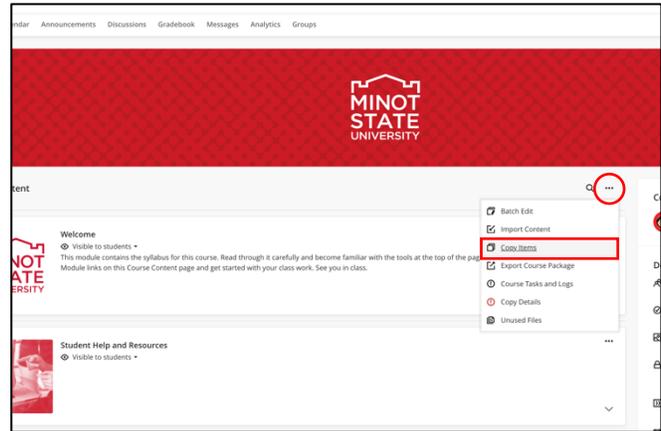


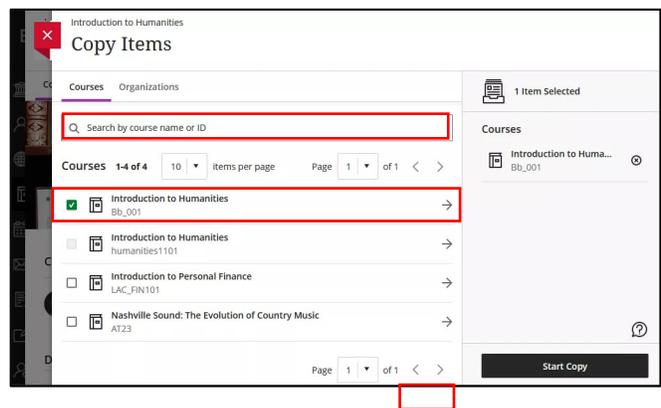
Blackboard Ultra Course Copy, Conversion & Cleanup

Copying an entire course

On the Course Content page, select the More Options menu(three dot icon) next to the search option on the Course Content page. Select **Copy Items** from the dropdown menu.



- A list of your courses appears. If the course you're looking for isn't on the first page, use the arrows to navigate or use the search bar. You can also search for Organizations by selecting the Organizations tab.
- Select a checkbox next to the name of the course to do a full course copy.



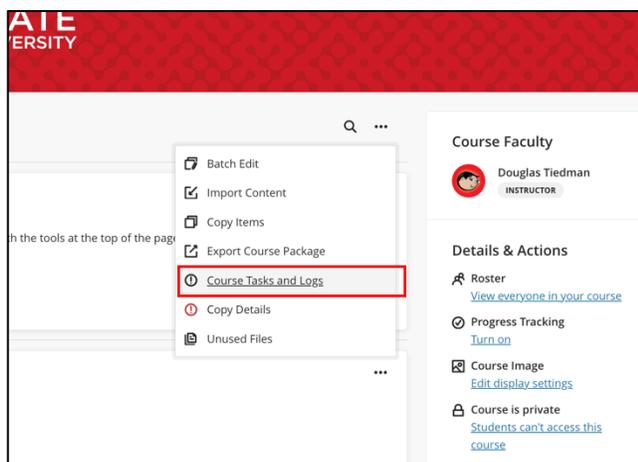
You can't do a full course copy from the course you're currently working in. Make sure you have navigated out of the course you wish to do a full course copy for before copying.



When you perform a full course copy, all settings are preserved (including due dates, visibility states, and release conditions). However, course links inside of learning modules with forced sequencing can't be copied. This prevents users from navigating outside of the forced sequencing option. When a course link is copied, all associated content is also copied.

- Select **Start Copy**.

Copies are a queued process. The spinner that displays at the bottom of the Course Content page is a validation check. You don't need to stay on the Course Content page for the copy to be processed. If you want to check if a copy has been completed, go to the **More options** menu from the Course Content page and select **Course Tasks and Logs**.



It's a good idea to look through the content on the Course Content page to make sure everything copied over from the course shell you copied from. If something did not copy over, you can copy again but this time select missing items individually.

Course Cleanup

After the Copy and Conversion process has finished, you may need to edit and remove unneeded content from the Course Content page. You can review the Exceptions to copied content that may have occurred by following the steps below:

1. Towards the top of the page, under the Course Content title will be the exceptions found in the completed copy. Because this initial copy is taking place from Bb Original to Bb Ultra, there will be items that contain features no longer compatible in Bb Ultra.
 - a. To review these items, click the View Exception link directly below the alert.
 - b. The Exception Report will come into view from the right. Click each category listed for a more detailed explanation.

- c. Once closed, this report may be accessed by selecting the More Options for Course Content ellipsis under a link title Copy Details (this is temporary and will not be there after logging out of Blackboard.)
- d. If you need to access the Exception Report the next time you visit the course, go to the More Options for Course Content ellipsis and select Course Tasks and Logs. Click View Report for the copy date listed.

Delete Content from the Course

Look over the Course Content page for content that you no longer need, then select the More Options at the far right of the content's title and choose Delete. This will remove the module, folder or item from the course. Keep in mind that if this is an assessment, it's column will be removed from the Grade Book as well.

Batch Edit

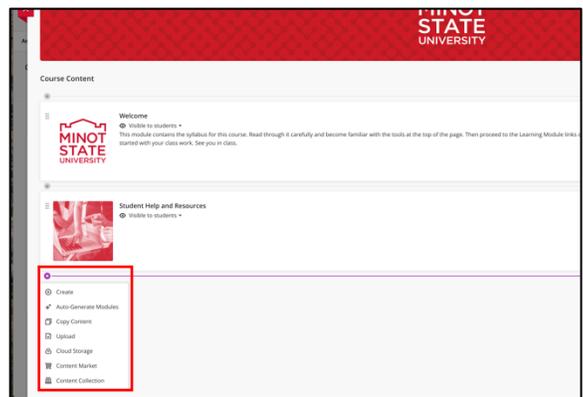
Bb Ultra allows for editing multiple items at once, including deleting, visibility & date updating.

1. To start the batch edit process, select the More Options for Course Content icon again, then choose Batch Edit. The Batch Edit page displays all of the content within the course, organized by module, folder, or individual items.
2. Select the checkbox to the left of the item(s) or click the arrow on the far right to open the module or folder to select items individually.
3. At the bottom of the page, you may select to Edit Dates, edit Visibility or Delete the selected items.

Adding Content

To add content to the Course Content page, click the circled "+" icon to display a dropdown menu of options:

- Select Create to add new items including:
 - Course Content Items
 - Learning Module
 - Folder
 - Document
 - Link
 - LTI Teaching Tools
 - Assessments
 - Test
 - Assignment
 - Form (Formerly Surveys in Bb Original)
 - Participation and Engagement Items
 - Discussion
 - Journal
- Copy Content



- Upload
- Content Market Tools
- Content Collection