

ACADEMIC

TECHNOLOGY

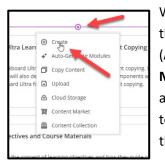
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Best Practices

- <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.

| Insert image X | × | Create Item | × | Blackboard_Ultra_Learning_Modules_and_Compon Example Learning |
|---|----------------------------|---|-------------------|---|
| Upload from Device | | Course Content Items | | ♥ Visible to students |
| Upload from Device Stock images from Unsplash Generate images | ll learn hov | E Learning module | | Description Add a description here relevant to the content. |
| or Upload file | a course to | Link Teaching tools with LTI connection | | Maximum 750 characters |
| | design. We | SCORM package | rn hov Jrse to | Advance in sequence 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. |
| | ons, you wi | Assessment ^ | | Forced Sequence |
| | r to create e | Assignment | gn. We you wil | Add image |
| Cancel Next > | ideos, and eractive cor | Participation and Engagement | | Cancel Save |

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.

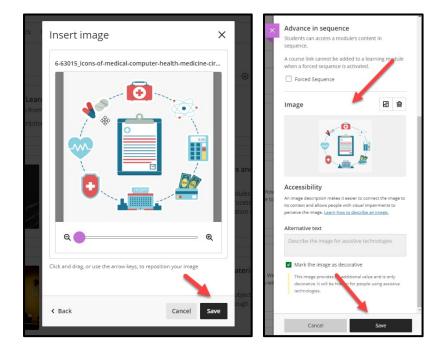




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| Corporatize → New folder Conversions | | | | | | |
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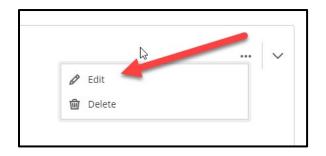
Choosing a local image requires a royalty-free image to be downloaded. These can be downloaded from **Pixabay** as an example. When you choose **Upload File**, the **Downloads** folder should open to access the image file. Make sure you are using .jpg or .png files. Click **Next** and then **Save** to 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 |
|-------------------------|--|--------------------------------------|-----------------|
| 宣 | Content Calendar Announcements Discussions Gradeb | ook Messages Analytics Groups | Student Preview |
| ~ | Course Faculty | Course Content | Q |
| # | Matthew Pate | CAbe | |
| Ħ | Details & Actions | | |
| ** | 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 |

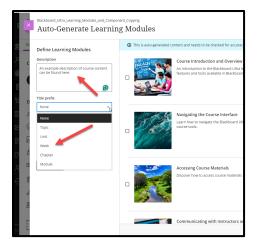
When you open a new course with no copied content, you can build from scratch like in the previous notes or allow the **Auto-Generate Modules** to help lay out all the modules at once. This will speed up the process of creating the **Learning Modules**. Choose **Auto-Generate Modules** to begin.

| 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 ₂ | 🛛 🚛 🕄 📲 Week 4: Designing Interactive Assessments and Assignments 🦳 Caucel 🛛 Add to Coune |

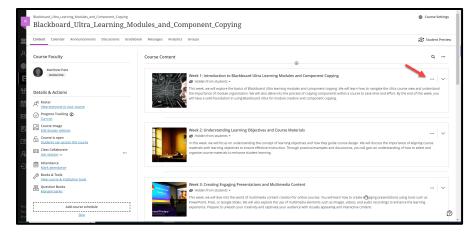
You will notice the **Week** prefix titles have been placed in the sample. The **Add to Course** is still greyed out at this point.

| × | 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 |

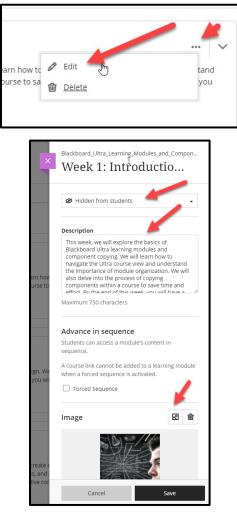
Next, you will select the **Learning Modules** by ticking each square for each **Week module** chosen and then choosing **Add # to the Course**. The # represents how many you have chosen.



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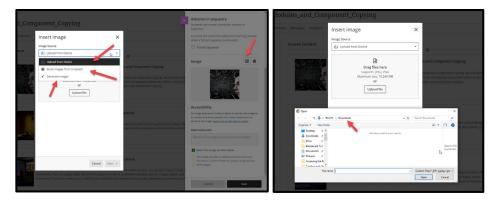
The course modules have now been populated. You can modify the title, description, visibility, and thumbnail by clicking on the three **Ellipses** at the right and selecting **Edit**.



Changing the thumbnail requires the image icon to be selected.



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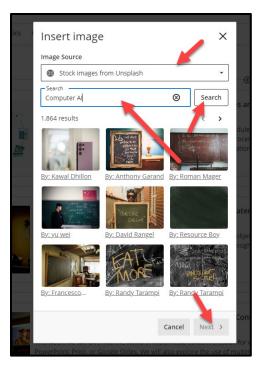
Uploading from your computer is the first option and requires you to select **Upload file**, locate the **Downloads** folder, and choose the copyright-free .jpg or .png file.

| | | * |
|---------------------|---|---|
| × | Advance in sequence | |
| | 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. | |
| | Forced Sequence | |
| | Image 🛛 🖻 💼 | |
| rn hov irse to | | |
| | Accessibility | l |
| gn. We | An image description makes it easier to connect the image to its context and allows people with visual impairments to perceive the image. Learn how to describe an image. | |
| vou wil | Alternative text | l |
| | 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 |
| ive cor | Cancel Save | |
| | | |

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**.

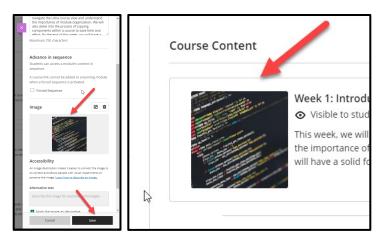
| cs 📐 i | Insert image | × | |
|--------|--|-----------------|-----------------------------|
| | | | dules ocess ation a |
| | Q Click and drag, or use the arrow keys, to eposition | Q on your image | ateria objecti ough p |
| | < Back | Cancel Save | Conte |

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.

| × | Blackboard_Ultra_Learning_Modules_and_Component_Copying © Course Se Blackboard_Ultra_Learning_Modules_and_Component_Copying | | | | | |
|--------|--|--|---|--|--|--|
| 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 | | | |
| ♦ Visible to students • These folder has content copied from my original learn course ♦ Week 1: Introduction to Blackboard Ultra Learnin ♥ Visible to students • This week, we will explore the basics of Blackboard Ultra I I more of module organization. We will also dely | • | | Copy Content |
| Visible to students These folder has content copied from my or Visible to students Week 1: Introduction to Blackboard L Visible to students This week, we will explore the basics of Blac the importance of module organization. We | | iginal learn course | ا Iltra Learnin |
| | | ⊘ 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 | |
|--|--|
| Courses Organizations | 0 Items Selected |
| C Courses 11-20 of 20 10 • items per page | Page 2 v of 2 v > Vou haven't selected any items yet |
| □ | ÷ |
| RCP 501- Foundations of Professional Practice: Teamwork, Conflict Resolution, Communication, & Informatics Master_RCP-501 | ÷ |
| 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.

| × | Blackboard_Litra_Learning_Modules_and_Component_Copying Copy Items | | |
|------------|---|---------------|------------------------------------|
| <u>í</u> « | Courses Organizations D | | 0 Items Selected |
| ۶ د | <u>Courses</u> > <u>Sandbox Pate Ultra</u> > Content | Î | You haven't selected any items yet |
| | C Syllabus | ÷ | |
| Ē | Example All us | ÷ | |
| 8 D | C C Adobe.com (30 Day Trial) | | |
| | 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 | ÷ | |
| ć | Week 4 - Adobe Photoshop Exporting and Usage - P2 | ÷ | |
| Pri E | Week 5 - Plagiarism and File Compositions / Photo Manipulations - P3 | ÷ | (D) Start Copy |
| Acc | C D Wester Adata Westerber II and the Lat of Lines of | | Start Copy |

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.







| Raddoard_Uthra_Learning_Modules_and_Component_Copying Copy Items | |
|--|---|
| Courses Organizations | 3 Items Selected |
| C Courses > Sandbox_Pate_Ultra > Content | ltems |
| 🗹 🛅 syllabus | → Sandbox,Pate_Ultra |
| E Example Areas | Syntabus |
| D G-D Adobe.com (30 Day Trial) | Week 4 - Adobe Photoshop Exporting and Usage - P2 |
| Assignments | ÷7 |
| Course Introduction | \rightarrow - |
| Week 1 - History of Digital Media / Applications | <i>→</i> |
| 🛛 🗖 Week 1 - History of Digital Media / Applications | ÷ |
| Week 2 - File Types / Learning the Basics | → |
| 🖉 🛅 Week 3 - Adobe Photoshop UI and Working with Pixels - P1 | ÷ |
| 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.

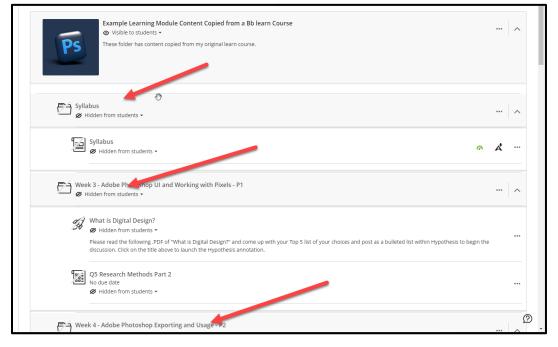
| | Course Content | ۲ |
|----|--|---|
| | Solution State | ning Module Content Copied from a Bb learn Course dents – content copied from my original learn course. |
| | | ඌ ල |
| | Solution → Solutio | fuction to Blackboard Ultra Learning Modules and Component Copying dents • Il explore the basics of Blackboard Ultra learning modules and component copying. We will lear f module organization. We will also delve into the process of copying components within a cour |
| | | 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. | ^ |
| P | | |
| Syllabu Ø Hido | s en from students 👻 | 🗸 |
| | - 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 | What is Digital Design? What is Digital Design? Hidden from students • 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 | |
| | 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.