

# Blackboard Learn Ultra Conversion Guide

## **Option 2: Convert your blank Original Course Shell to Blackboard Learn Ultra using the Ultra Course Preview (then build or add course content)**

The Blackboard Support partners in eLearning Services (eLS) and the Center for Teaching Excellence (CTE) have developed this step-by-step conversion guide to walk you through various options to get you started with your transition from Blackboard Original to Blackboard Learn Ultra in time to start the Fall 2024 semester. It is important to know that as we transition to Blackboard Learn Ultra, you will still have access to your courses from previous semesters in Blackboard. Depending on the complexity of your course, please plan for 10 – 20 hours of work to fully transition your course to Blackboard Learn Ultra.

### **Options for transitioning to Blackboard Learn Ultra**

**Option 1: Request an Ultra Sandbox and build or copy in content**

**Option 2: Convert your blank Original course shell to Blackboard Learn Ultra using the Ultra Course Preview (then build or add course content)**

**Option 3: Convert and preview an existing Original Course (containing course content) to Ultra Course View**

At any time during this process, should you need additional support, please reach out to the Center for Teaching Excellence (CTE) about [help with instructional design](#) for your specific course or [submit a request to eLearning Services](#) for assistance.

This document details steps for **Option 2: Convert your blank Original course shell to Blackboard Learn Ultra using the Ultra Course Preview (then build or add course content)**

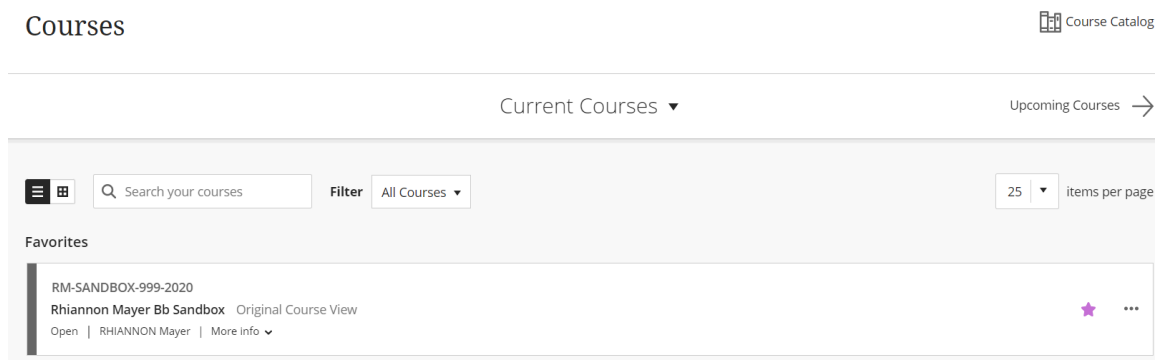
An ideal time to convert your course to Blackboard Learn Ultra is when you have empty course shell(s) available and before you start adding your content. Once the course has been converted to Blackboard Learn Ultra, you can begin to add and organize your course content.

You can also watch this [short video](#) (2:10) to walk you through converting your Original course shell to Blackboard Learn Ultra.

### **Let's get STARTED!**

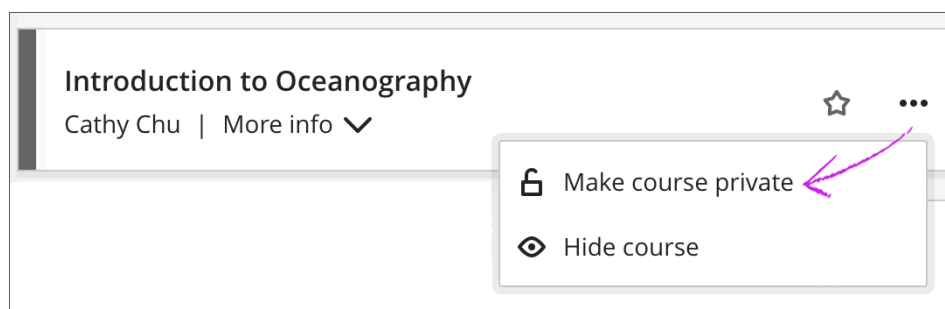
1. Login to Blackboard at [blackboard.sc.edu](https://blackboard.sc.edu).

2. Once logged in, click “Courses” from the menu on the left-hand side.
3. Under Current Courses, locate the empty course shell in your course list that you would like to convert to Blackboard Learn Ultra. If you do not see your course listed, click “Upcoming Courses” and check there. To ensure your course appears on the “Current Courses” page, click the star next to the course to make it a “Favorite”. This course will now appear under “Favorites” on the Current Courses page.

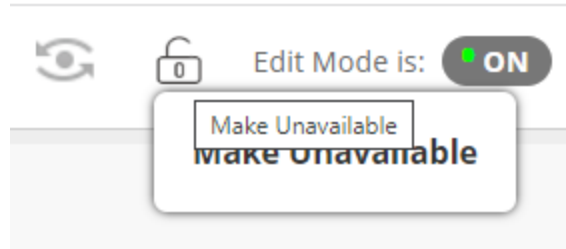


**Let’s begin the process to convert your blank Blackboard Original course shell to Blackboard Learn Ultra using the Ultra Preview:**

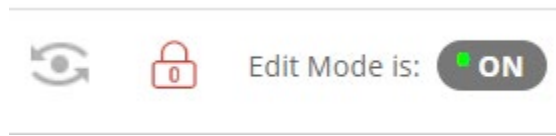
1. Courses must be made private before you can use the Ultra Course Preview. To do this, on the Courses page, locate the course you would like to convert to Blackboard Learn Ultra. Click the 3 dots to the right of the course name and select “Make course private” from the course's menu.



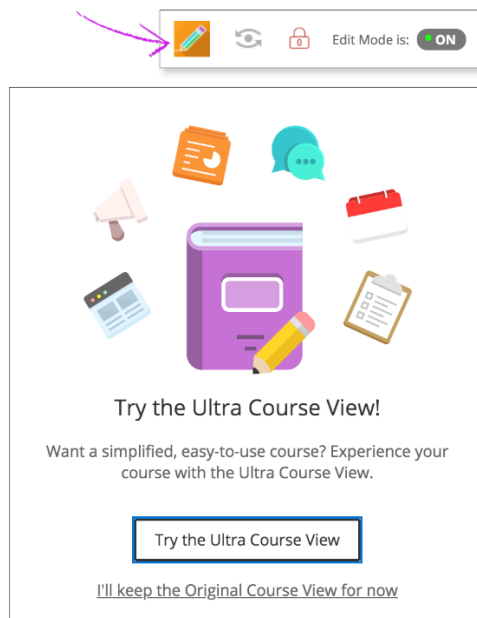
- a. From within the course itself, you can also make the course private (unavailable) by locating the lock icon in the upper right corner of the course and clicking it to switch the course to private.



Note: When your course is in preview mode, only instructors and administrators can view it. Students will not be able to view the course when it is in the Ultra Preview mode.



2. Once the course has been made private, a pencil icon will appear near the lock icon. This is the icon used to begin the Ultra Preview. Hovering over the pencil icon will display "Experience the new Learn". Click the pencil to begin, and then click the "Try the Ultra Course View" button.



Once you have clicked the "Try the Ultra Course View" button, the system will begin converting the course to Ultra. Since the course shell is empty, this will only take a few minutes. You will get an email when the conversion is complete.

3. Once the system has completed the conversion using the Ultra Course Preview, your course shell will now be displayed in the updated Ultra Course View.
4. Now it is time to **commit** the change to your course shell to continue in the Ultra Course View.

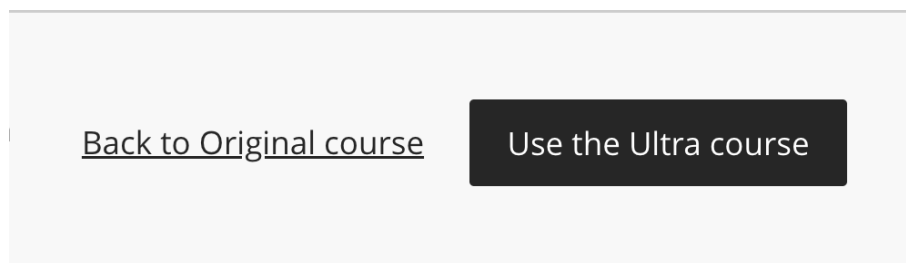
**Commit to the new Ultra Course View:** This will permanently convert your course shell from Original Course View to Ultra Course View for the upcoming semester.

To do this, click the “Use the Ultra Course” button in the lower right corner. If you choose to Use the Ultra course, it is not possible to go back to the Original Course View for this course shell.

Not quite ready to convert your course shell?

**Revert the Changes back to Original Course View:** This will allow you to revert your course back to the Original Course View.

To do this, click the “Back to Original course” button in the lower right corner. **IF** you made any changes to the course while in the Ultra Course preview and you decide to revert back to Original, all changes will be lost.



To view terminology highlights between Blackboard Learn Original and Blackboard Learn Ultra, please visit [Blackboard Learn Original and Ultra Terminology](#).

Read more about your options for copying course content using the following links:

- [Copying content from Original Courses to Ultra Courses](#)
- [Copying content from other Ultra Courses](#)
- [Copying content from an Original Course to an Ultra Course \(video\)](#)