

# ACADEMIC

TECHNOLOGY

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#### **Best Practices**

- <u>Creating Course Learning Modules in Blackboard Ultra</u>
- <u>Creating Course Learning Modules using the AI Assistant in Blackboard Ultra</u>
- <u>Copying Course Content from Blackboard Learn to Blackboard Ultra</u>

#### 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.

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Upload from Device  Stock images from Unsplash  Generate images	ll learn hov	E Learning module		Description Add a description here relevant to the content.
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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 **Al-generated images** will be discussed in the next section.

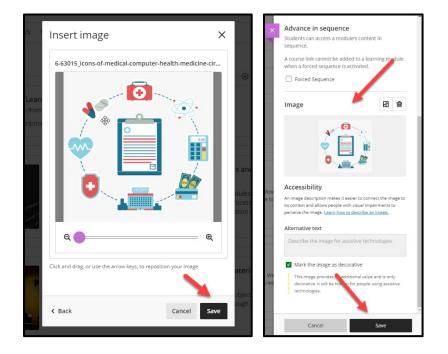




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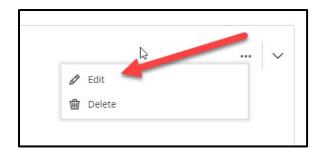
Choosing a local image requires a royalty-free image to be downloaded. These can be downloaded from **Pixabay** as an example. When you choose **Upload File**, the **Downloads** folder should open to access the image file. Make sure you are using .jpg or .png files. Click **Next** and then **Save** to add the image to the **Learning Module** thumbnail.





Course Content	÷	ς
	Example Learning Module	1

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.



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#### Creating Course Learning Modules using the AI Assistant in Blackboard Ultra

×	Blackboard_Ultra_Learning_Modules_and_Component_Copying Blackboard_Ultra_Learning_Mo	dules_and_Component_Copying	Course Settings
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~	Course Faculty	Course Content	Q
# 	Matthew Pate	CAbe	
Ħ	Details & Actions		
<b>**</b>	Roster View everyone in your course		
×	Progress Tracking      Turn on		
e	Course Image		
Ľ	Course is open Students can access this course	This course is ready for content.	
ନ୍ଦ	Class Collaborate	Use this space to build your course.	
Ð	Attendance Mark attendance	Add Content     Add Content	
	Books & Tools View course & institution tools	¢.	
	Question Banks Manage banks		
hriva Secon Accor	Add course schedule		Ø

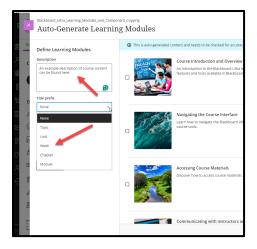
When you open a new course with no copied content, you can build from scratch like in the previous notes or allow the **Auto-Generate Modules** to help lay out all the modules at once. This will speed up the process of creating the **Learning Modules**. Choose **Auto-Generate Modules** to begin.

Control   Notified   Control   Notified   Control   Notified   Control   Control <th>Define Learning Modules</th> <th>G</th> <th>This is auto-generated co</th> <th>intent and needs to be checked for accuracy and bias</th> <th></th>	Define Learning Modules	G	This is auto-generated co	intent and needs to be checked for accuracy and bias	
budde images     budde     bu	Description An example description of course content can go here.	0		An introduction to the Blackboard Ultra learning management system. This module will provide an overview of the course and its objectives, as well as introdu-	ice students to the
Accessing Gourse Materials Discover how to access course materials in Blastbaard Utra. This module will cover how to view and download files, access online readings, and interact with multimedia content.	Include images Complexity Low High Number of Learning Modules	-		Learn how to navigate the Blackboard Ultra course interface. This module will cover the different components of the course interface, including the course me	enu. content areas, and
	♂ Generate	0	Ň		multimedia content.

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.



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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.

×	Blackboard_Ultra_Learning_Modules_and_Comport Auto-Generate Learnin	
х <mark>а</mark> се	Define Learning Modules	O This is autogenerated content and needs to be checked for accuracy and bias
	Description An example description of course content can be found here.	Wesk 1: Introduction to Blackboard Utra Learning Modules and Component Copying. The week - we all explore the super of Blackboard Utra Learning modules are component Copying. The sile in the two reagates the Utra super week - you will have a sold importance of module exploration. We all we have the interp supercost component statistics are used to the the explore of the week - you will have a sold indication in using Blackboard Utra for module coation and component copying.
	Weak - Include Images Complexity Low High Number of Learning Modules 1 20	Week 2 Understanding Learning Objecties and Course Materials     Meak and Incourse indexing the songet of bioring approximate and how they gate course decay. We will dougs the importance of diging course meesing with     waves generate ensure decision introduction. Through procedul examples and discosters, you will gate in understanding of how to select and organize course materials to     waves generate the many.
	∳ Generate	West 3: Creating Engaging Presentations and Multimedia Content. This was well also a to be too the work of dimutimedia content on contexts. You will learn how to mass engaging presentations using tools but at a Howefreix. Press of Congestions: we will also applies have and the analysis of the mass well and the configing to enhance the learning eigenetics. Prepare to unlearly your creating and ophistics your audience with visually repeating and interactive content.
Pri L	D <sub>2</sub>	🛛 🚛 🕄 📲 Week 4: Designing Interactive Assessments and Assignments 🦳 Caucel 🛛 Add to Coune

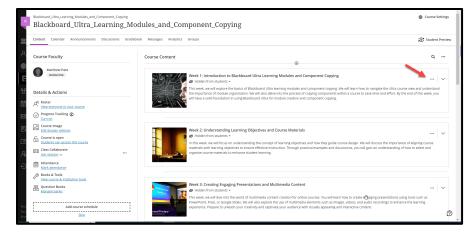
You will notice the **Week** prefix titles have been placed in the sample. The **Add to Course** is still greyed out at this point.

×	Blackboard_Ultra_Learning_Modules_and_Compone Auto-Generate Learning	
a a	Define Learning Modules	This is auto-generated content and needs to be checked for accuracy and bias
	An example description of course content     can be found here.      Title prefix	Revert 1: Introduction to Blackboard Ultra Learning Modules and Component Copying This was well and the state of Blackboard Ultra Learning Modules and Component copying. Will liam how to nargipte the ultra course view and understand the importance of management of Blackboard Ultra Learning Modules and component copying components within a source to save time and effort, by the end of this week, you will have a solid induction in using Blackboard Ultra for module creation and component copying.
	Week  Complexity Low High Number of Learning Modules	Week 2: Understanding Learning Objectives and Course Materials     In the week, we will block an understanding the concept of learning depictives and how they guide course steagn. We will discuss the importance of aligning course materials with     Immig depictives ensure effective mitraction. Through practical examples and discussions, you will gain an understanding of how to select and organize course materials to     enance abudent learning.
	4* Generate	West 3: Creating Engaging Presentations and Multimedia Content This wask, well die wirds the world of multimedia content creation for order occurs. You will kern how to create engaging presentations using tools such as howerhord, Pect, or Congest States, well also explore the set of multimedia determines using a mage, kitelus, and audio recordings to enhance the learning experimes. Present to unlease your creativity and captivities your audience with visually appealing and interactive content.
Pro		Week 4: Designing Interactive Assessments and Assignments
Ter ko Acc		Cancel Add 16 to Course

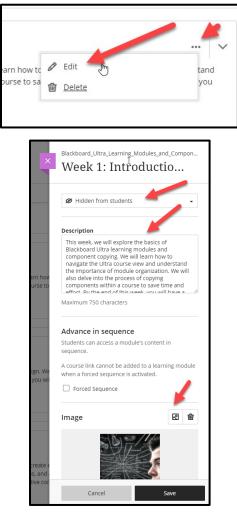
Next, you will select the **Learning Modules** by ticking each square for each **Week module** chosen and then choosing **Add # to the Course**. The # represents how many you have chosen.



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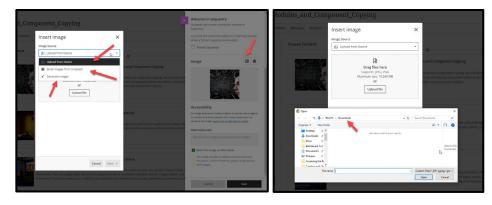
The course modules have now been populated. You can modify the title, description, visibility, and thumbnail by clicking on the three **Ellipses** at the right and selecting **Edit**.



Changing the thumbnail requires the image icon to be selected.



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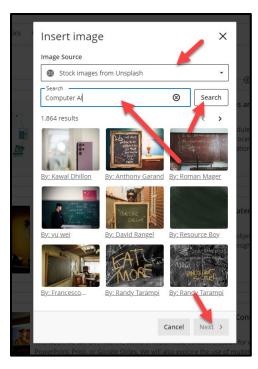
Uploading from your computer is the first option and requires you to select **Upload file**, locate the **Downloads** folder, and choose the copyright-free .jpg or .png file.

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	Students can access a module's content in sequence.	
	A course link cannot be added to a learning module when a forced sequence is activated.	
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	Describe the image for assistive technologies	l
	Mark the image as decorative This image provides no additional true and is only decorative. Will be hidden for peop rusing assistive technologies.	
reate e s, and -		Į
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Choose Save when you are ready to update the Learning Module thumbnail.



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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**.

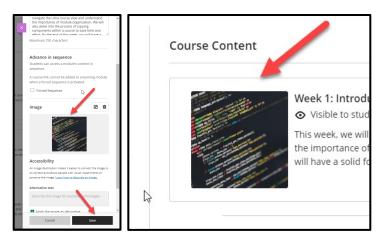
cs 📐 i	Insert image	×	
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	< Back	Cancel Save	Conte

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





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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.

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â	Content Calendar Announcements Discussions Gradebook Messages Analytics Groups 🏾 🕫 tudent Preview					
۹ ۹	Course Faculty	Course Content	۹			
# E	Matthew Pate	Example Learning Module Content Copied from a Bb learn Course	🗸			
£	Details & Actions	These folder has content copied from my original learn course.				
10 X	Roster     View everyone in your course     Or progress Tracking O     Turn on					

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.

	Q	•••	understand
Example Learning Module Content Copied from a Bb learn Course          Image: Students •         These folder has content copied from my original learn course.         Image: Students •         This week, we will explore the basics of Blackboard Ultrate importance of module organization. We will also dely we content Market         Image: Students •         This week, we will explore the basics of Blackboard Ultrate is components within a co         Image: Students •         This week the importance of module organization. We will also dely we content Market			arn how to navigate the Ultra course view and unc
Example Learning Module Content Copied from a Bb learn Course  Visible to students   These folder has content copied from my original learn course.   Week 1: Introduction to Blackboard Ultra Learnin  Wisible to students   This week. we will explore the basics of Blackboard Ultra  Courd Storage  Content Market			
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		⊘ Visible to students	⊘ Visible to students ▼

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**.



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Bladbaurd, Ultra, Learning, Modules, and, Component, Copying Copy Items	
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RCP 511- Introduction to Respiratory Care     Master-RCP-511	<i>→</i>
( D RCP 515 - Respiratory Care Pharmacology Master_RCP-515	÷
Ultra_Peer_Review	→
Sandbox, Exit, Exams, Pate     Sandbox, Exit, Exams, Pate	<i>→</i>
Sandbox_Pate	→
Sandbox_Pate_Test	→
Sandbox, Pate_Ultra     Sandbox, Pate_Ultra	<i>→</i>
Ultra_Training_for_Instructors	→ Ø
	Page 2 v of 2 < >

The **Copy Items** panel will open a listing of all available courses to copy from. Choose your course.

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	Assignments	÷	
	Course Introduction	÷	
	Week 1 - History of Digital Media / Applications	$\rightarrow$	
2	Week 1 - History of Digital Media / Applications	÷	
€Ľ	Week 2 - File Types / Learning the Basics	÷	
c	Week 3 - Adobe Photoshop UI and Working with Pixels - P1	÷	
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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.







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Course Introduction	$\rightarrow$ -
Week 1 - History of Digital Media / Applications	<i>→</i>
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Week 4 - Adobe Photoshop Exporting and Usage - P2	÷
Week 5 - Plaglarism and File Compositions / Photo Manipulations - P3	→ ©
Week 6 - Adobe Illustrator III and the Art of Lines - P1	Start Copy

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.

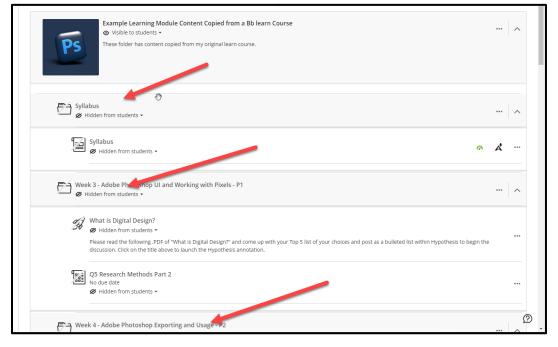
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		n moule organization: we will also dene much by process of copying components much a cour- foundation in using Blackboard Ultra for module creation and component copying.
·]	Ø Hidden from In this week, we materials with le	Copying content

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



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Content	•	Q
De	Example Learning Module Content Copied from a Bb learn Course Svisible to students  These folder has content copied from my original learn course.	^
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	- Adobe Photoshop UI and Working with Pixels - P1 en from students -	🗸
	- Adobe Photoshop Exporting and Usage - P2 en from students -	🗸



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.





	llabus Hidden from students •	
F	Example Learning Module Columnt Copied from a Bb learn Course S Visible to students - These folder has content copied from my original learn course.	
24	<ul> <li>What is Digital Design?</li> <li>What is Digital Design?</li> <li>Hidden from students •</li> <li>Please read the following PDF of "What is Digital Design?" and come up with your Top 5 list of your choices and post as a bulleted list within Hypothesis to begin the differencies. (If we are built and the built built are built and the built a</li></ul>	
	discussion. Click on the title above to launch the Hypothesis annotation.  Q5 Research Methods Part 2 No due date Ø Hidden from students •	

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.