

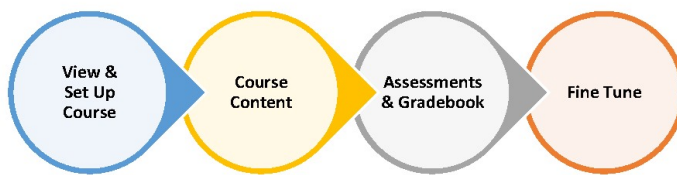
# BB Ultra Transition Steps and Notes

Published 2/28/2023 by [Ash Patel](#)

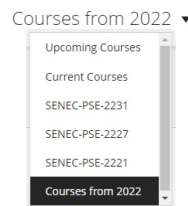
**Download** a PDF version of the steps.

## Seneca Business – Blackboard Ultra Transition Guideline Steps

*This set of guiding steps will let you vision and plan for the transition to BB Ultra. For each element, there are resources and tutorials available on the Seneca Business BB Ultra Transition Space and through Seneca Teaching & Learning department.*



Go to **My.Seneca – Courses** – Click arrow to the right of Current Courses and select **Courses from 2022** (or **Converted Ultra...**).



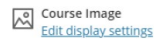
You may also see your next semester courses listed.

Click on a course title.

Explore all of the content that has been migrated from the original Blackboard.



Make the course your own by clicking on **Course Image** [Edit display settings].



Click **Announcements** and add a welcome announcement (and additional announcements as required).



## Access Tutorial Videos

<https://employees.senecacollege.ca/spaces/275/seneca-business-bb-ultra-transition/home>

[Access Full List of Tutorials](#)



All of your imported content will be displayed in a vertical manner. You will see a set of individual items or folders. Each one will contain various content (text, images, video, web links, discussion board, assessment).

You can move these up and down by dragging each.

You can edit content in each (add, delete, change). You can add additional elements.

- Any links to outside sites should be checked and updated (for example a link to Zoom or Big Blue Button within Blackboard needs to be updated),
- The link to many of the video links may be unlinked. All of your videos uploaded to Blackboard are in the contents area for the course. Videos on Youtube and other cloud sites have to be linked again,
- Some images might have changed in size. Resize and take the opportunity to add alternate

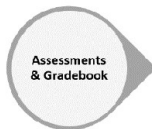
text for accessibility.

Look at the assessments and arrange appropriately.

Click **Calendar** (top of screen) and add all deliverable or significant event dates for the course section.

Click **Discussions** and add posts as required.

Click **Gradebook** and arrange items as required (adding an assessment in the Course Content area automatically puts the item in Gradebook).



There is a separate main video and multiple targeted videos about this topic.



This is your chance to fine tune your work. Reflect on who your learner is now (generations, mental health, ethnicity, learning styles).

Consider the pedagogical (andragogical) impact of what you do in BB Ultra. Images, videos, presentation and sequencing of information, access to tools and live collaboration tools.

Make sure that all material, especially images and videos are accessible ([AODA](#) and [UID](#)). Add tags or alternate texts, closed captioning and make sure that colours are appropriate and visible.

Consider adding consistent PDF documents with transcripts or descriptions of media content. Always put the title and short description of a WWW link above the link itself.



Make the course available (if it shows as Private).  
ITS does this just before the course starts.



Course is private  
[Students can't access this course](#)