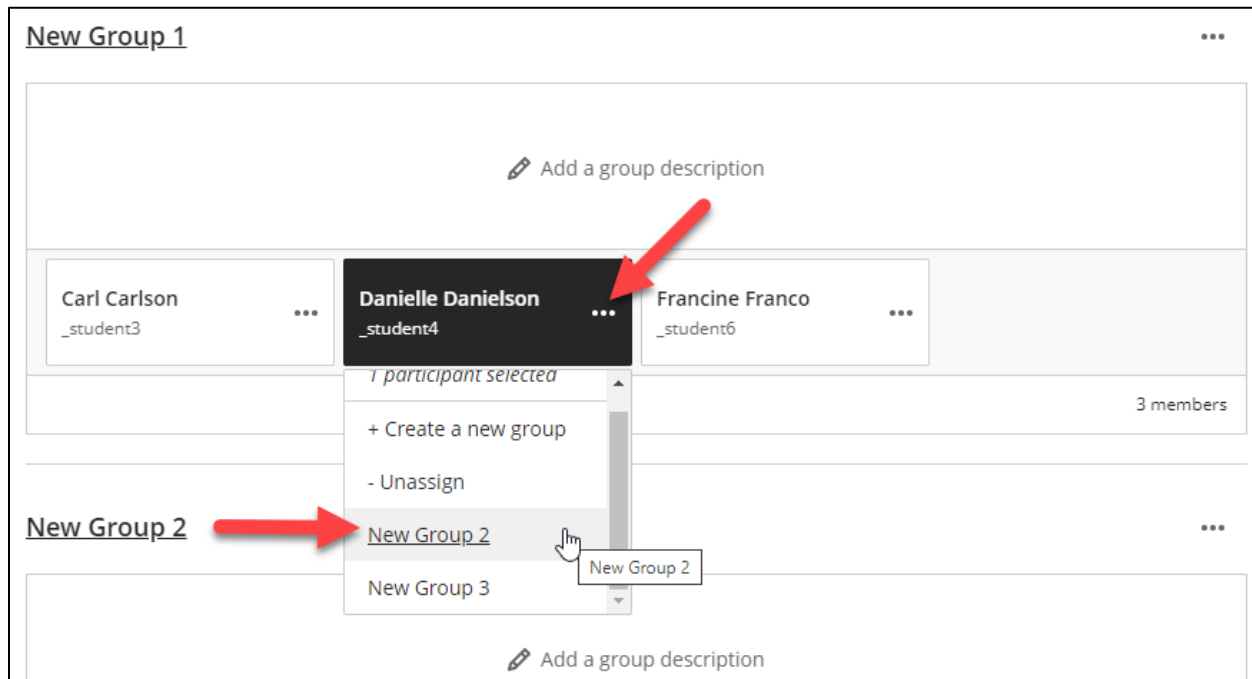
Change student's group assignment

4. Make the group set visible to students in the upper right corner.

## Self-Enrollment into Groups
1. Make the group set visible to students in the upper right corner.
2. Click the drop down next to *Group Students* and choose **Self-enrollment**.
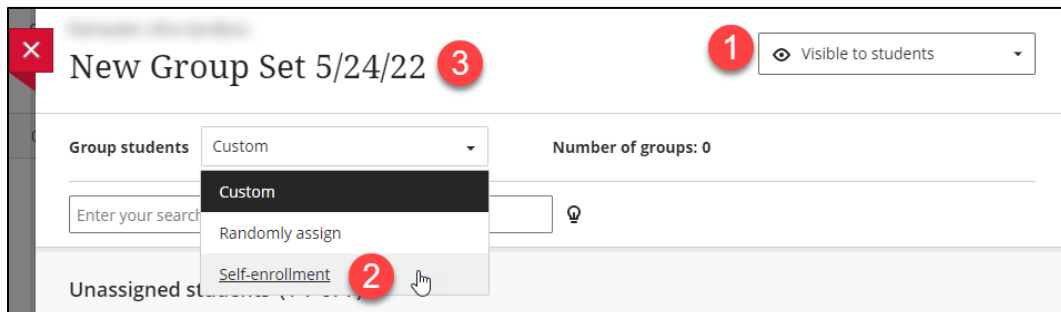


Make the group visible > then choose self-enrollment

3. Name the Group Set (teams, groups, etc.)
4. The number of groups will default automatically.
5. Give the group set a description if you choose.
6. Set the Enrollment start and end dates.
7. Tell it how many maximum members per group
8. Hide enrolled members (not recommended).

**Set options for self-enrollment groups**

9. Click save when done.

## *Enable Progress Tracking*

Progress tracking is a simple toggle in Blackboard Ultra Courses. When turned on, students can track their own progress through the material of the course and check off when they have completed something. It is recommended that **Turn on** progress tracking.
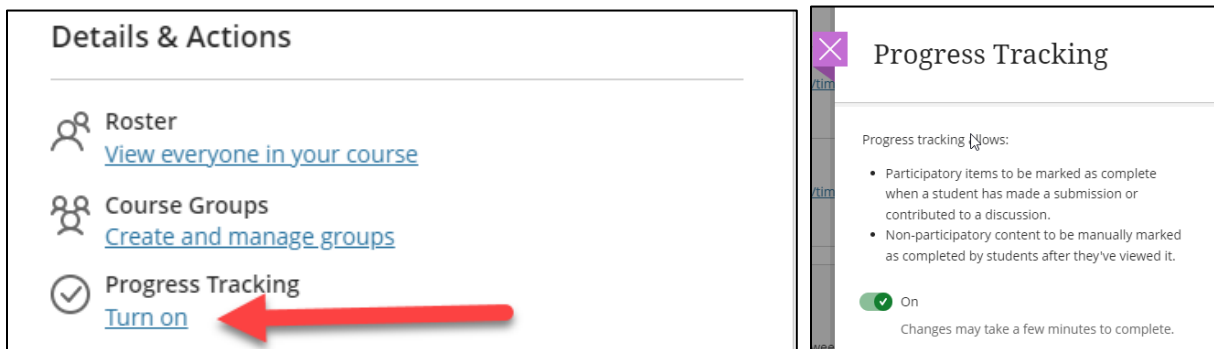


**Turn Progress Tracking On**

Once the students start working through the content in your Content Area, they will start to see in progress icons (half-filled circles). Once they have completed an item or section, they can put a check mark on it to indicate that it is completed. This helps them track their progress through your course.
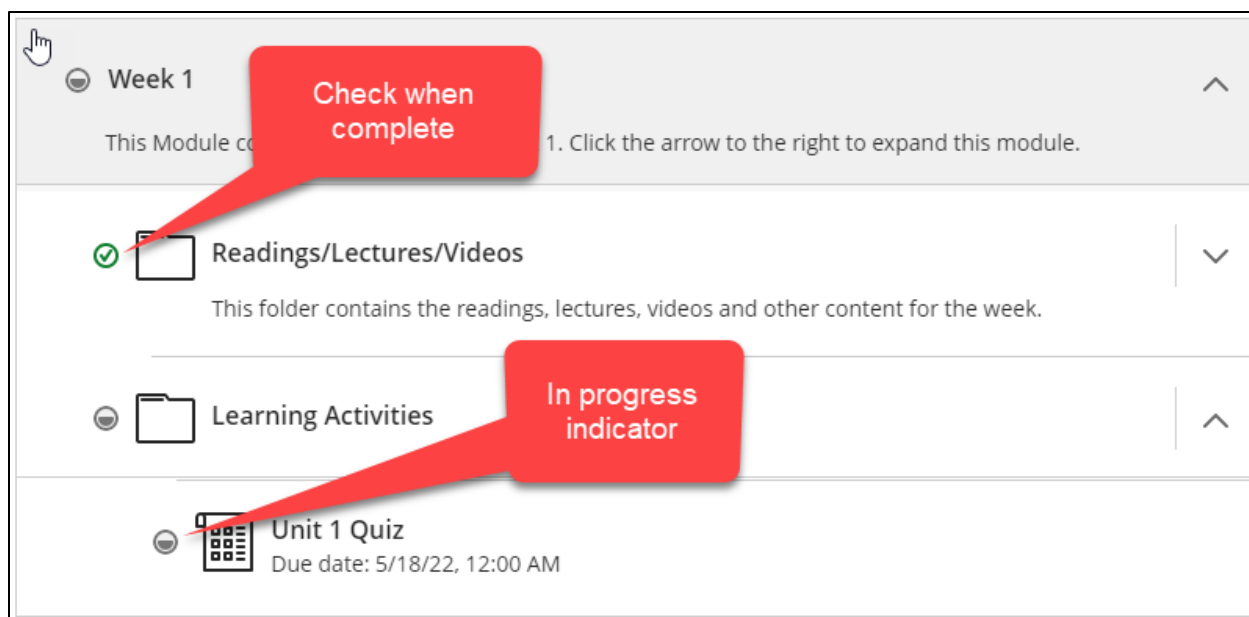
**Progress Indicators in Blackboard Ultra Courses**

**NOTE: These progress indicators are only for student's individual use.** The instructor cannot see the students' progress in this way, though they can get analytics on items in their courses (see section on analytics).

## *Create a course banner*

You can create a course banner to liven up your Blackboard Ultra Course. Once created and enabled, this banner will also show up in the courses list in the tile view. The sizes are very specific. Be very careful with text placement when creating the banners for your blackboard course. The text must be kept in the center of the banner or it will be cut off.

Banner size: 1200px x 240px (12.5in x 2.5in on PC) or (16.67in x 3.33in on Mac)

Text should be in the center 1/3 (as shown below). You can use a background image or color but be aware that some will be cut off when viewed as a tile. Banners can be created in Photoshop, Gimp, Canvas or even in PowerPoint. To create a banner in PowerPoint, you can either download an FCLD template here: https://bit.ly/3LJmkJh or create one from scratch.

To create a Banner in PowerPoint:

1. Open PowerPoint and create a new document
2. Go to the **Design Tab** and click **Slide Size**.
3. Input the size as shown here, then click **OK.**
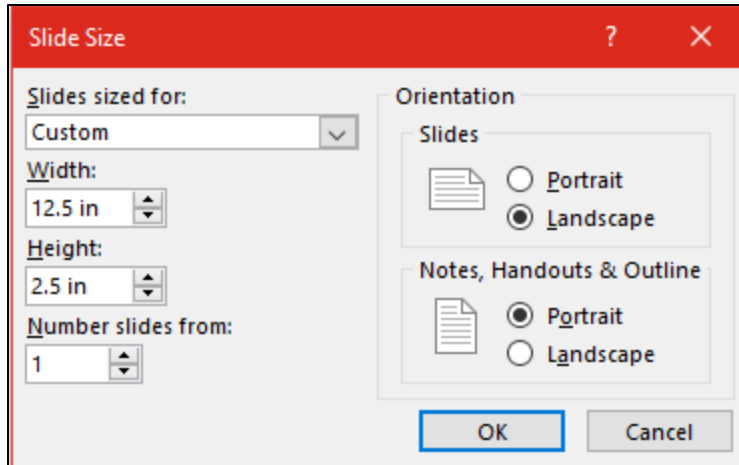
**Slide Size 12.5in x 2.5in**

4. Then click **Ensure Fit**.

Remember to keep your text to the middle 1/3 of the slide and leave room at the top and bottom so your text is not cut off.

5. Input your text into a text box in the middle
6. Add background color or texture.
7. Once done, go to **File > Save As**. Name your file, then drop down under *Save as type* and choose **JPEG File Interchange Format**.

**NOTE: It must be a .jpg or .png file. Blackboard will not accept it if saved as a .ppt or .pptx file.**
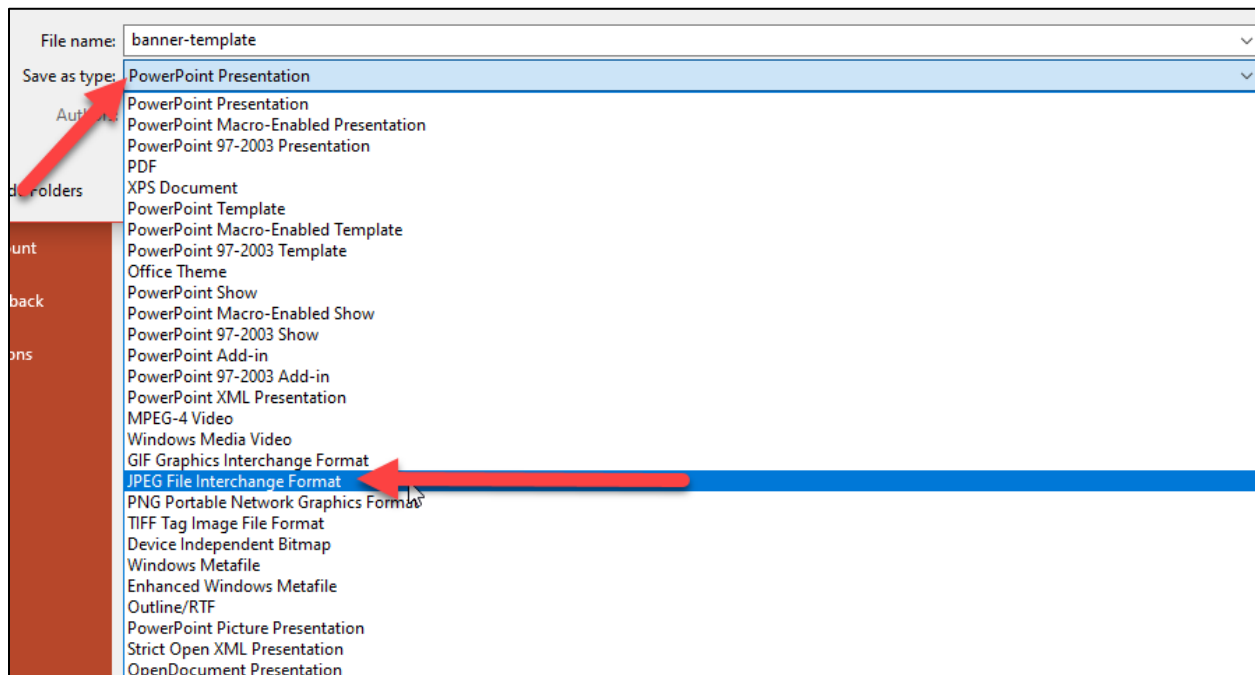


**Save your file as a JPEG file type**

## *Course is Private*

Toggle the course availability. Courses are private by default at the University of Hartford. We leave it up to the instructor's discretion when/if to make courses available to students.

To make them available:

1. Click the link "**Students can't access this course**" under *Course is Private* on the Details & Actions Pane on the left.
2. In the pop-up box, click **Open to Students**.
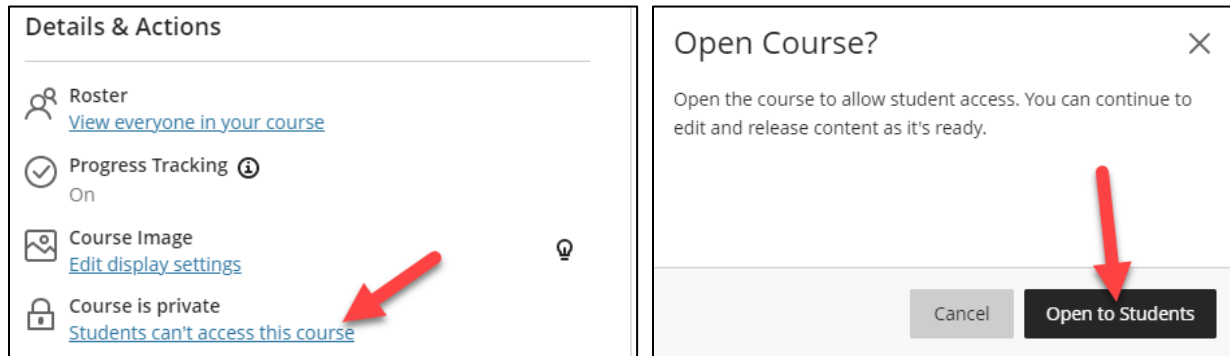


**Toggle the course availability so students can see and access the course**

## *Blackboard Collaborate*

Blackboard Collaborate is Blackboard's live synchronous remote teaching/web conferencing tool (much like Zoom, Teams, or WebEx. Instructors can hold live remote classes and/or office hour sessions with their students in Collaborate. We do not recommend using Collaborate as a lecture capture/recording tool. For more information on Collaborate, visit our website: https://bit.ly/3wHFD10.

## *Attendance*

Here you can view and/or mark student attendance in your class. The attendance tool in Blackboard allows instructors to log student's daily attendance. This feature also allows advisors to see the student's attendance status by reporting the data to Compass.

The attendance tool is located on the left-side Details & Actions panel. You have the option to add the attendance to the grade center as well as having a choice to set a letter grade, percentage, or points for attendance. The student can then be graded for being **present**, **late, absent**, or having an **excused** absence.

**NOTE**: Attendance features are **only** available if the course is available to students.

To take daily class attendance, go to into your **Blackboard Ultra course** > **Details & Actions** > **Attendance,** and then mark the attendance.

**Marking Attendance**

## Overall Class Attendance

To view the attendance status of the entire class, click the **Overall** button and select a date to view. This will show the attendance of the class for that day as well as attendance history, class summary and the average attendance.
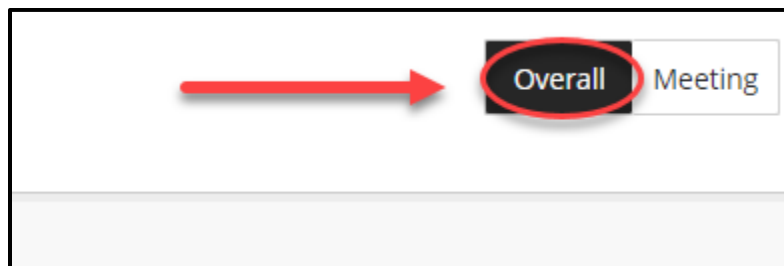


**Click Overall to View Overall Attendance**
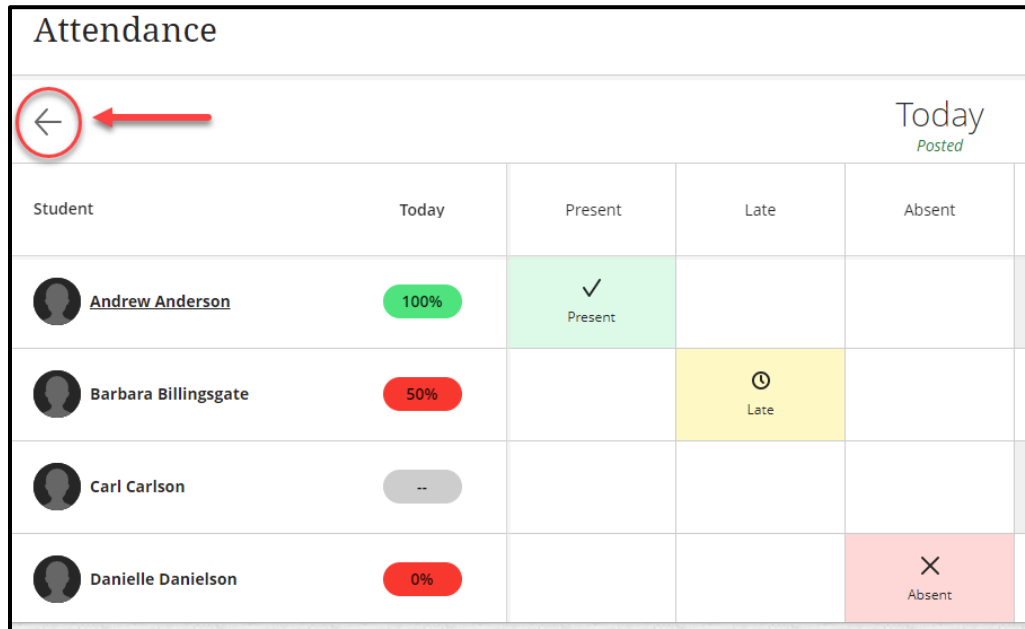


**Attendance Summary**

## Past Attendance

Instructors can browse through a student's past attendance records of their current classes by using the **Previous Meeting** and **Next Meeting** arrows. By clicking on a student's name, instructors can also view the overall summary of a student's attendance, for example, the days the student attended class and the number of days that were missed. Note that when viewing a student's past attendance, it will only be in view mode.



**Click Arrows to View Previous Meetings**

## Deleting and Exempting a Meeting

When deleting a meeting, all attendance records of the students in that meeting are removed and the removed attendance page is replaced by the next upcoming meeting. To delete, click on a date from the attendance page and a list of options will pop up; click **Delete Meeting.**
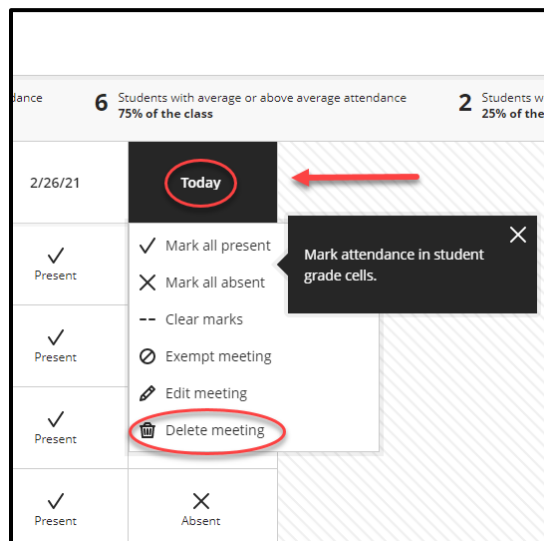


**Delete Meeting**

Exempting a meeting will get rid of any select meetings that no longer require student's attendance. The students' attendance will be automatically updated accordingly in the gradebook. Once a meeting is exempt, the meeting column will turn gray and all menu options are disabled until you click **Clear Exemption.**



**Exempting a meeting**

## Edit a Meeting

If you forget to take attendance for a day that has already passed, you can still go back to that day by clicking the **plus sign** in between the dates by hovering over the attendance columns. This inserts a new column and then you can mark the attendance.



**Add Missed Attendance**

The date of that meeting can also be changed by clicking on the date, then clicking **Edit Meeting.**  A pop-up calendar appears so you can select a new date.



**Edit Meeting**



**Change Meeting Date**

## *Announcements*

Announcements are a quick way for instructors to communicate with students regarding the course. They can be sent out as an immediate email if the instructor selects the "Email Announcement" option.

1. Enter your Blackboard Ultra course.

2. From the Details & Actions panel on the left-side, click **Announcements**.

3. The *Course Announcements* panel will open up. Click the + button in the upper right corner to create an announcement.



**Click the + button in the upper right to create a message**

4. Fill in both the *Title* and *Message* sections. By default, announcement recipients are All Course Members.

5. To automatically email the announcement to students, be sure "*Send an email copy to recipients*" is checked.

6. Under *Schedule announcement*, choose whether to make the Announcements date restricted. We recommend you use Not Date Restricted – that way students can always go back and scroll through the announcements to find it. Otherwise, use the *Display After* and *Display Until* to control how long it is visible to students. **NOTE: If you want to email your announcement, it cannot be date restricted.**

7. When done, click **Save**.



**Fill in your announcement, choose whether to email or date restrict and save**

8. Created Announcements now appear in the Course Announcements Pane.
9. To edit, copy or delete an existing announcement, click the **…** to the right of that announcement and select Edit or Delete.
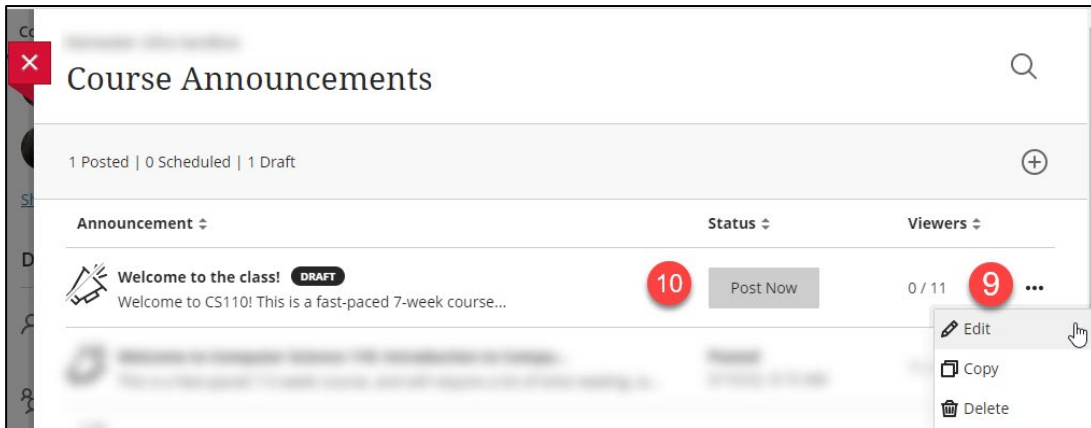


**Edit, Copy, Delete your Announcement, and Post Now**

10. Your Announcement will remain as a DRAFT until you post it. Click the **Post Now** button to post the announcement to the class.

**NOTE: Announcements cannot be posted until the course is made available to students.**

## *Books & Tools*

View publishers and other institution tools (such as Microsoft Teams) available to embed into your Blackboard Ultra course.

## *Question Banks*

Create and manage question banks. *See page 22* for detailed information on creating, uploading and managing test banks.

## *Conversion Exceptions*

If you opted to convert your course from an Original Blackboard Course to a Blackboard Ultra Course, failed conversions will show up here. Some features that are not currently available in the Ultra Course View are surveys, course links, self and peer assessments, blogs, wikis and some test question types. Note that attachments in Discussions will not copy in from Original to Ultra Course view. You can re-attach the attachments to your discussion by editing the discussion, then clicking the paperclip icon to browse your computer or the + button to browse cloud storage (as shown below):
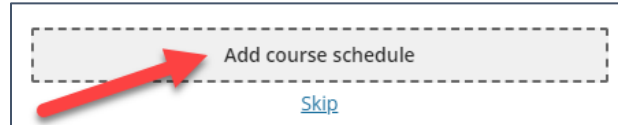


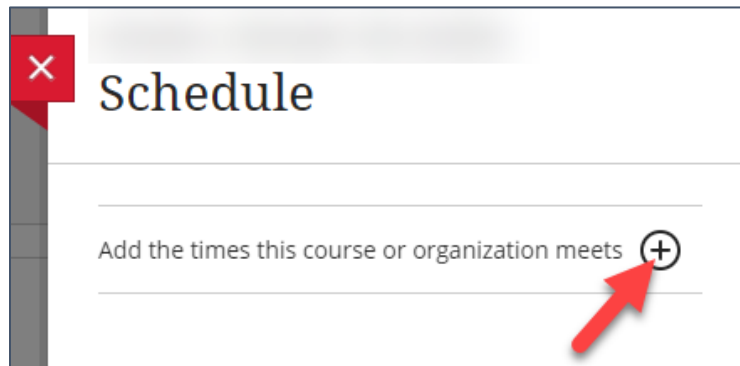**Add attachments to your Discussions**

## *Course Schedules*

You can add scheduled sessions to meet in your Blackboard Ultra Course.

1. At the bottom of the Details & Actions panel, select **Add course schedule**.
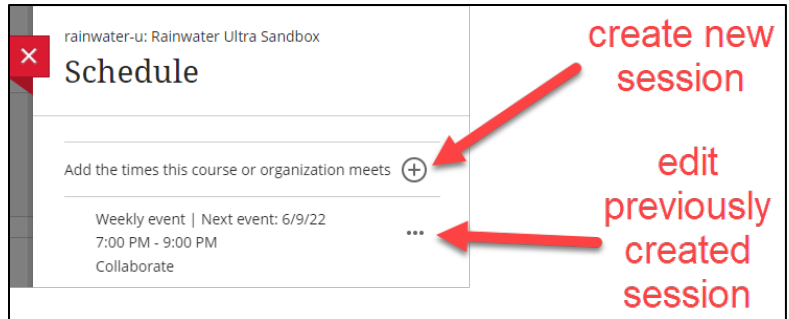


**Click Add course schedule**

2. Click the + button to add a date to the schedule.



**Click the + to add a session**

1. Input the name of the session (e.g. Weekly Check-in Session, Office Hours, Lab, Class, etc.)
2. Set the start and end dates of the scheduled session or choose All Day.
3. Select whether it will repeat or not and how often, and what days.
4. You can tell it to end after x number of occurrences (e.g. 6 weeks in a Summer Term course, 7 weeks in a Term 1 or Term 2 course, or 15 weeks in a full semester course).
5. Input the location of the meeting – this could be face-to-face location (e.g. Auerbach 336) or a URL if you are using Zoom, WebEx, Teams or some other conferencing solution.
6. Click **Save** when done.
7. Your new session will appear in the right-hand pane. From here you can either create new sessions by clicking the + button or edit the previously created session by clicking the … to the right of it.

**The created session appears. You can create a new session or edit a previously edited session**
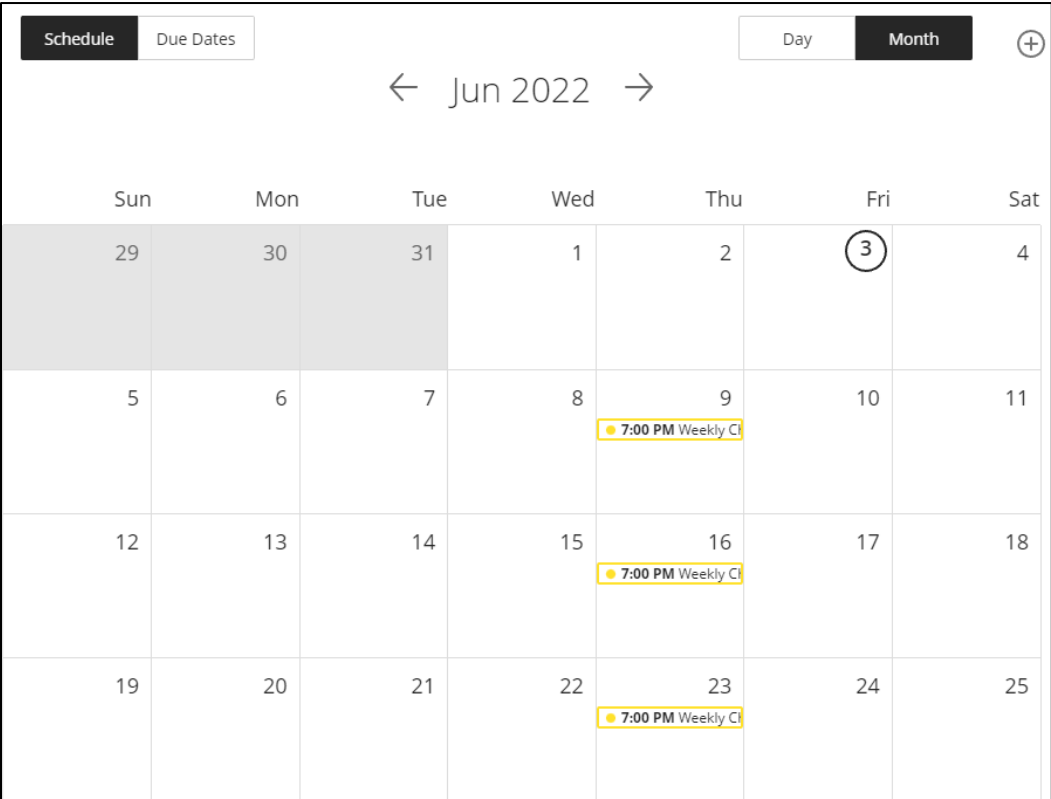


**Created sessions also appear on the Blackboard Course Calendar**
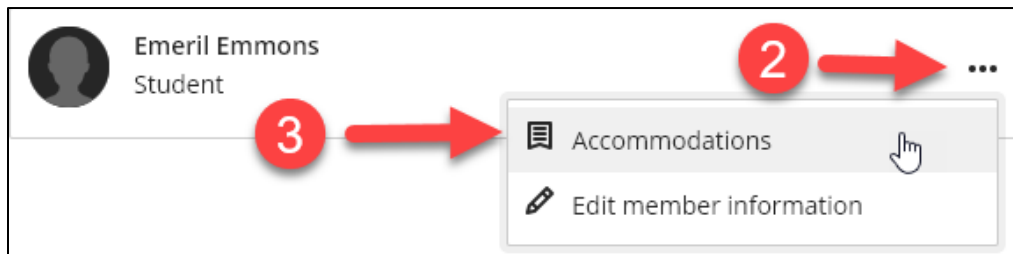
# Accommodations and Exceptions

There are two ways to make accommodations or exceptions for students.

## *Global Accommodations for a Student*

If you receive a letter from the Office of Access-ability services that a student has an accommodation for your class (e.g. time-and-a-half), you only need to set this once in Blackboard Ultra Course View.
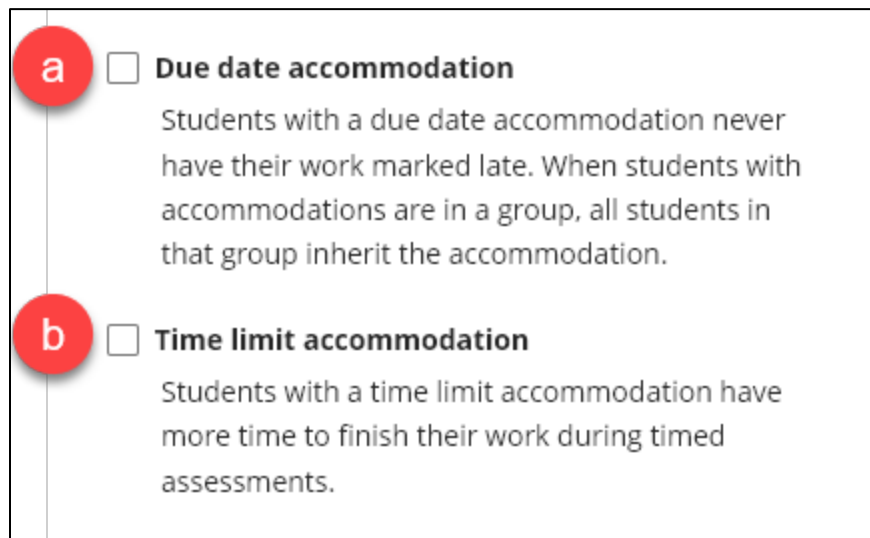
1. Go to the Roster.
2. Click the … to the right of the student name.

3.  Click **Accommodations**.

4.  Select either Due Date or Time Limit Accommodation.



a.  **Due Date accommodation** – students who are marked with this are not marked late on assessments, and if in a group, all students within that group inherit the accommodation for any associated group assignments.  Click **Save** when done.

b.  **Time limit accommodation** – In the student's accommodation letter, it will indicate what extended time students have on assessments. Typical is time-and-a-half or double-time.  Mark by how much extra (e.g. time-and-a-half is 50%, double time is 100%).  Click **Save** when done.  Note that any prior assessments will be automatically adjusted with the new accommodation.
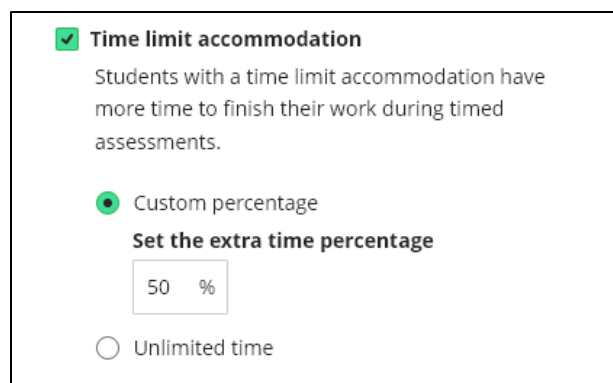
# *One-time Exception on Assessments*

A one-time exception can be made on assessments in Blackboard.

1. First set up the assessment.
2. Then go to the Gradebook and locate the column for that assessment.
3. Click on the assignment to view the Submissions page.
4. Locate the student you wish to make an exception for and click the **…** to the right of their name > **Add or edit exceptions**.



**Click the … to the right of their name > Add or edit exceptions**

5. In the side panel, set the user or group exceptions for that student for that assignment. Note that if it is a group assignment, all students in that group will inherit the extended time/dates of the exception given.
   a. Set the Assessment due date and time.
   b. Set show/hide date restrictions.
   c. Set the number of attempts allowed.
   d. Click **Save** when done.

# Course Copy – Original to Ultra Course View

We recommend instead of trying to convert or import your Ultra Course, that you may want to consider bringing it over by copying in batches. Some items will not convert yet to Ultra Course View, such as:
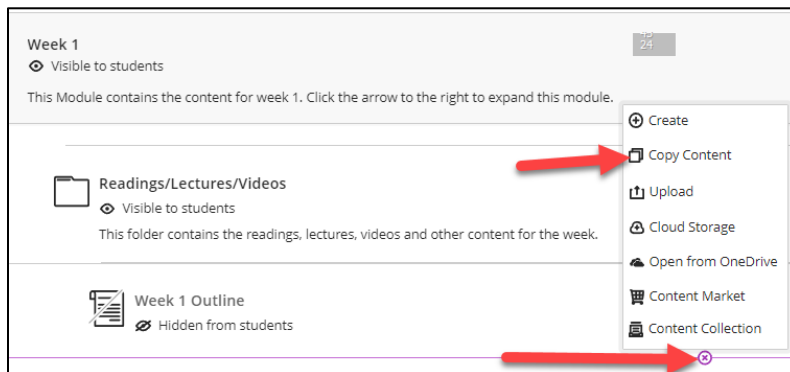
- Blogs
- Wikis
- Some Question types for tests
- Surveys
- Rubrics – some values may change (e.g. points range to points, etc.)
- Some publisher content may need to be reattached using the LTI tools
- Attachments in discussions
- Folders more than two levels deep – may push content to more top-level folders which would then need to be cleaned up.

Bringing over your content areas a bit at a time lets you control what comes over, where it comes over and how it appears within your content area.

This can be done in one of two ways:

## *Inline Copy Content*

1. Navigate to the place in your Ultra course where you want to copy content.
2. Click the + button, then **Copy Content**.



**Navigate to where you want your content to go > + > Copy Content**

3. The *Copy Content* side panel will open. Here you have a couple of options:
   a. Use the search bar to search for the class you are looking for if your list is long
   b. Check the course you want to import from if you want the entire course to copy into your new Ultra course.
   c. Click the → to the right of the course name to navigate into the course and find what file(s) or folder(s) you want to

import. Check any that you want to come over. While it is possible to copy content from Blackboard Original courses, you will get a warning from Blackboard that the structure may not copy over accurately.

## *Batch Copy Content*

1. Click the … button at the top of your course (directly to the right of *Course Content*)



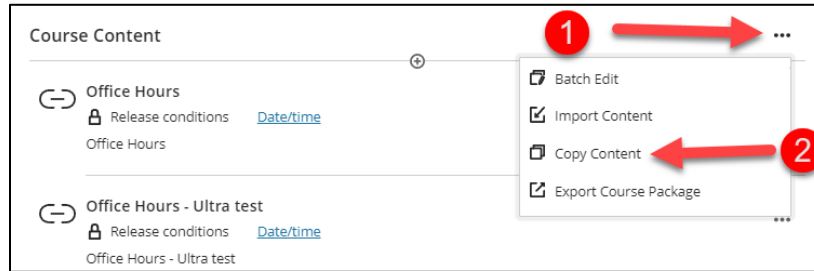**Click the … button > Copy Content**

2. Click Copy Content
3. The *Copy Content* side panel will open. Here you have a couple of options:
    1. Use the search bar to search for the class you are looking for if your list is long
    2. Check the course you want to import from if you want the entire course to copy into your new Ultra course.
    3. Click the → to the right of the course name to navigate into the course and find what file(s) or folder(s) you want to import. Check any that you want to come over to your course.
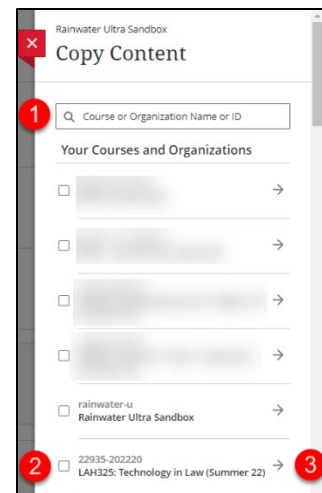


**NOTES:**

- Ultra courses cannot be copied into Original courses. They are not backwards compatible.
- Ultra courses can be copied forward into Ultra courses by navigating to the new Ultra Course and using the batch copy function (above).
- Ultra courses can also be exported and imported into other Ultra courses.

# Getting Help with Technology at the University of Hartford

**Faculty Center for Learning Development (FCLD)**
FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.
**Phone:** (860) 768-4661          **Email:** fcld@hartford.edu
**Website:** http://www.hartford.edu/fcld

**Student Blackboard Support**
The following is student support for Blackboard only, excluding login and password issues (these go to ITS).
**Phone:** (860) 768-4636          **Email:** bbsupport@hartford.edu
**FAQ/Submit a Ticket:** http://www.hartford.edu/studentbbsupport

**Information Technology Services (ITS) Help Desk**
For general computer and Internet/network support questions (not directly related to the classroom but rather single sign-on log in issues, passwords, Internet/email problems, Banner/Self-Service, campus Facebook).
**Phone:** (860) 768-4357          **Email:** helpdesk@hartford.edu
**Website:** https://hartford.edu/its

**Media Technology Services (MTS)**
Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.
**Phone:** (860) 768-4357          **Website:** http://www.hartford.edu/mts