

How to Copy Content from Original Courses to Ultra Courses

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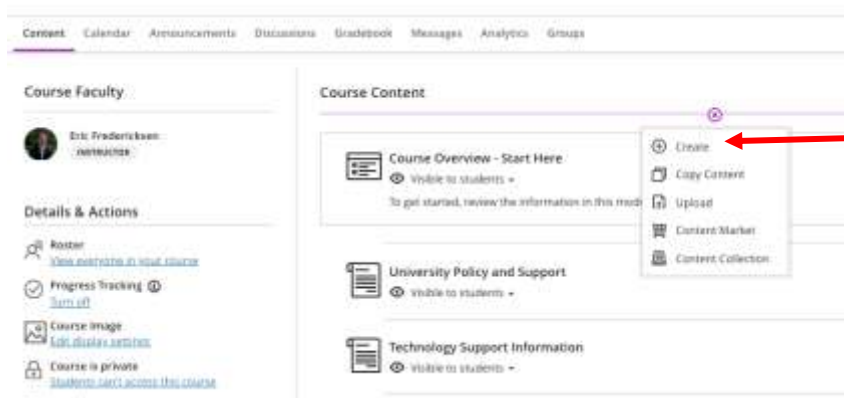
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Recommendations

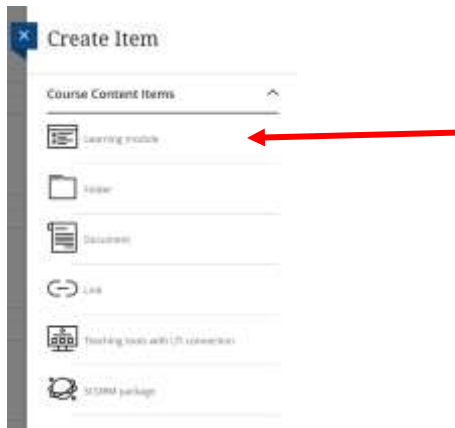
- Be selective in your copy and rebuild your course with intention
- Do not copy the entire course at once
- Make new Learning Modules and copy only the content for that module

Create the container

Locate the space in your content area where you want the Container to appear. We recommend that you use Learning Modules, but you can also use Folders if you wish. Click the + for Add/Insert/Create. Choose Create.



Choose Learning Module



Fill in the details for the Learning Module container (Name, Description, etc.). Click Save when complete. You can always make changes to this later.



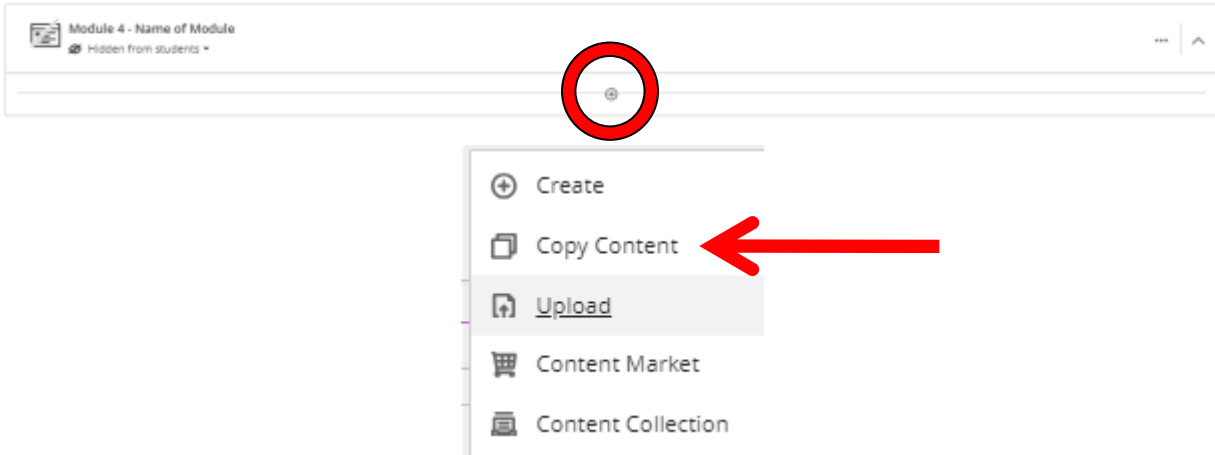
Open the container

Click on the arrow on the far right to “open” the Container. Alternately, you can click anywhere on the bar for the learning module. You can tell the module is open if the arrow is pointing UP.



Add/Insert within the container

Click on the + Add/Insert icon within the module. And then Choose Copy Content



Find the course you want to copy FROM

A list of all of the courses that you have access to will appear. You can easily use the Search to narrow the listing in order to find your old Original courses. Type in either the name or Course ID (subject/number).

Do NOT select the course in the left hand column, Instead, use the arrow on the right to OPEN the course contents.



Navigate into the course to the specific content that you want in THIS container


Continue to use the right hand arrows to navigate through the content in your course and find the specific content and assignments that you want to copy into this container.

[Courses](#) > [Blackboard Ally for Access Coordinators](#)

<input type="checkbox"/>	 Information about Ally	→
<input type="checkbox"/>	 Information for Students	→
<input type="checkbox"/>	 Accessibility Links	→
<input type="checkbox"/>	 Sandbox for Accessibility Checking	→
<input type="checkbox"/>	 Grade Schemes	→




Select the specific items that you want to copy

Use the checkboxes in the front to select the specific items that you want to copy.

 **Copy Items**

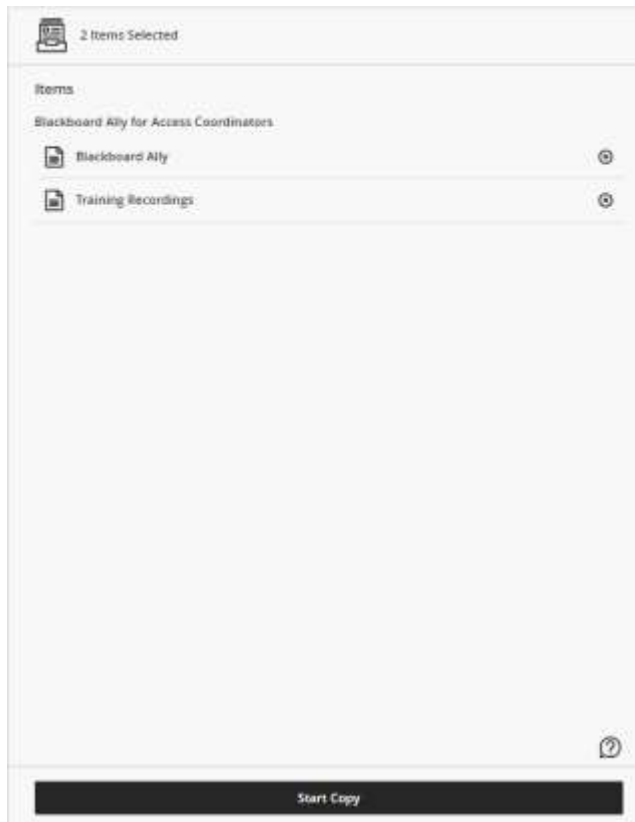
[Courses](#) [Organizations](#)

[Courses](#) > [Blackboard Ally for Access Coordinators](#) > [Information about Ally](#)

<input checked="" type="checkbox"/>	 Blackboard Ally
<input checked="" type="checkbox"/>	 Training Recordings
<input type="checkbox"/>	 Resources

Review the final list and start the copy

Review the final list of items that you plan to copy. When ready, choose Start Copy.



Review and edit your content

After the copy, you will see the content items in your Ultra course. Everything will copy in as Hidden from Students. Review what was copied. Because of the difference in how Ultra behaves, you may need to make edits to your content.

- Some items may not copy – be sure to review your exceptions list
- Blackboard “Items” will be converted to Ultra Documents. Review the content carefully.
- Descriptions associated with assignments and tests will be truncated to 750 characters.
- Discussion boards with multiple thread will be converted to multiple discussion boards.