

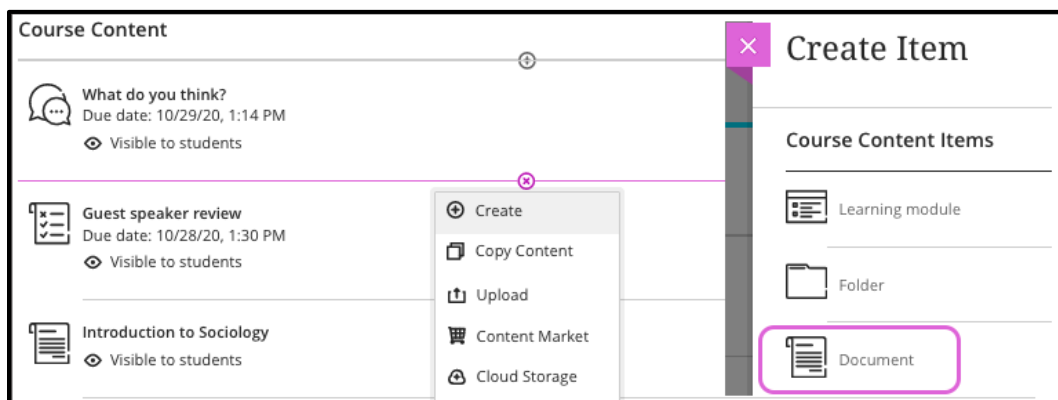


Creating Ultra Documents

On the Course Content page, you can create a document or page to present a combination of content. For example, you can include introductory text for a lesson, an audio file of a lecture, and an image. When students select the document title, the materials you added are all presented together on one page. Students see the content just as you see it, without the editing options.

Select the plus sign wherever you want to add a document. In the menu, select **Create** to open the **Create Item** panel and select **Document**. The New Document page opens.

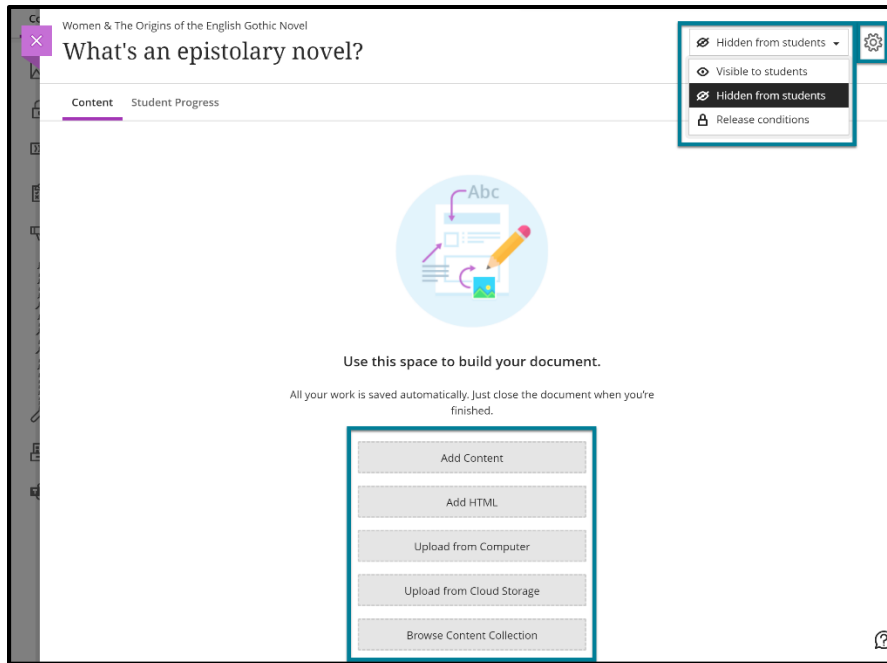
You can also expand or create a folder or learning module and add a document.



New Document Page

There are three customizable components on the New Document page:

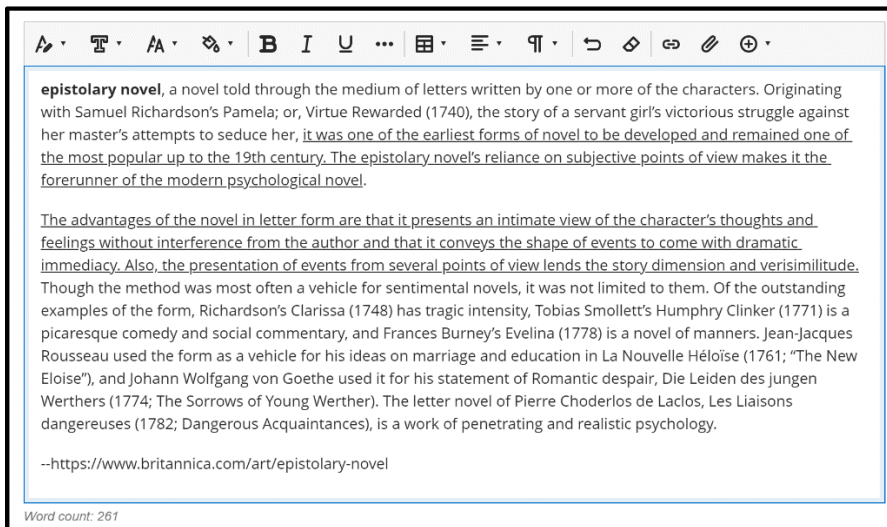
- Add content
- Control document visibility to students
- Apply document settings

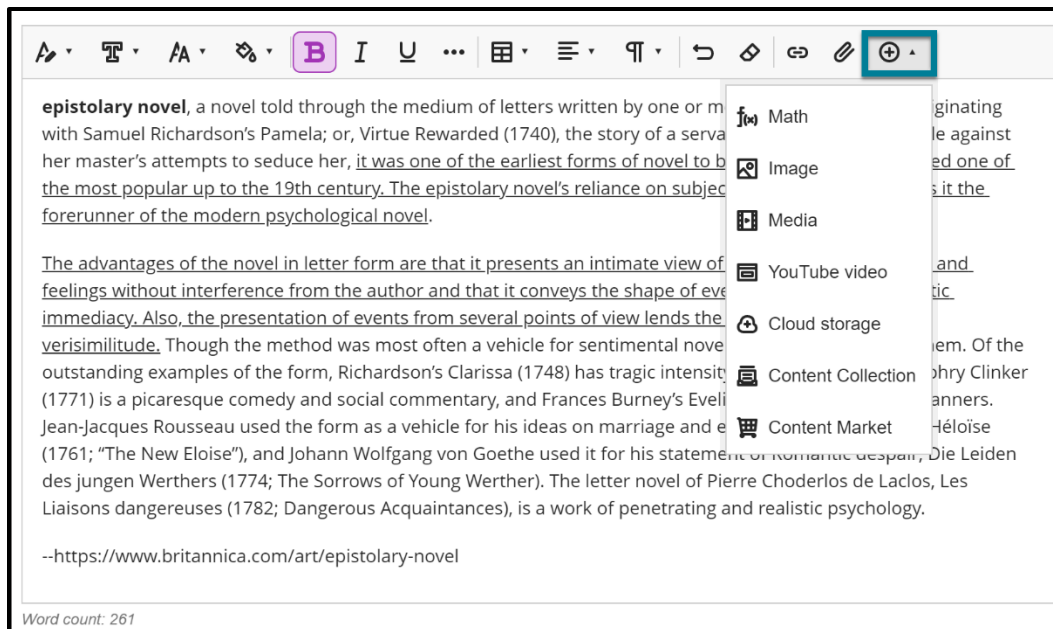


Add Content

Use the options at the bottom of the New Document page to add content. You can add as many text blocks and files as you want.

- **Enter a title.** On the Course Content page, the title appears as the link students select to view the materials. If you don't add a title, *New Document* and the date appear in the content list.
- **Add text blocks.** Select **Add Content** to open the content editor. You can also paste text from a Word document.
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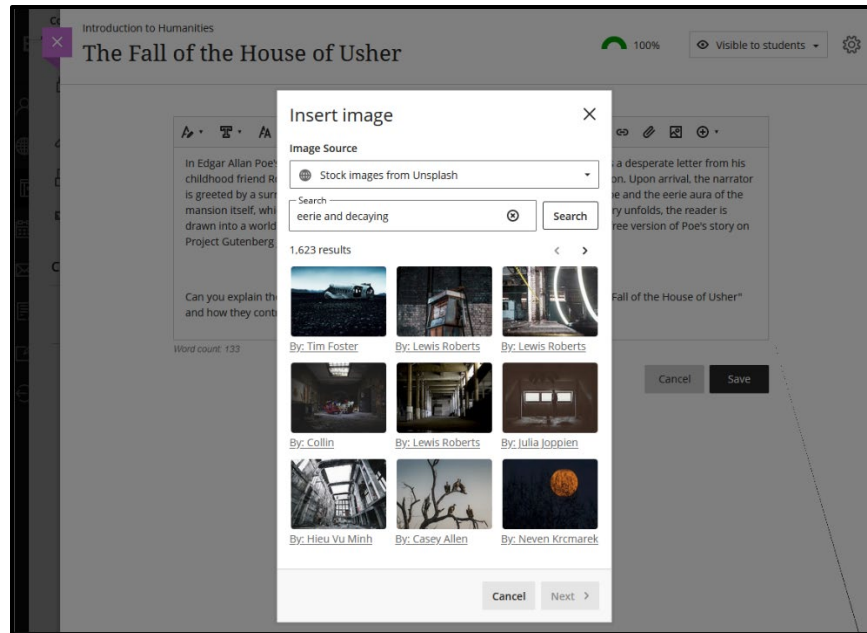


- Add HTML. The content editor has many options for formatting your text. However, you can also add document content [using HTML](#).
- **Add files.** Select **Upload from Computer** and browse for or drag files from your computer, such as a Word document and an audio file. If you want content within a folder, you'll need to select individual items inside that folder. Your institution controls the maximum size of a file that you can upload.
- Upload from Cloud Storage. You can [upload files from cloud storage](#), such as OneDrive® and Google Drive™. When you add a file from cloud storage, the system makes a copy of the file in your course. The files aren't linked. Any change you make to a file within your course doesn't apply to the file in cloud storage. If your browser allows, media files display inline.
- Browse Content Collection. You can also include content from the Content Collection in Ultra Documents.

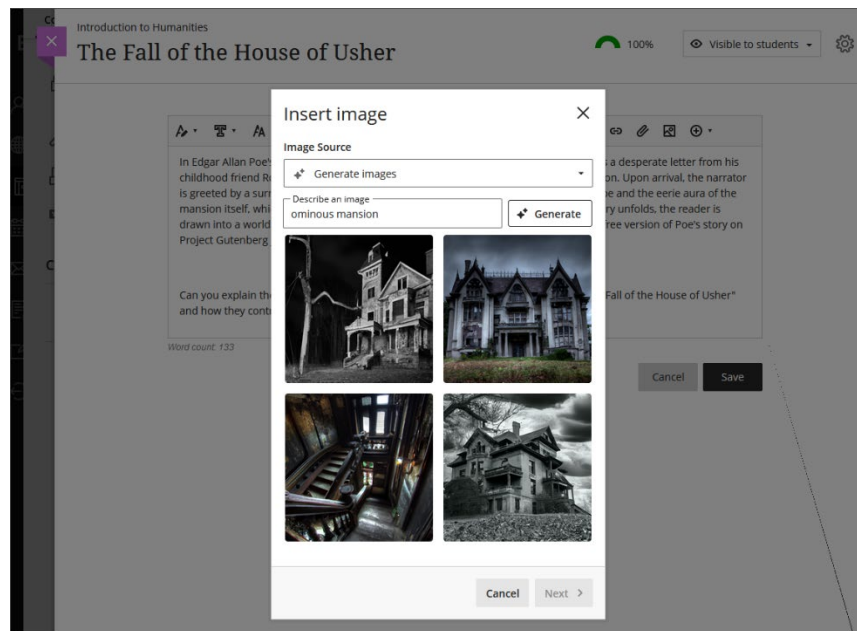
Auto-generate Images

If your institution has turned on the AI Design Assistant Feature,, you can directly insert AI-generated or stock images into the text editor by selecting the **Image** button. [View the "AI Design Assistant" topic to learn more about the feature.](#)

When you use Unsplash, the search terms will be autopopulated from your text. You can select the X button and use your own search terms if you'd prefer.



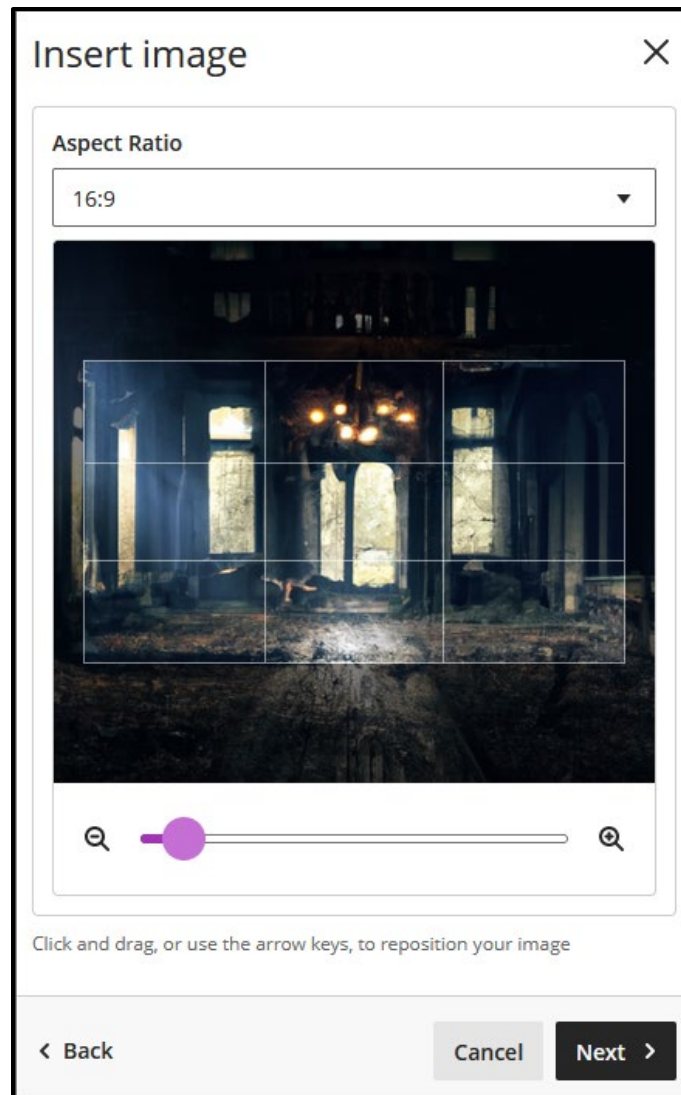
With the AI Design Assistant, you can generate an image to insert into your text. Enter a description for your image and then select **Generate**.



Students can only upload images and can't generate images or use Unsplash.

Adjust image appearance

After you've chosen an image to insert, select **Next**. You can now customize how the image appears in the text.



You can choose an aspect ratio for the image. You can keep the original aspect ratio, or convert it to a landscape or portrait display. The white grid lines show you what part of the original image will be displayed on screens.

You also have the option to adjust the slider to zoom in or out, and you can select and drag the grid lines to change the focus.

Select **Next** when you're ready to insert the image.



Edit File Options

* Display Name

Accessibility

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.](#)

Alternative text

Mark the image as decorative

File Options

View and download

View only

Download only

Close Save

You're required to enter a display name. We recommend also adding alt text, to make the image accessible to users with screen readers.

By default, users can view and download the image. If you select **Download only** for the image, a placeholder will display on user screens until users download the image.





Document Visibility

- **Show or hide the document.** Students can't see a document until you choose to show it. You can create all your content ahead of time and choose what you want students to see based on your schedule. You can also set availability conditions based on date, time, and performance on other items in the course gradebook. On the Course Content page, students can see when the document is set to be available.

Document Settings

- **Allow class conversations.** What if your students have questions? You can allow conversations within a document, and anyone can contribute. Select **Settings** to open the **Document Settings** panel and select the conversations check box. As the conversation develops, it appears only with the document.
- **Add goals and standards.** You and your institution can use goals to measure student achievement across programs and curricula. When you create a document, you can align one or multiple goals. In the document, select **Settings**. Select **Align with goals** to search for available goals to align with the document. Students won't be able to see the goals you align with a document.
- **Add an optional description.** The description appears with the document title on the Course Content page. This is where you can provide students with more information about the document or give additional instructions.

The maximum length of a description is 750 characters.




What's an epistolary novel?

Document Settings

Details & Information

Allow class conversations
Students and instructors can have quick exchanges within the document. Everyone can see the conversation.

Additional Tools

 **Goals & standards**
[Align with goals](#)

Description

This document contains a short essay defining the epistolary novel. Read it carefully and have questions ready by class time.

Maximum 750 characters

To learn more on Bb Ultra topics, please see <https://help.blackboard.com/Learn/Instructor/Ultra>.