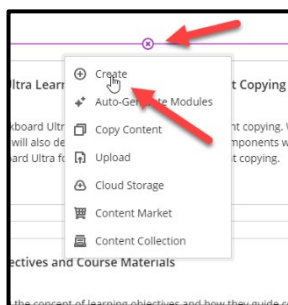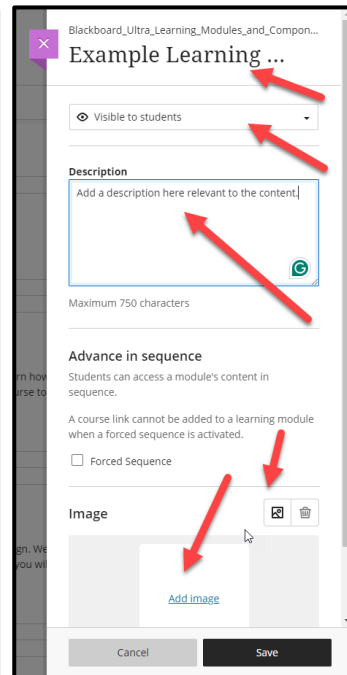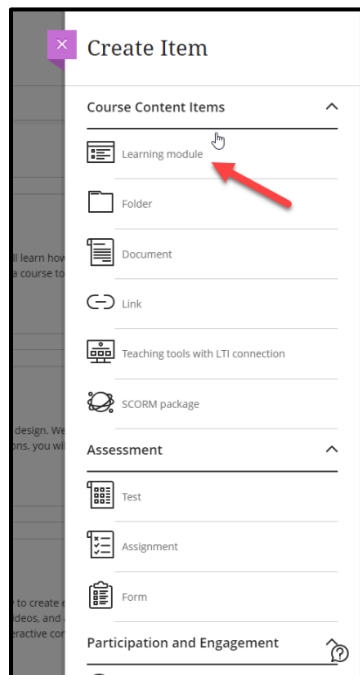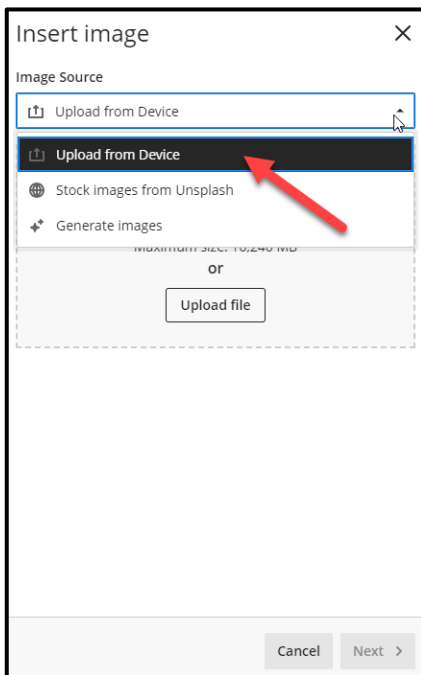**Best Practices**

- [Creating Course Learning Modules in Blackboard Ultra](#)
- [Creating Course Learning Modules using the AI Assistant in Blackboard Ultra](#)
- [Copying Course Content from Blackboard Learn to Blackboard Ultra](#)
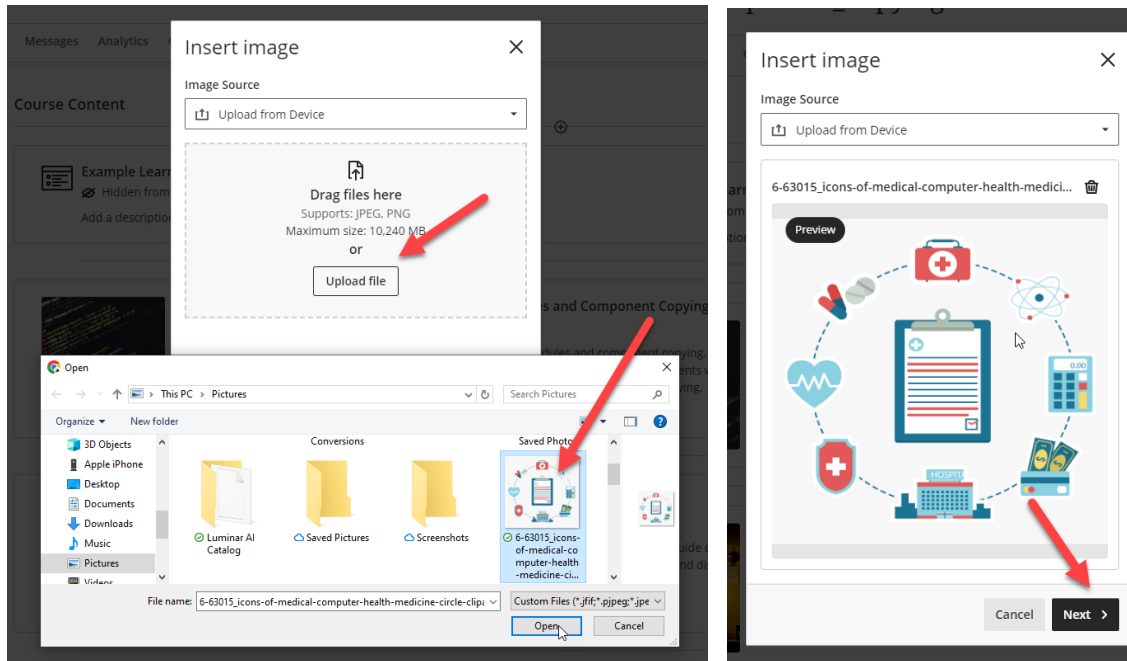
Creating a Learning Module

You can create learning modules within the **Course Content Menu** to serve as containers for your course content.
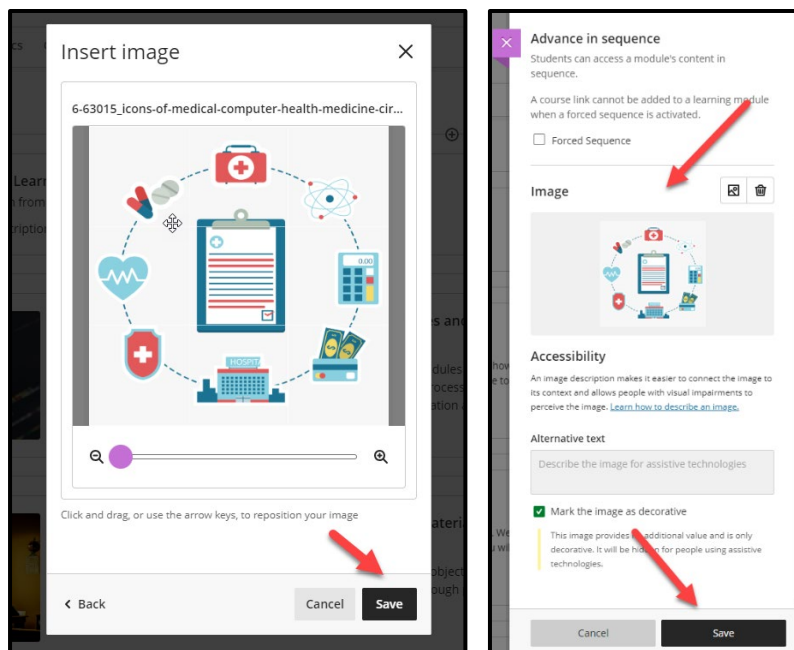
When creating a **Learning Module**, you will point to the + (plus sign) above the course menu or if this is a new course with no content, you will select + (**Add Content**) located in the center of the **Content Menu** and select **Learning Module** from the drop-down list. You will type a **Name** for the new content area title. In this case, **Example Learning Module** was used, but it is common to see instructors use **Week, Topic, or Subject** in their titles to help navigate their curriculum. These can be changed at any point.
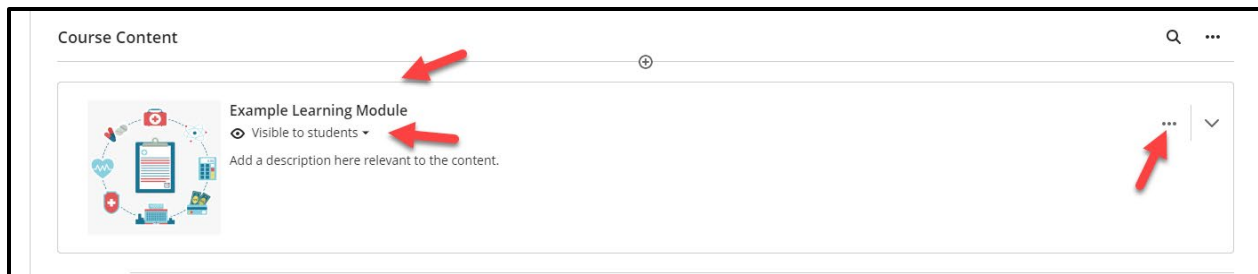
In the **Learning Module Panel**, you can add a description, which often includes directions or important information about the folder content, along with an image thumbnail that represents the folder contents. By choosing **Add Image**, you can select from a local image or stock image from Unsplash. The **AI-generated images** will be discussed in the next section.
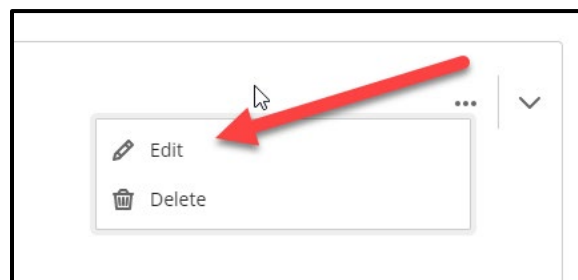
Choosing a local image requires a royalty-free image to be downloaded. These can be downloaded from **Pixabay** as an example. When you choose **Upload File**, the **Downloads** folder should open to access the image file. Make sure you are using .jpg or .png files. Click **Next** and then **Save** to add the image to the **Learning Module** thumbnail.
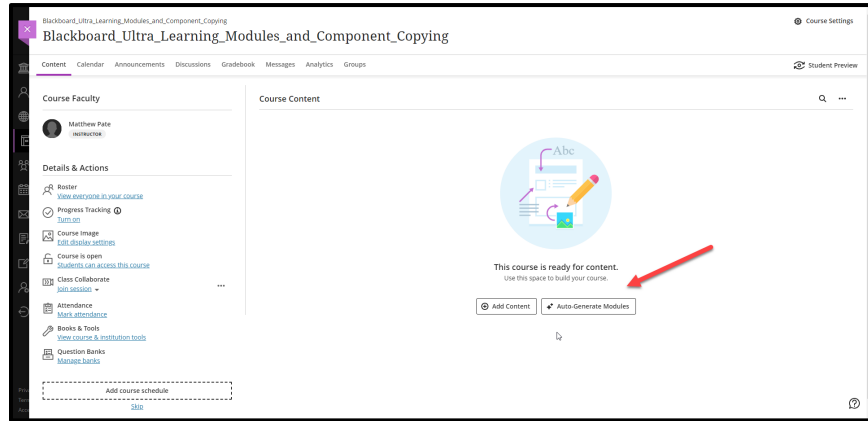
Once the **Save** has been clicked, the **Learning Module** will be added to the **Course Content.**
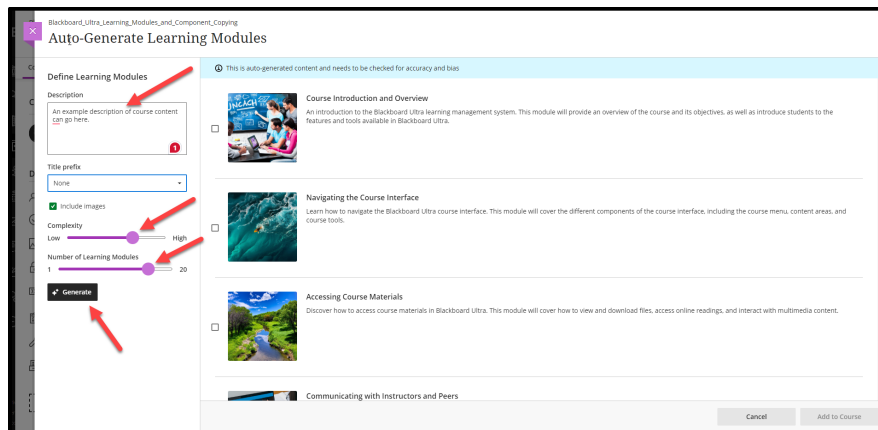
The three **Ellipses** on the right can be selected at any point to edit the title, description, thumbnail image, and visibility to the student.
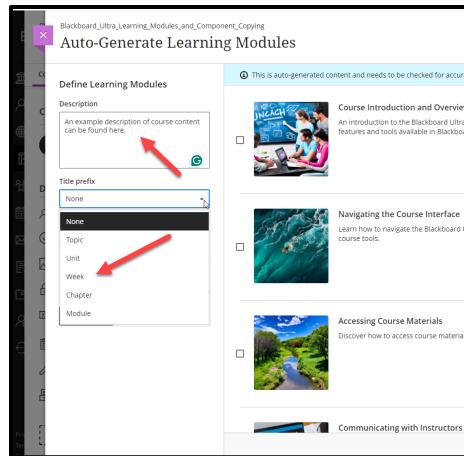
Creating Course Learning Modules using the AI Assistant in Blackboard Ultra
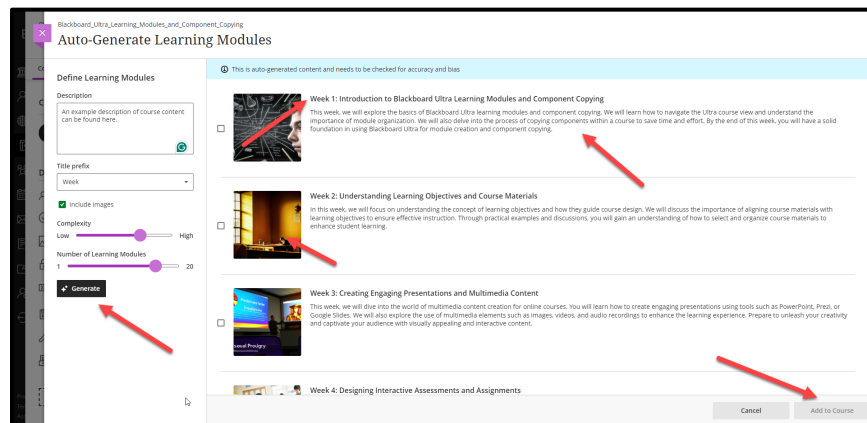

When you open a new course with no copied content, you can build from scratch like in the previous notes or allow the **Auto-Generate Modules** to help lay out all the modules at once. This will speed up the process of creating the **Learning Modules**. Choose **Auto-Generate Modules** to begin.
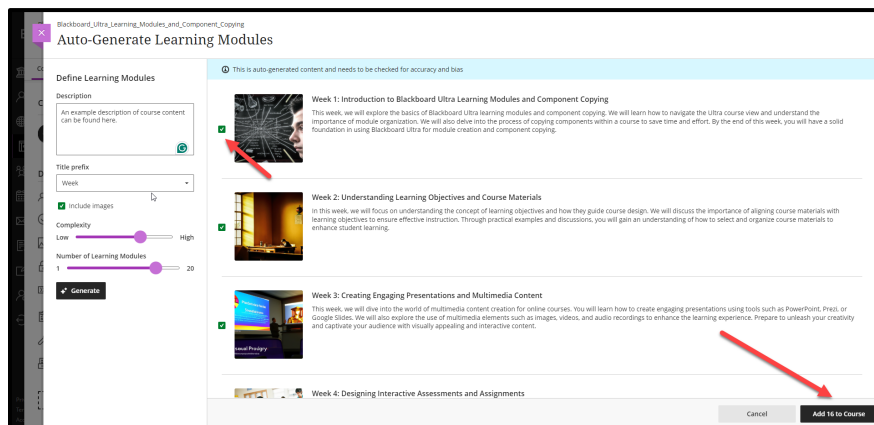

Once selected you will see a new window that allows you to add a generic description of the course and modify the number of **Learning Modules** you would like created by adjusting the sliders. In this case, a standard 16-week term was used.
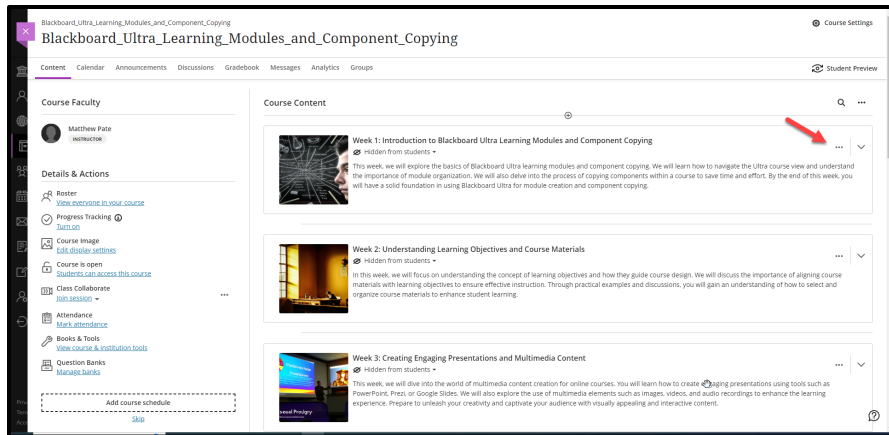
The **Title prefix** allows the instructor to add the appropriate title to each module as a form of an identifier to place content. The prefix **Week** is the most common example. Click **Generate** to build out the modules.
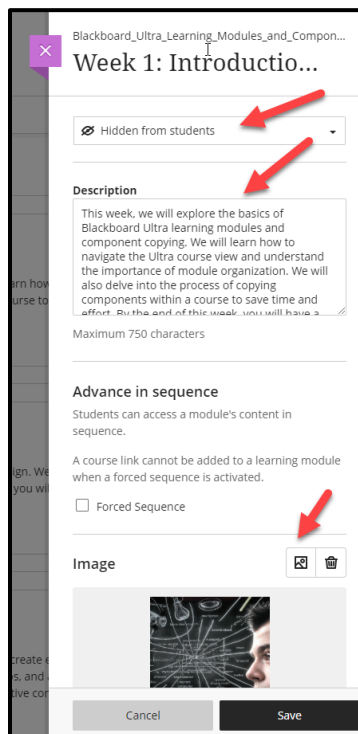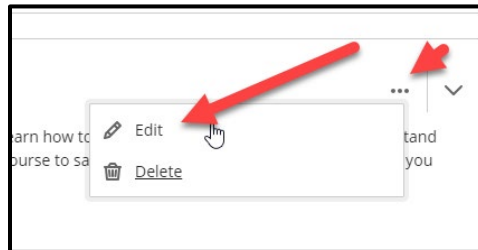

You will notice the **Week** prefix titles have been placed in the sample. The **Add to Course** is still greyed out at this point.
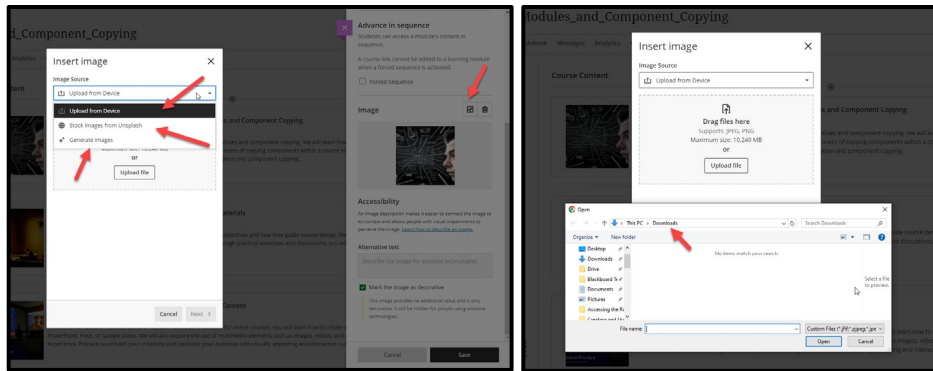

Next, you will select the **Learning Modules** by ticking each square for each **Week module** chosen and then choosing **Add # to the Course**. The # represents how many you have chosen.
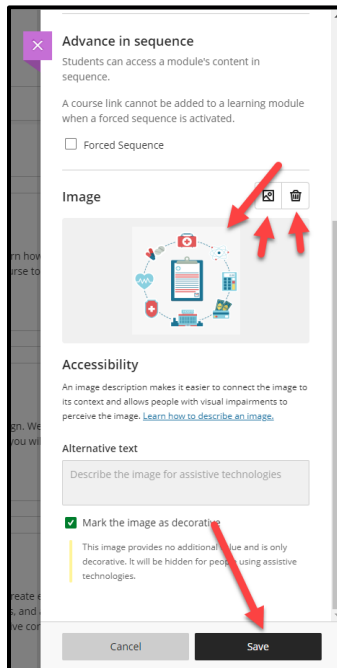
The course modules have now been populated. You can modify the title, description, visibility, and thumbnail by clicking on the three **Ellipses** at the right and selecting **Edit**.
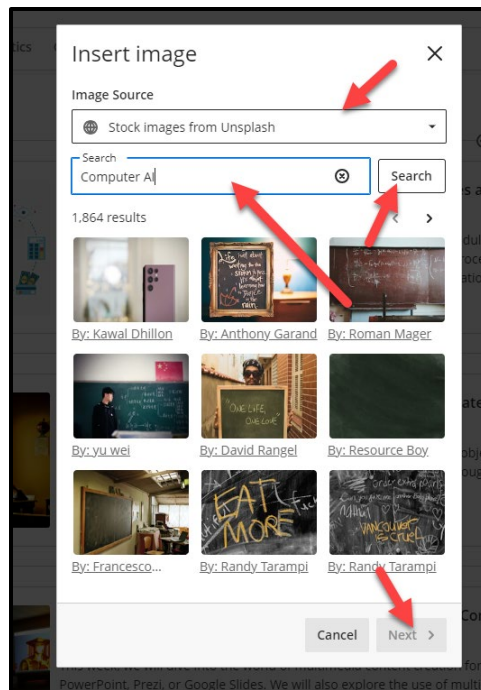

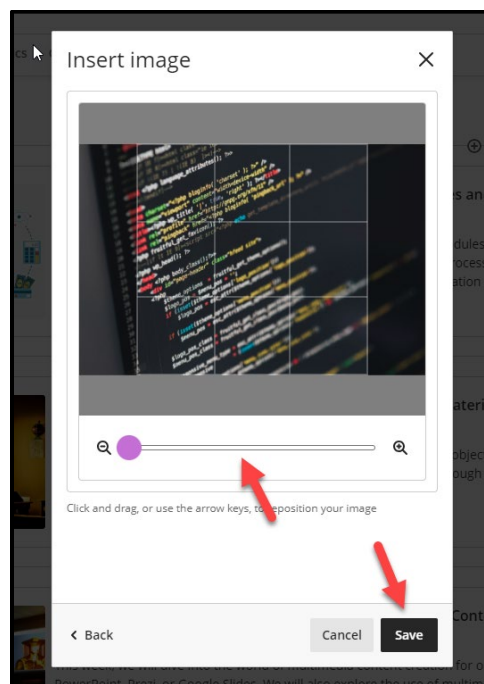Changing the thumbnail requires the image icon to be selected.

Uploading from your computer is the first option and requires you to select **Upload file**, locate the **Downloads** folder, and choose the copyright-free .jpg or .png file.
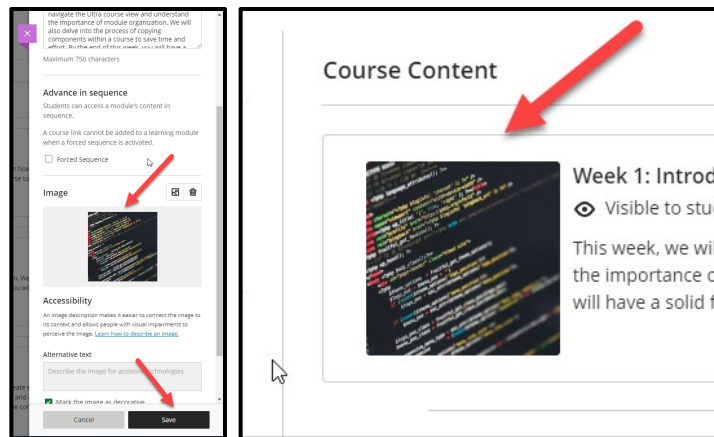

Choose **Save** when you are ready to update the **Learning Module** thumbnail.

You also have the option to choose **Stock Images from Unsplash**. These are royalty free and require you to add the keyword to search for images and then select **Search**. Images will populate and once you have chosen an image from this set, select **Next**.

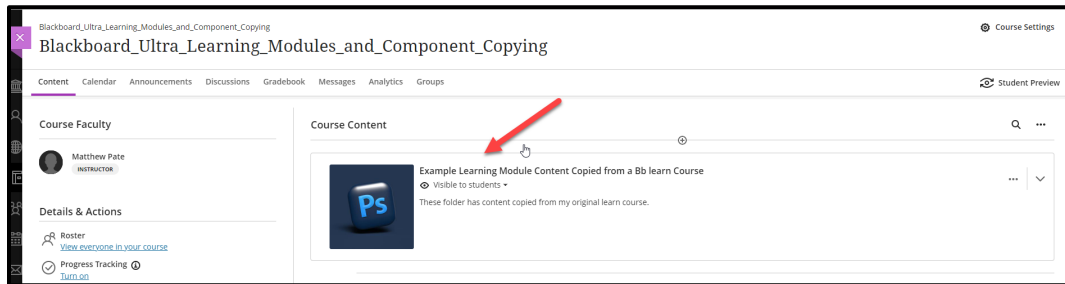You can adjust the zoom to crop the unneeded content. Choose **Save** to continue.

Once **Save** is chosen a second time, you will see the thumbnail change within the **Learning Module**.
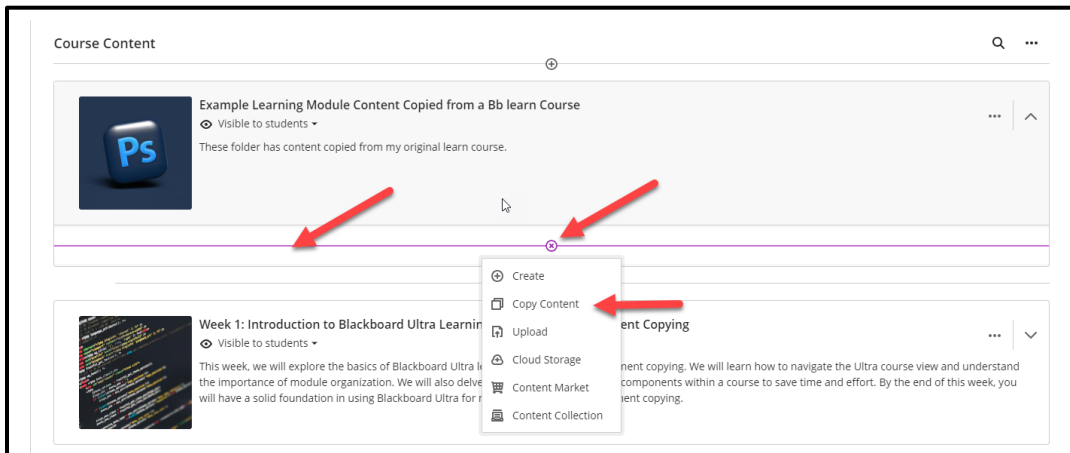
Copying Course Content from Blackboard Learn to Your Blackboard Ultra Course
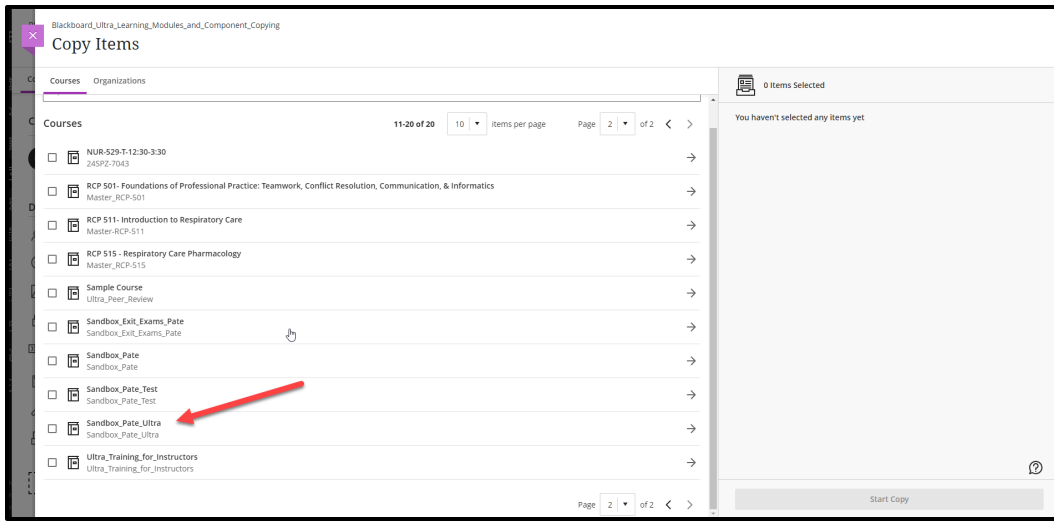
The following steps show how to copy content over to your Bb Ultra course from an original Bb Learn course one component or folder at a time to ensure only what is needed is copied.
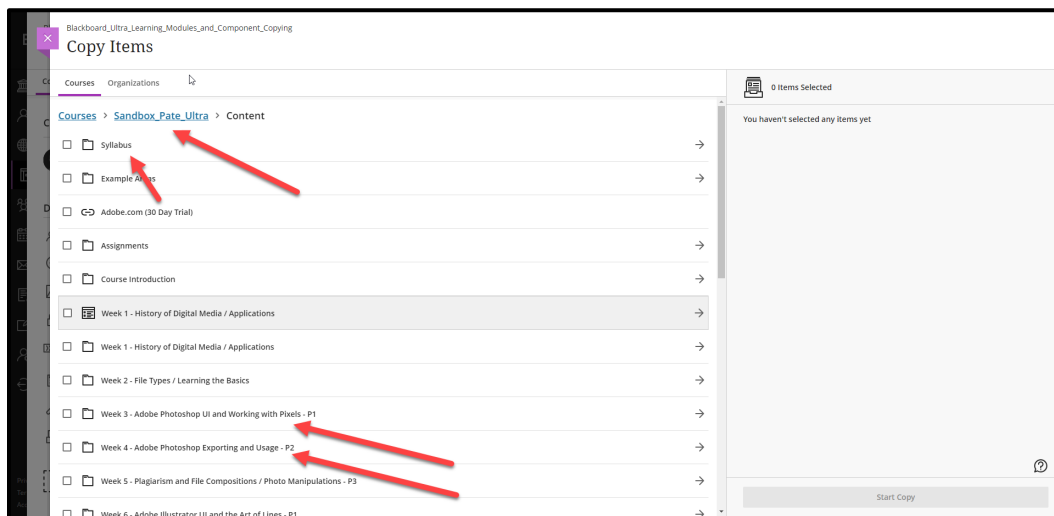

Before you begin transferring any content over from an **Original Blackboard Learn** course, you want to make sure you have your **Learning Modules** set up even if they are in a preliminary state.
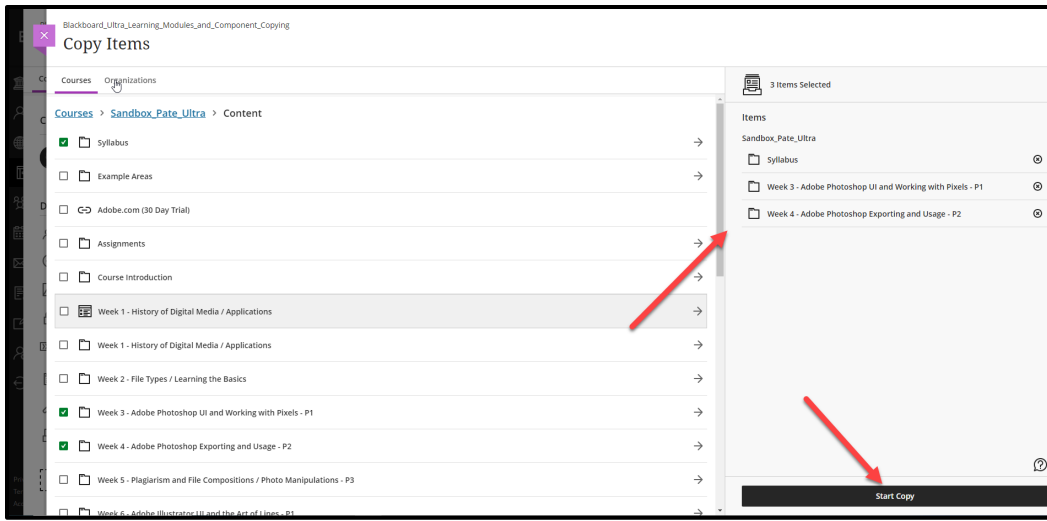

Choose the **Learning Module** you would like to copy content into and then click anywhere within the grey panel to open the drop-down area to add all future curriculum components. Here you will click the + sign and then select **Copy Content**.
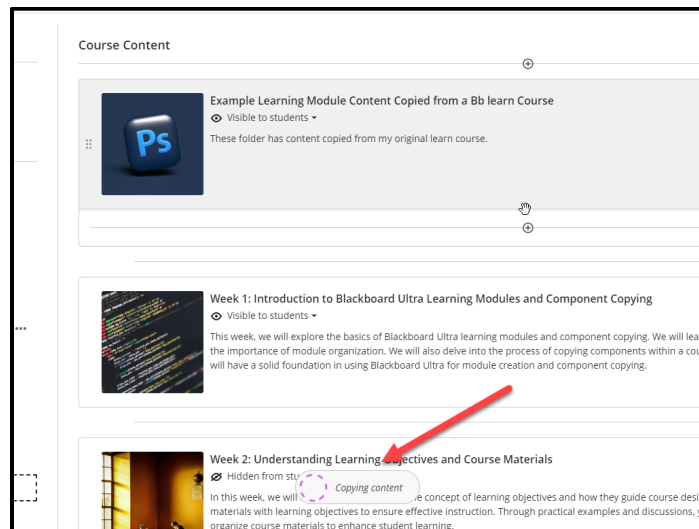
The **Copy Items** panel will open a listing of all available courses to copy from. Choose your course.
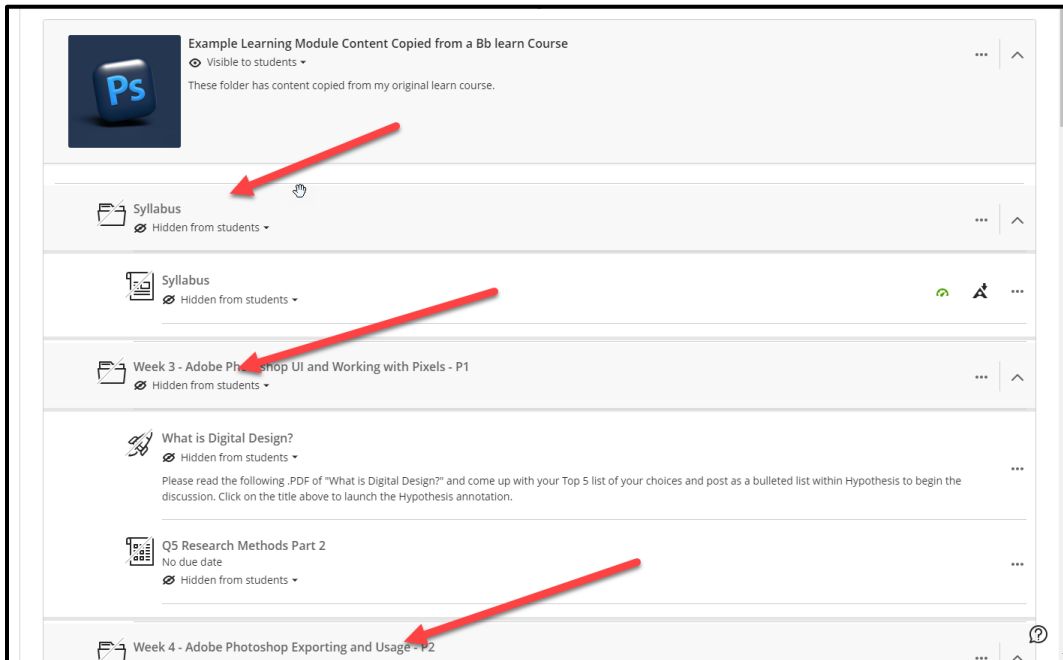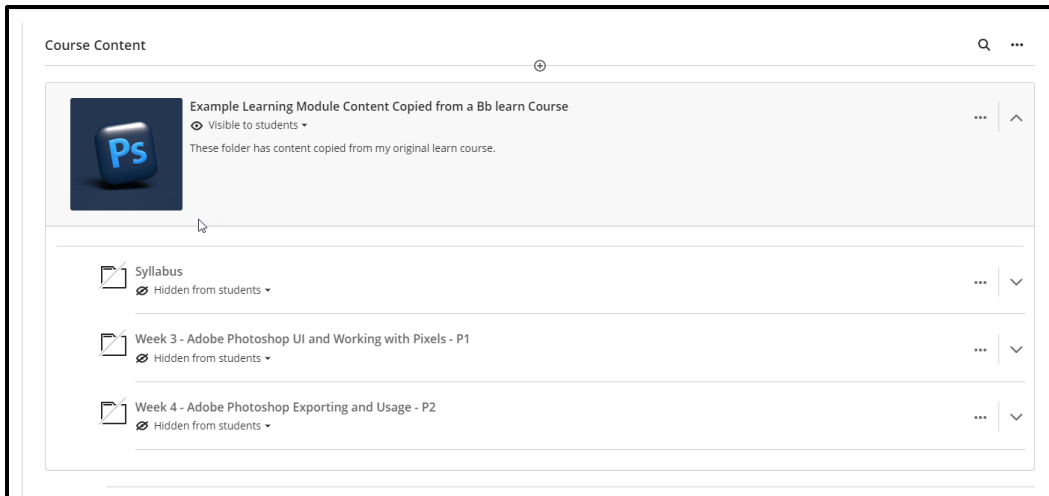

Next, you will see all current folders/items in your course. In this example, they have **Week** titles for most folders and individual course items have their respective titles.

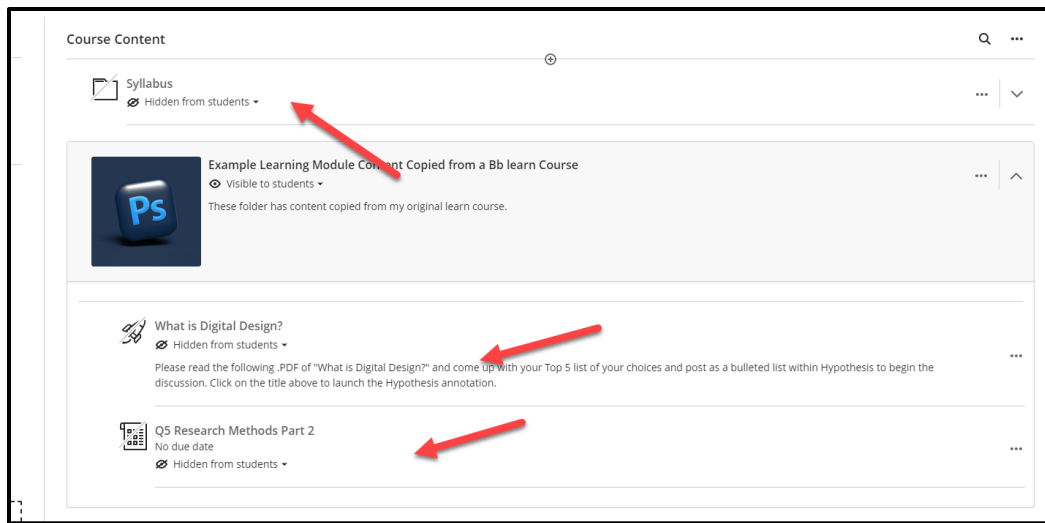The next step is to select the folder you need to transfer into the Ultra course. You want to select one folder at a time and choose **Start Copy**. In this example, I have chosen three since they relate directly to the new folder in the Ultra course and will be combined into one **Weekly** folder.

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

As mentioned earlier, multiple weeks were copied 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.