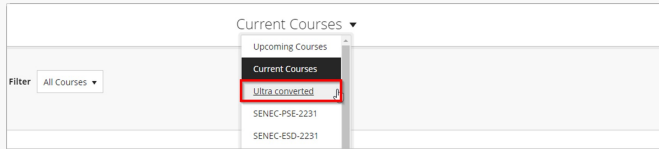## Copying Ultra Converted Content Into an Empty Course Shell

Courses and sections were converted from Blackboard Original to Blackboard Ultra. As usual, faculty will receive a blank course shell before the start of the summer semester. Faculty will need to copy their "**Ultra converted**" course content into the blank course shell.

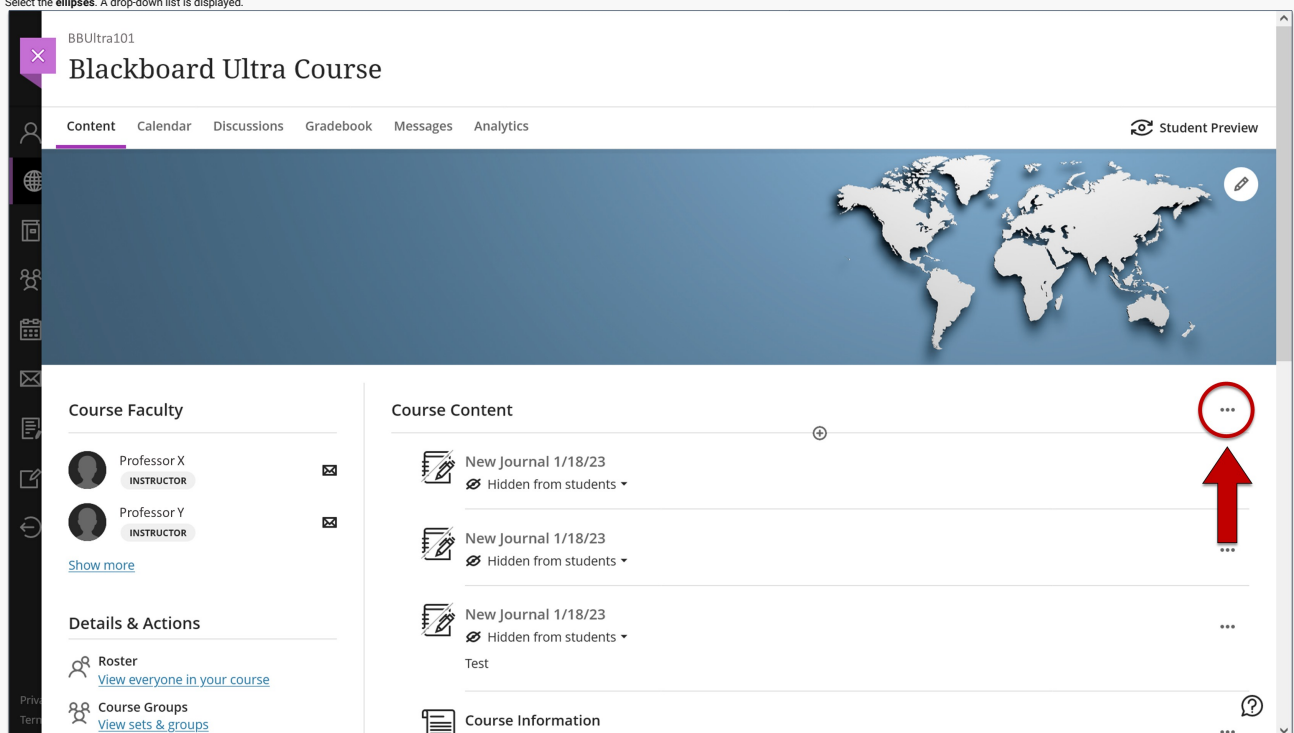### Where Can I Find My Blackboard Ultra Converted Course?

1. In Learn@Seneca, select **Courses.** A drop-down list of course terms is displayed.
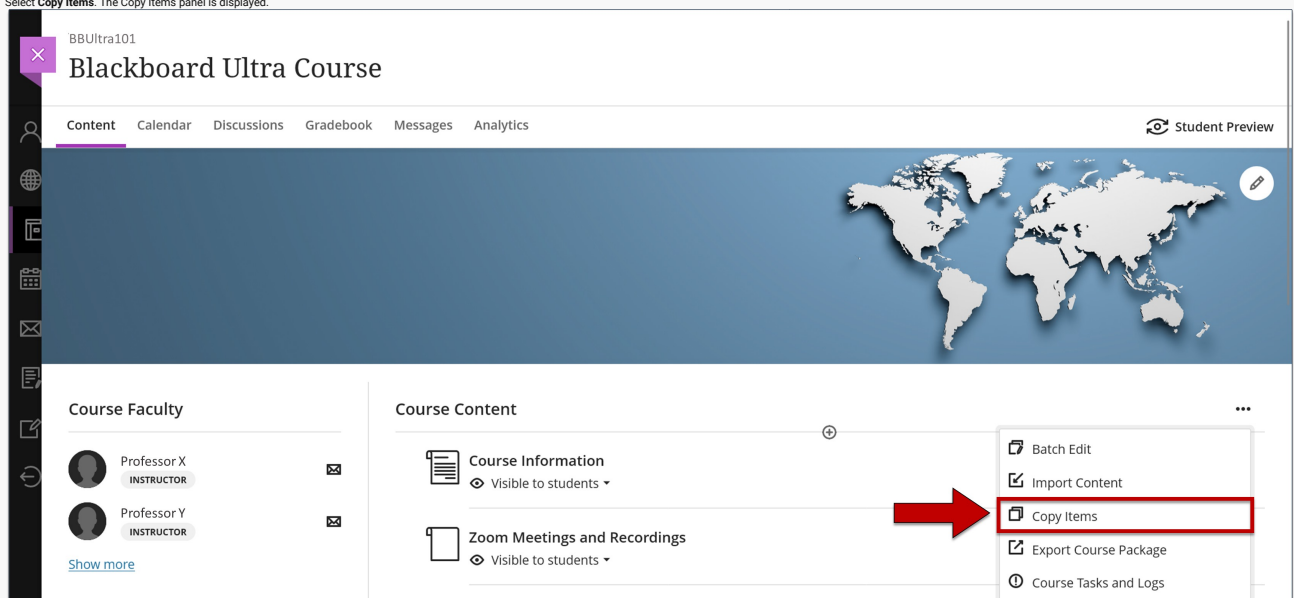
2. Locate **Ultra Converted**.

3. Make a note of or copy the course ID. You will need this information for the next part of this tutorial: Copying Course Items.
   Tip: The course ID likely includes "_k16" or "_UC".

Copying Course Items

1. Select the empty course shell for the upcoming term (e.g., Summer 2023), or the destination course where you want to copy the content into.

2. Select the **ellipses**. A drop-down list is displayed.

3. Select **Copy Items**. The Copy Items panel is displayed.

Details & Actions

Roster
View everyone in your course

Course Groups
View sets & groups

Seneca Student Resources
👁 Visible to students ▾

Assignments
👁 Visible to students ▾

4. Select the **check box** next to the "Ultra converted" course you want to copy from. **Note:** This will copy all the content from the course. Learn more about copying parts of a course.

Blackboard Ultra Course

Copy Items

| Courses | Organizations |

🔍 Search by course name or ID

Courses　　　　1-2 of 2　　10 ▾ items per page　　Page 1 ▾ of 1 ‹ ›

☐ Blackboard Ultra Course
Ultra101 →

☐ Seneca College Course
SC101 →

Page 1 ▾ of 1 ‹ ›

0 Items Selected

You haven't selected any items yet

Start Copy

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5. Select **Start Copy**. Content is displayed at the bottom of the Content page.

Blackboard Ultra Course

Copy Items

| Courses | Organizations |

🔍 Search by course name or ID

Courses　　　　1-2 of 2　　10 ▾ items per page　　Page 1 ▾ of 1 ‹ ›

☑ Blackboard Ultra Course
BBUltra101 →

☐ Seneca College Course
SC101 →

Page 1 ▾ of 1 ‹ ›

1 Item Selected

Courses

Blackboard Ultra Course
TL_Ultra18　　　　　　⊗

Start Copy

What Do I Do Next?

1. Carefully review the copied content as there are some common formatting issues that you will want to address. Watch or attend our "What to do with your Converted Blackboard Ultra Course" webinar.

   • Recorded webinar: Ultra Converted Course FAQ.

   • Live webinar schedule: Blackboard Ultra Webinars.

2. Make sure to remake any Zoom/BigBlueButton meetings in your course shell.

   • Adding a Zoom (or other tool) Link in Your Course.

   • **Tip:** Put the item at the top of the **Content** page so it's easy for students to find. You can also rename the item to be more descriptive (i.e., "Zoom: Join the lecture").

3. Continue on with the rest of the usual housekeeping., such as updating the due dates/times, reviewing assignment/test settings, and making sure the course learning environment meets the Learn@Seneca Minimum Requirements Policy.

4. Remember to set up your overall grades (similar to a running Weighted Total column or a Grand Total column in Blackboard Original).

Best of luck with the next term!

tags : blackboard-ultra, copying-content, overall-grade, teaching-and-learning, teaching-and-learning-centre, zoom-link