

Frequently Asked Questions [FAQ]

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Answers to questions are provided in video tutorial or notes format. To ask your question, use the *Discussions* area to create a post.

How do I get an overview of the new BB Ultra?

 [Video](#) | [T&L Site](#)

How do I set up my BB Ultra Course?

 [Video](#)

How do I add and manage content?

 [Video](#)


How do I manage assessments (evaluations) and gradebook?

 [Video](#)

How can I fine-tune my BB Ultra course?

 [Video](#)

Where can I find short tutorials about individual elements of BB Ultra?

 [View Catalogue](#)

When should my BB Ultra courses be ready to go?

Make sure that the main screen and at least 1 week of content is ready before your first class for summer and for fall in August. Clean up gradebook and other areas to edit areas students should see.

I am teaching with another person. Is there a way to reorder the names on the main screen?

The names are presented in alphabetic order and cannot be changed. It is suggested that in the Faculty Information page, you put the profiles in the order you will be teaching and emphasize Weeks 1-7 and Weeks 8-14.

I have generated a question bank from a generator site. How do I import it into BB Ultra?

 **Video**

How do I copy items between courses?

 **Video**

How do I add an image to a course?

 **Video**

How do I add a Zoom meeting?

 **Video** + **Video**

How do I add a Youtube video?

 **Video**

How do I manage announcements?

 **Video**

How do I create and add a custom course banner?

 **Video + PowerPoint Template**

How do content conversations work ?

 **Video**

How do I work with Big Blue Button and other meeting platforms?

 **Video**

How do I set up release conditions?

 **Video**

How do I download class lists?

 **Video**

How do I create an automatic email list?

 **Video**

Where do I get tutorials related to assessments (Tests, Assignments)?

 **Videos**
