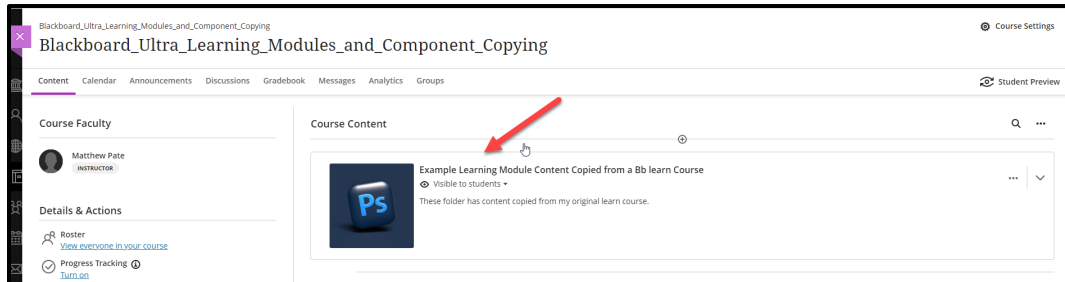


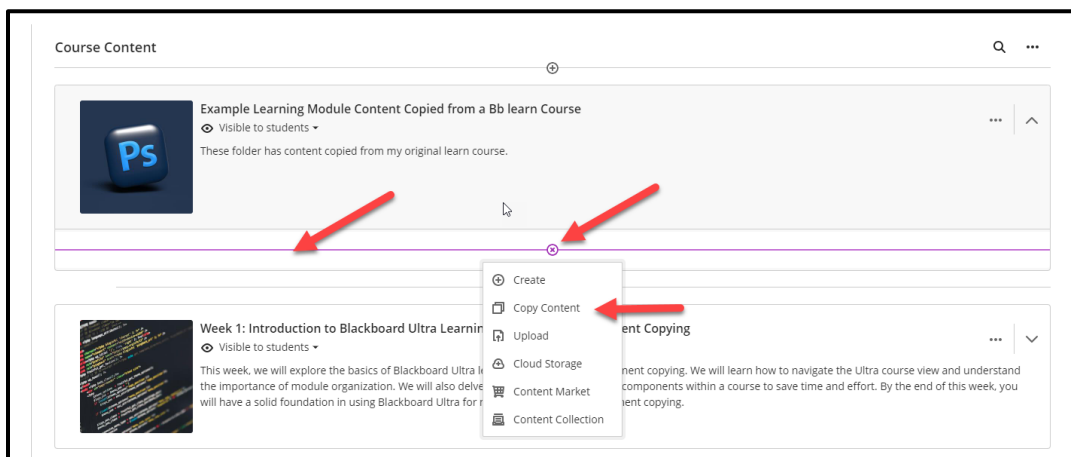


Copying Course Content from Blackboard Learn to Your Blackboard Ultra Course

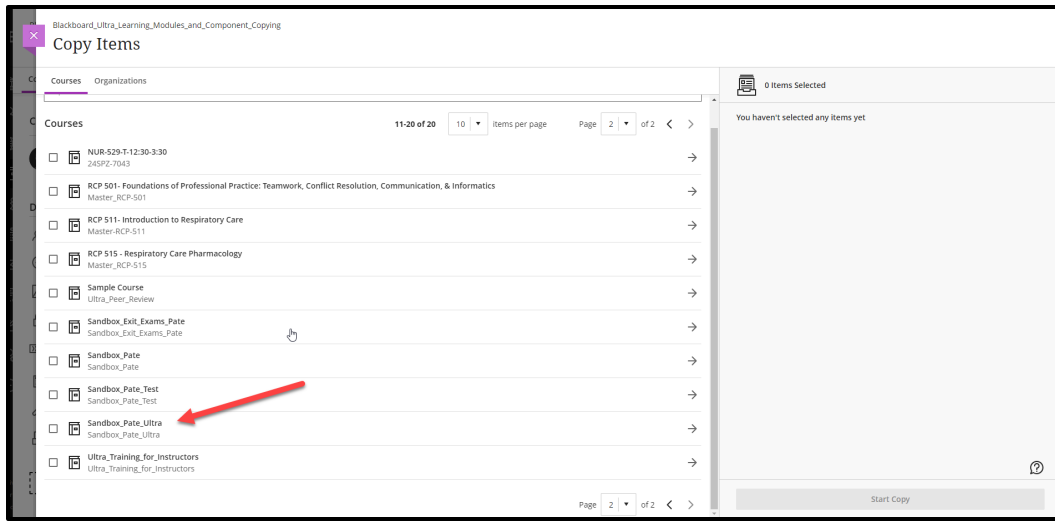
The following steps show how to copy content over to your Bb Ultra course from an original Bb Learn course one component or folder at a time to ensure only what is needed is copied.



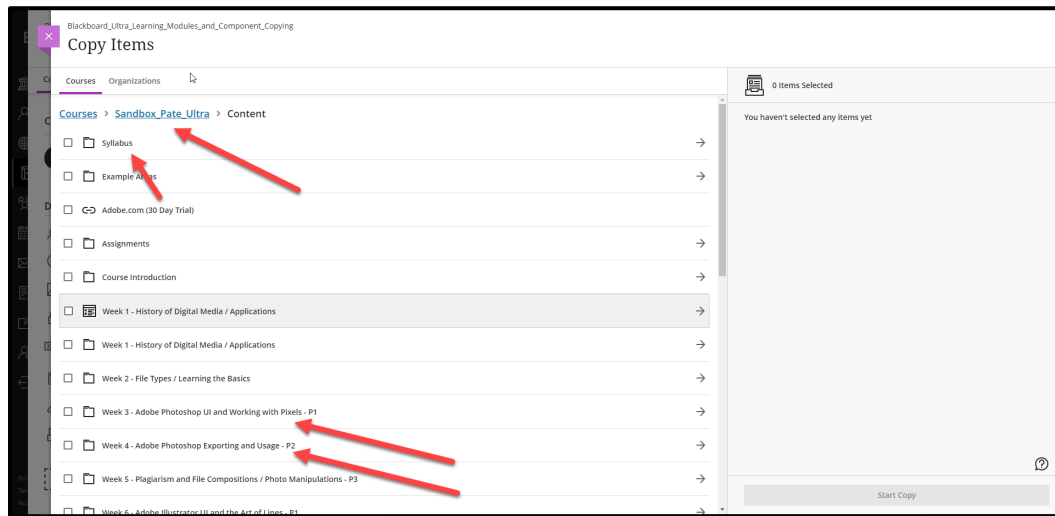
Before you begin transferring any content over from an **Original Blackboard Learn** course, you want to make sure you have your **Learning Modules** set up even if they are in a preliminary state.



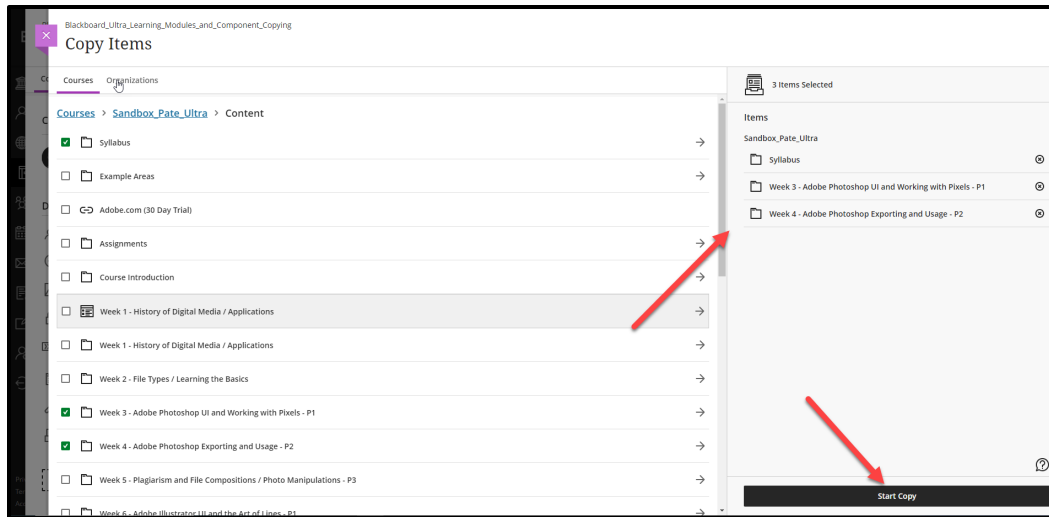
Choose the **Learning Module** you would like to copy content into and then click anywhere within the grey panel to open the drop-down area to add all future curriculum components. Here you will click the + sign and then select **Copy Content**.



The **Copy Items** panel will open a listing of all available courses to copy from. Choose your course. You may have multiple pages of courses depending on how many courses you have taught.

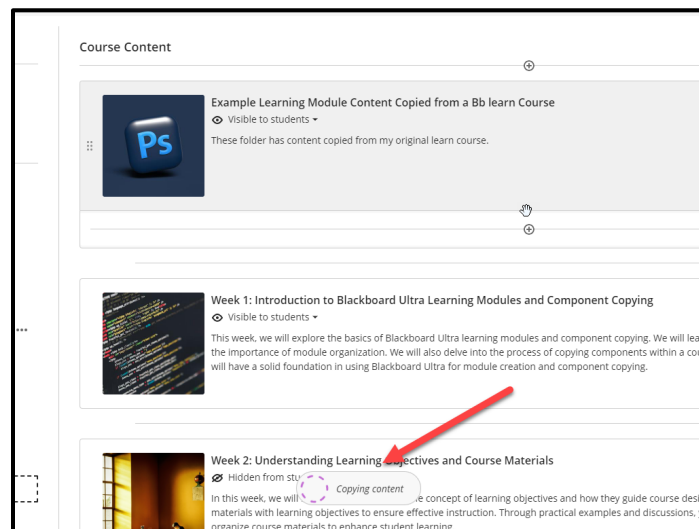


Once the course is selected, you will see all current folders/items in your course populate based on the structure of the Blackboard Learn course. In this example, they have **Week** titles for most folders and individual course items have their respective titles.

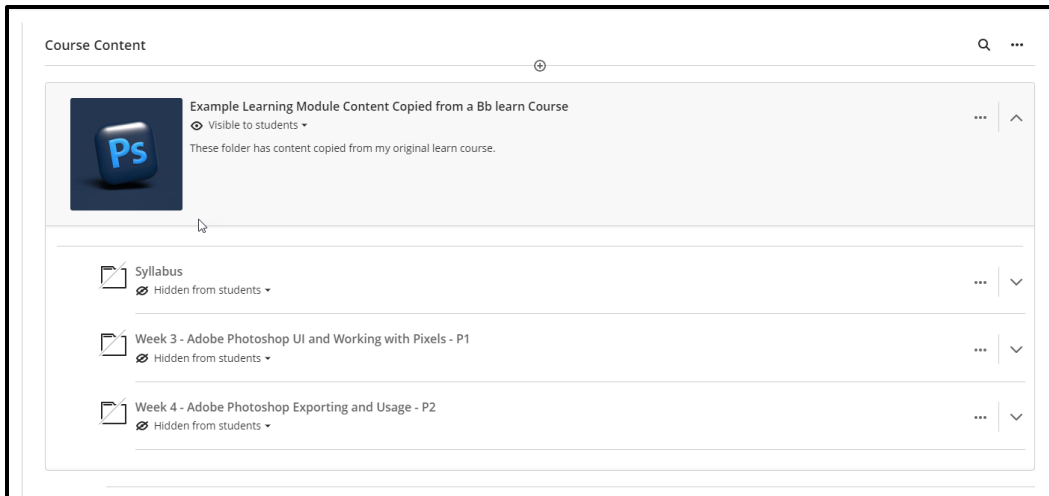


The next step is to select the folder you need to transfer into the current Ultra course. You want to select one folder at a time by ticking the box located to the left of the folder icon and then choose **Start Copy**. In this example, I have chosen three since they relate directly to the new folder in the Ultra course and will be combined into one **Weekly** folder.

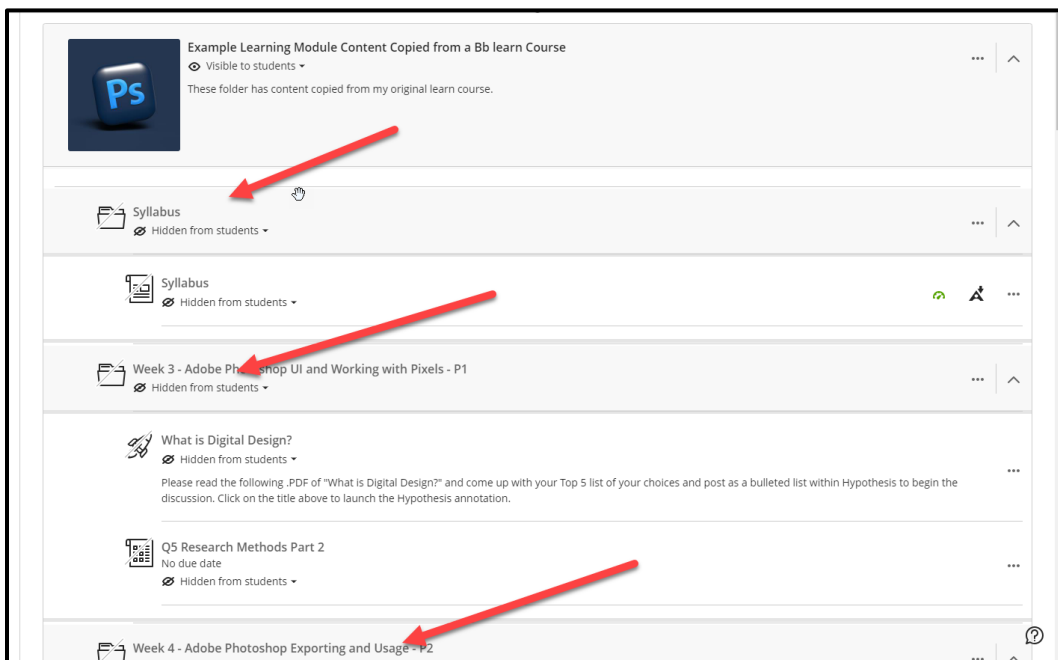
It is recommended to transfer one folder at a time so you have the time to review the content and only keep what is needed in the **Learning Module**.



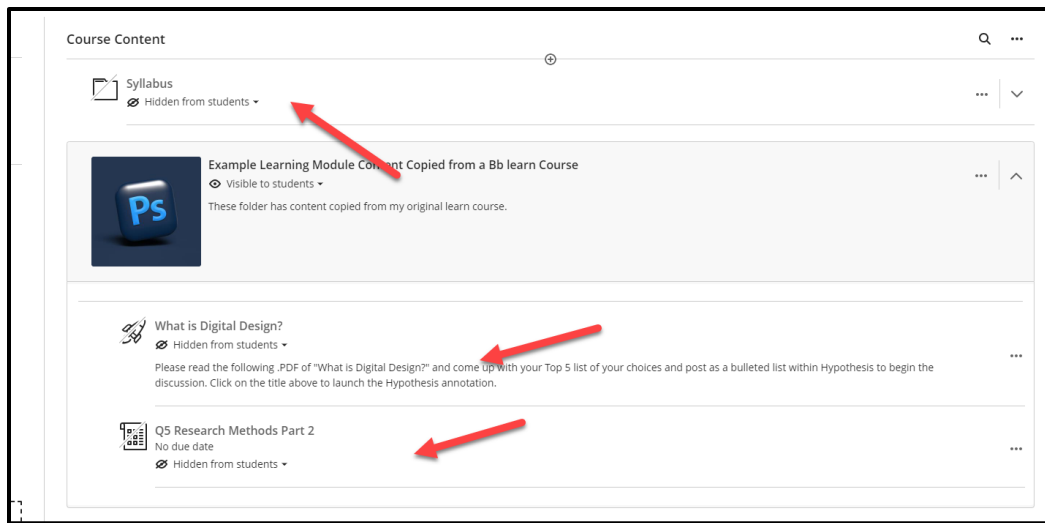
Once the copy process begins, you will see the **Copying content** icon appear at the bottom of the screen.



The copied content will now appear below the **Learning Module** panel.



As mentioned earlier, multiple weeks were copied along with a Syllabus into the Ultra course knowing the content was going to be combined. Each copied folder was clicked on allowing the content to populate.

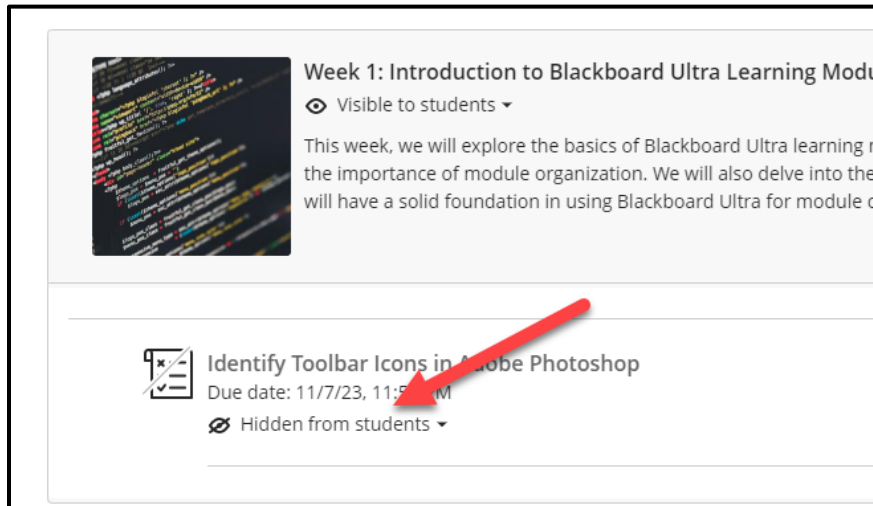


To place course content in the proper order, you can grab the three vertical ellipses to the left of the content icon and drag the component to the needed location. You can see the **Syllabus** is now at the top of the course content and the two course components have been moved out of the transferred folders and into the new **Learning Module**. The original copied folders were deleted since they are of no value. This process is completed the same way for each folder. It is important to not copy all content folders over at once so transfer errors do not occur and unused content ends up taking up unneeded space in the course.

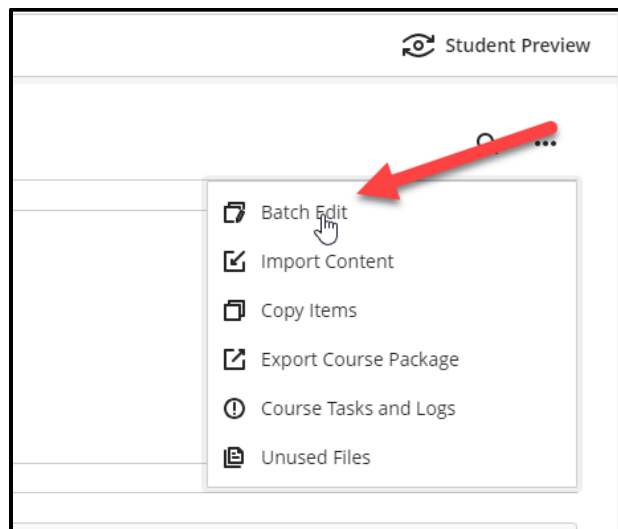
The purpose of taking your time and only copying needed content is to build a clean course shell that will be used for future course copies.



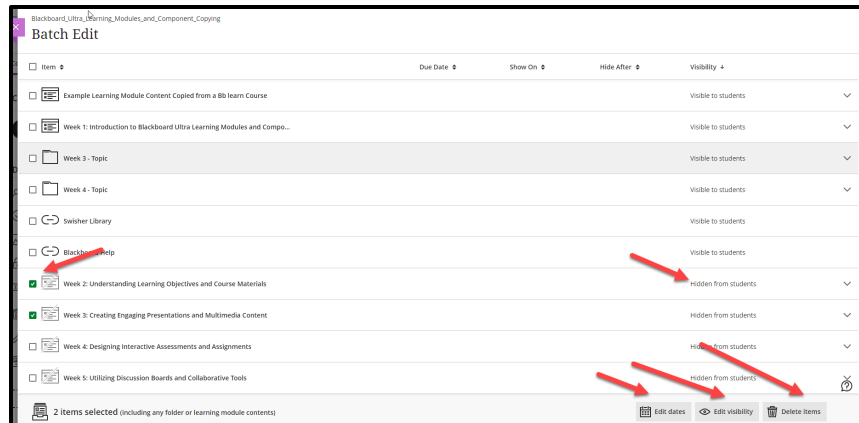
Batch Editing Course Content Visibility



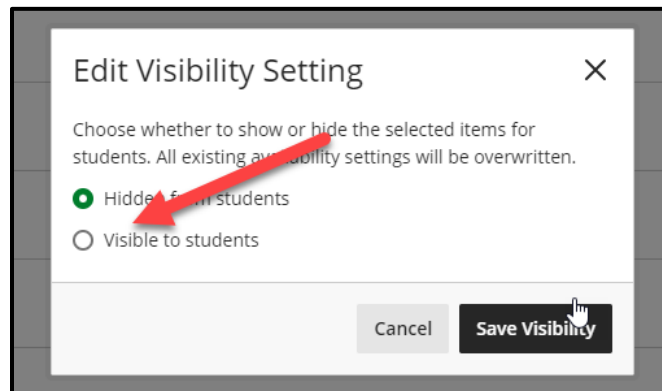
After content has been copied into your Ultra course, it will be automatically hidden from the students. This will require you to set individual items as **Visible to Students** or use the **Batch Edit** function to set multiple items as **Visible to Student**.



To **Batch Edit**, you will need to select the three ellipses located to the right of the **Search** magnifying glass. The submenu will open up and **Batch Edit** will need to be selected.



Once the **Batch Edit** window opens, you will see the course content components on the left and the visibility status on the right. You will now select the components that will need to have the visibility changed by selecting the check-off box next to the name and clicking on **Edit Visibility** located at the bottom right corner of the window.

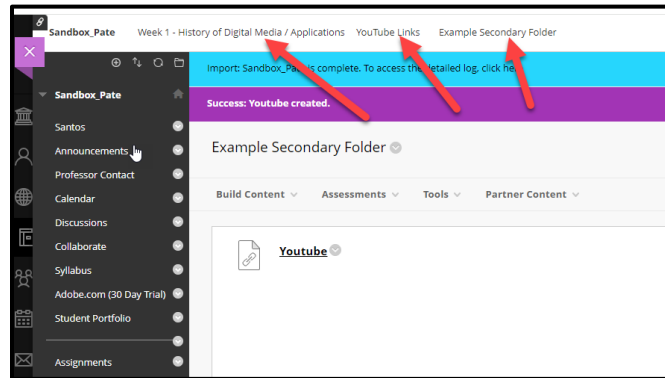


Once **Edit Visibility** is selected, a pop-up window will appear. Choose **Visible to Students** and select **Save Visibility** to finalize the change.

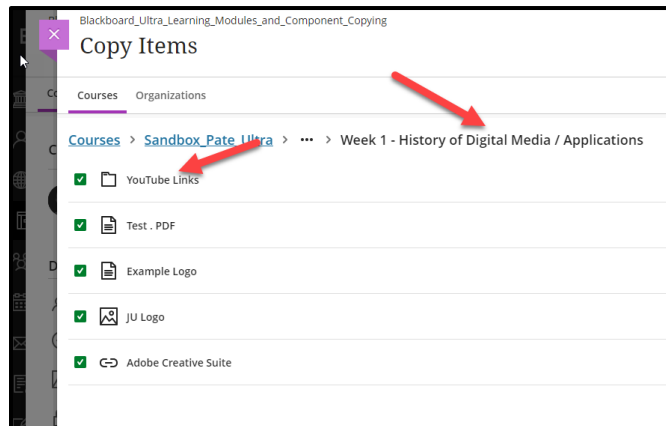
*You also can change dates and delete content that is no longer useful in the course. The directions are the same for these processes.



Imported Folder Hierarchy from Bb Learn when Copying Cotent

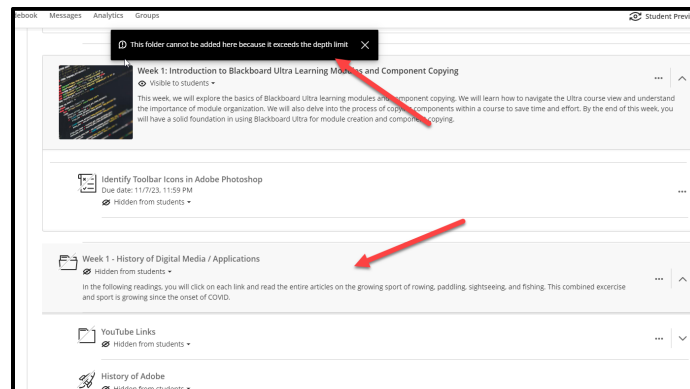


Original Learn Foldering for Week 1 Example (3 Folders in Total)



Copy Window from Ultra for the Same Week 1 Example

In **Blackboard Learn** you were able to embed content three folders deep including the initial course content menu item. When content is copied into **Blackboard Ultra** you are limited to 2 folders. Once the copy is initiated, all content that is embedded beyond the 2-folder limit will be placed directly inline within the **Folder/Learning Module**. This is due to the foldering restriction.



Example of a Foldering Restriction Warning

If the copied course had 3 folders in its structure, it would simply require the instructor to organize the material by dragging the content into the proper **Folder/Learning Module** location.