Getting Started with Blackboard Learn Ultra Course View (UCV)

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The Course Content page enables you to create and organize learning modules, folders, documents, links, and teaching tools.
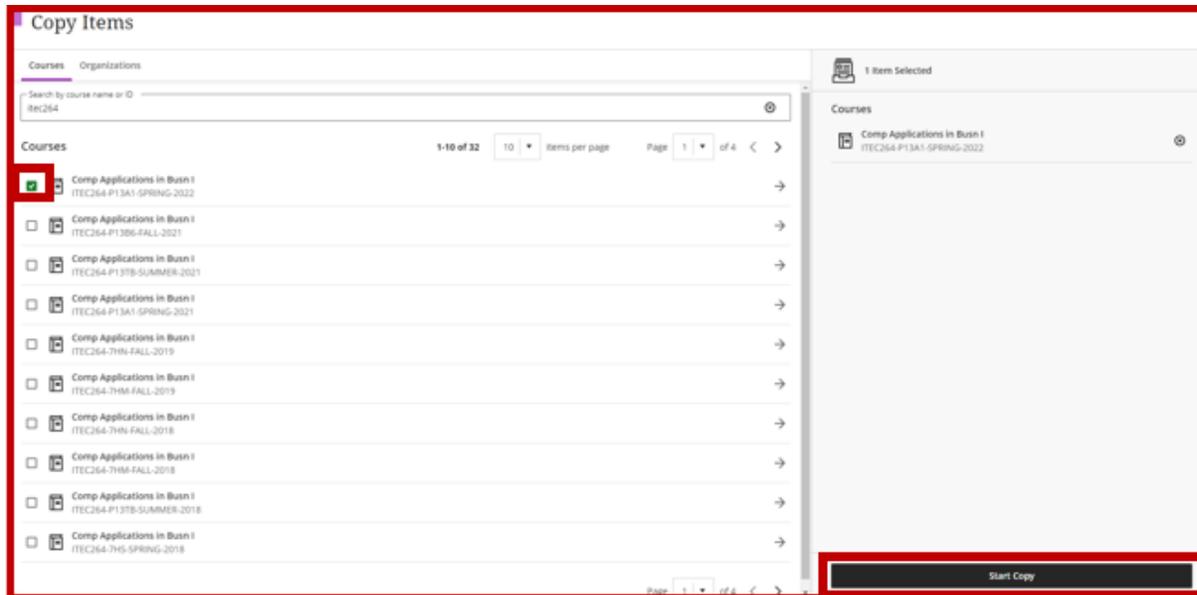
Copy Content

You can copy entire courses or select individual items from courses you're currently teaching or have taught in the past. Additionally, you can combine items from multiple courses with either a full course copy or individual item copies.

To copy items in Blackboard:

1. Access the course where the content will be copied
2. Select "More Options for Course Content" at the top right of the screen (…) or click the (+) in the "Course Content" section
3. Click "Copy Items" or "Copy Content"
4. Search for the course by name or ID
5. Select the course
6. Click "Start Copy" at the bottom right
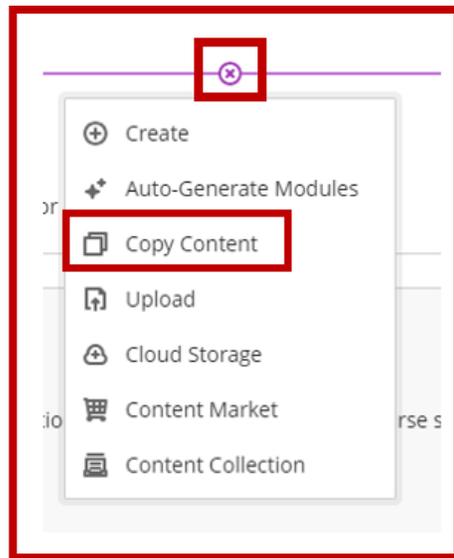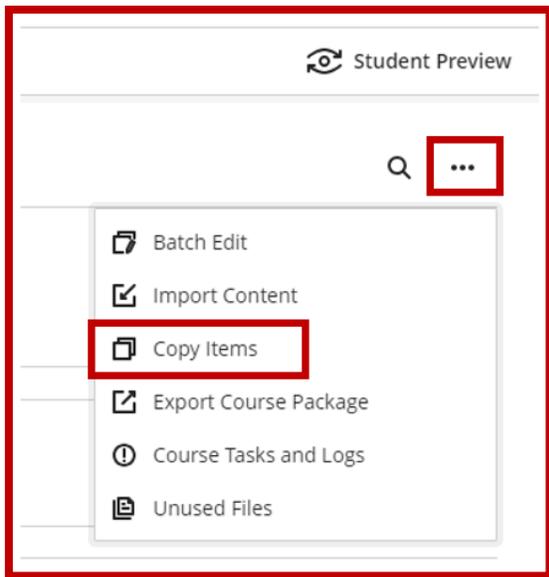
You can also select individual items from one or multiple courses. To do this:

- Click the name of the course
- Select the content folder
- Choose the items you want to copy
- Click "Start Copy" at the bottom right
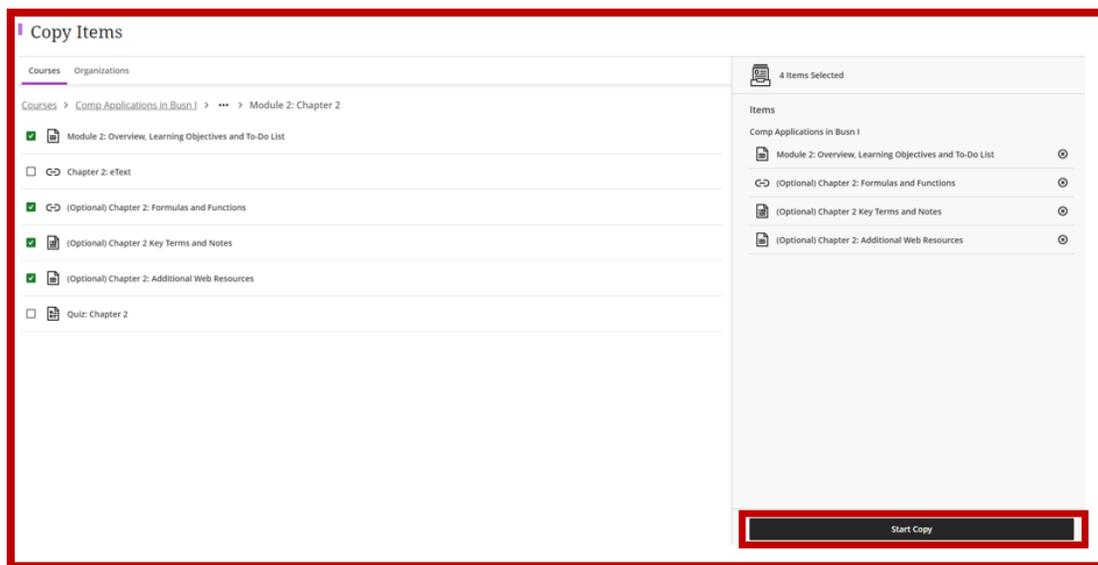
Learn more about copying content from other courses.

Learning Modules

Learning Modules are used to organize course content. Modules enable students to navigate between content items using arrows. Guidance on creating learning modules is below.

1. Click (+), select "Create" to open the Create Item panel
2. Select "Learning module"
3. Name the module
4. Decide if you want the module to be hidden or available to students
5. Provide the description
6. Upload an image (optional)
7. Click "Save"

Learn more about creating learning modules.
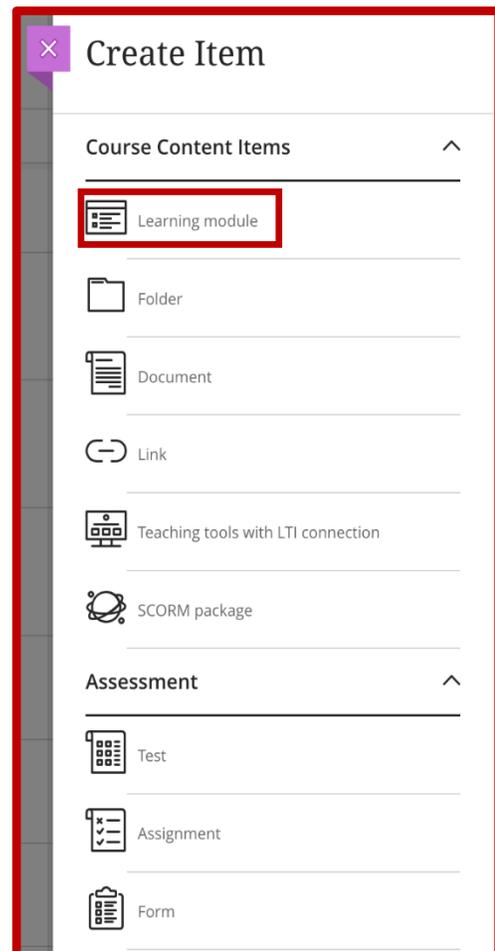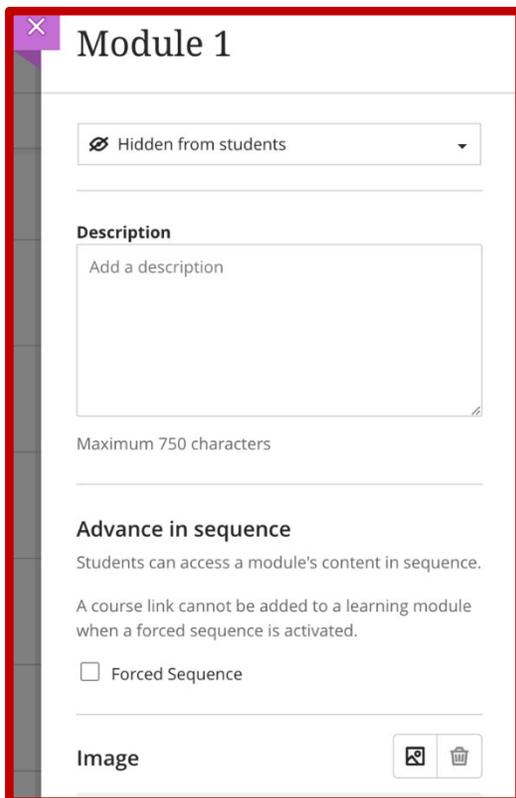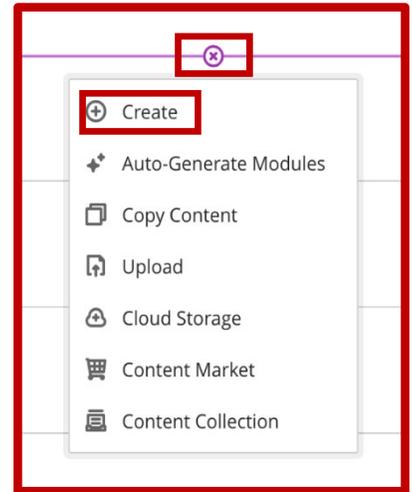
Folders

Use folders for content organization. The folder hierarchy cannot exceed two levels. When designing your course, it is recommended that the content be divided into units of learning. This could be by week, unit, topic, or whatever will help to present materials in a meaningful and helpful way.

Similar to learning modules, folders help you organize your content effectively. Use them to group related documents, projects, and other materials. For instance, for assignments or activities with multiple related parts, it's best to place them in a folder for easier navigation. You can create folders on the course content page or within learning modules. Guidance on creating folders is below.

1. Click (+) on the Course Content page, select "Create"
2. Select "Folder"
3. Name the folder and decide if you want the folder to be hidden or available to students
4. Provide a description
5. Click "Save"

Learn more about creating folders.
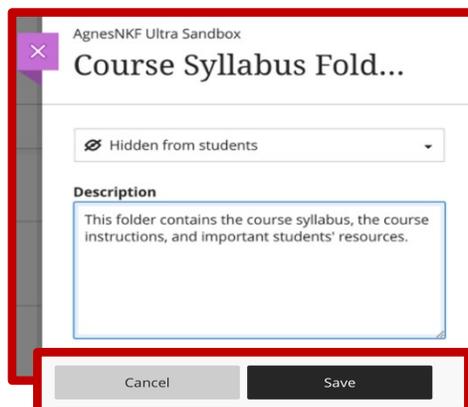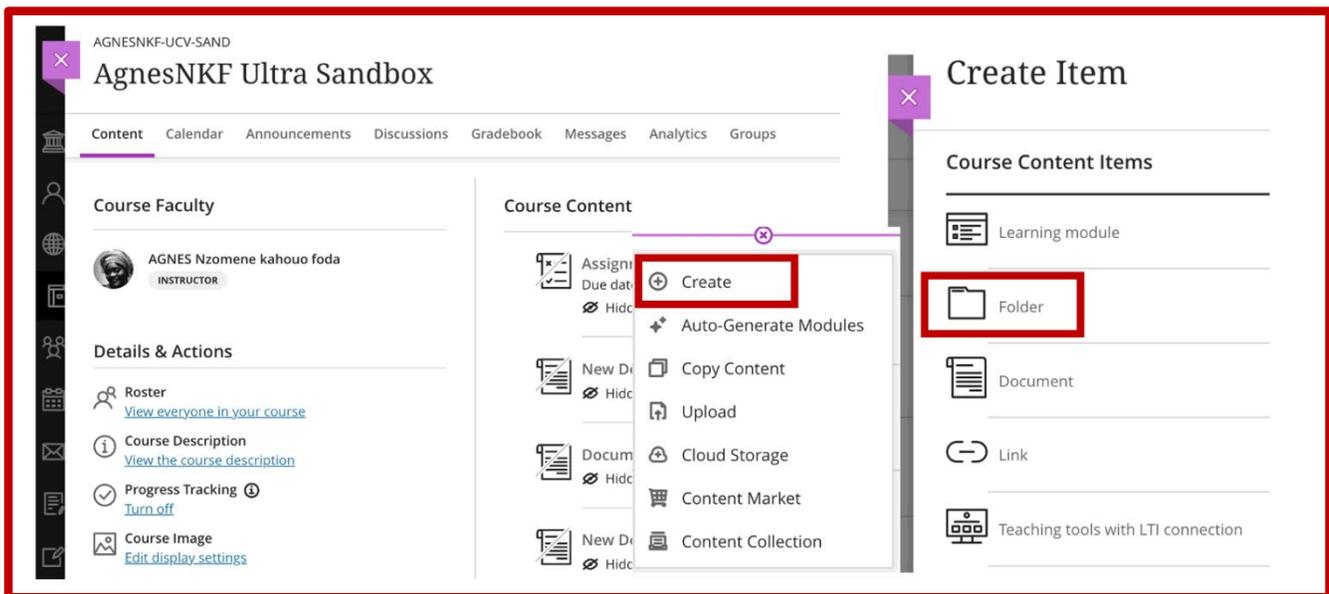
Ultra Documents

An ultra document allows you to combine a variety of content together, such as text, multimedia, and attachments. Use the built-in document feature in UCV to add content (e.g., text, images, videos, links, files, etc.). Guidance on creating ultra documents is below.

1. Click (+) on the course content page
2. Select "Create"
3. Select "Document"
4. Name the document and decide if you want the document to be hidden or available to students
5. Add the desired content
6. Click "Save"

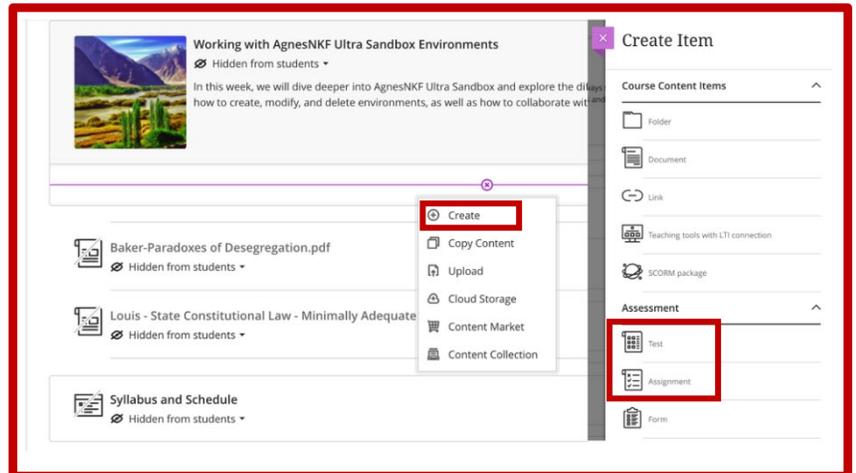Learn more about creating ultra documents.
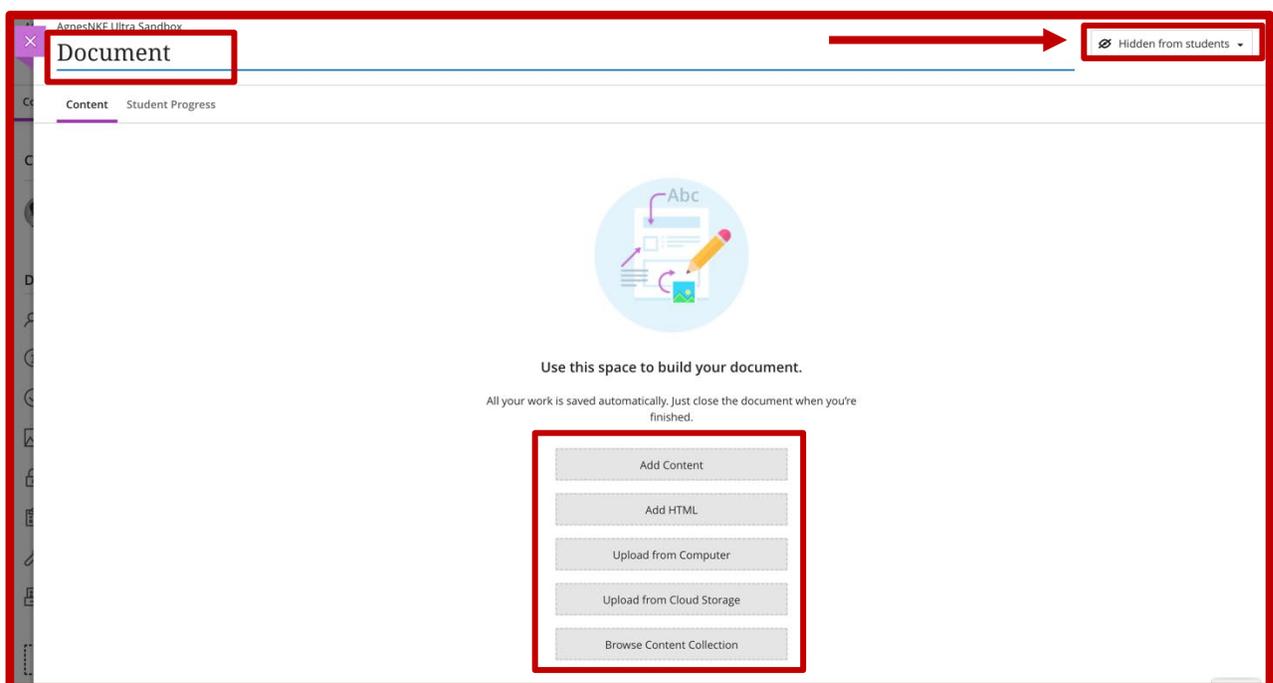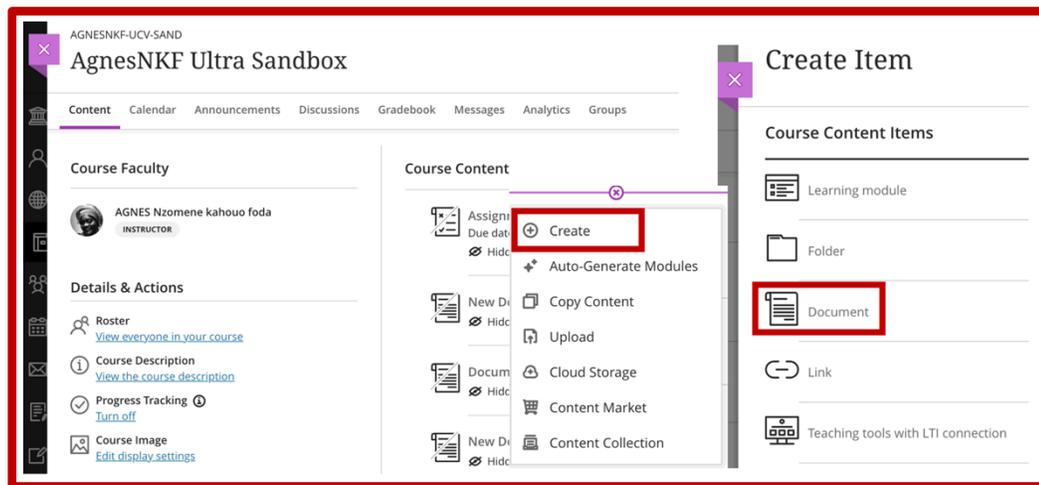
Assignments and Tests

Assignments and tests serve similar purposes. The assignment tool enables you to set up traditional assignments, where students submit text or files for evaluation and feedback. It also allows for the creation of test or quiz-style assignments, where students respond to graded questions. The submitted assignment or test will automatically appear in the gradebook. Guidance on creating assignments and tests is below.

1. Click (+) on the Course Content page
2. Select "Create"
3. Select "Assignment" or "Test"
4. Name the assignment or test
5. Click the (+) to enter a prompt
6. Select "Add Text" to add your assignment or test prompt
7. Select the Assignment Settings or Test Settings (gear icon) to add a due date and points, set the number of attempts, attach a rubric, and more
8. Click "Save"

Learn more about creating assignments.

Learn more about creating tests.

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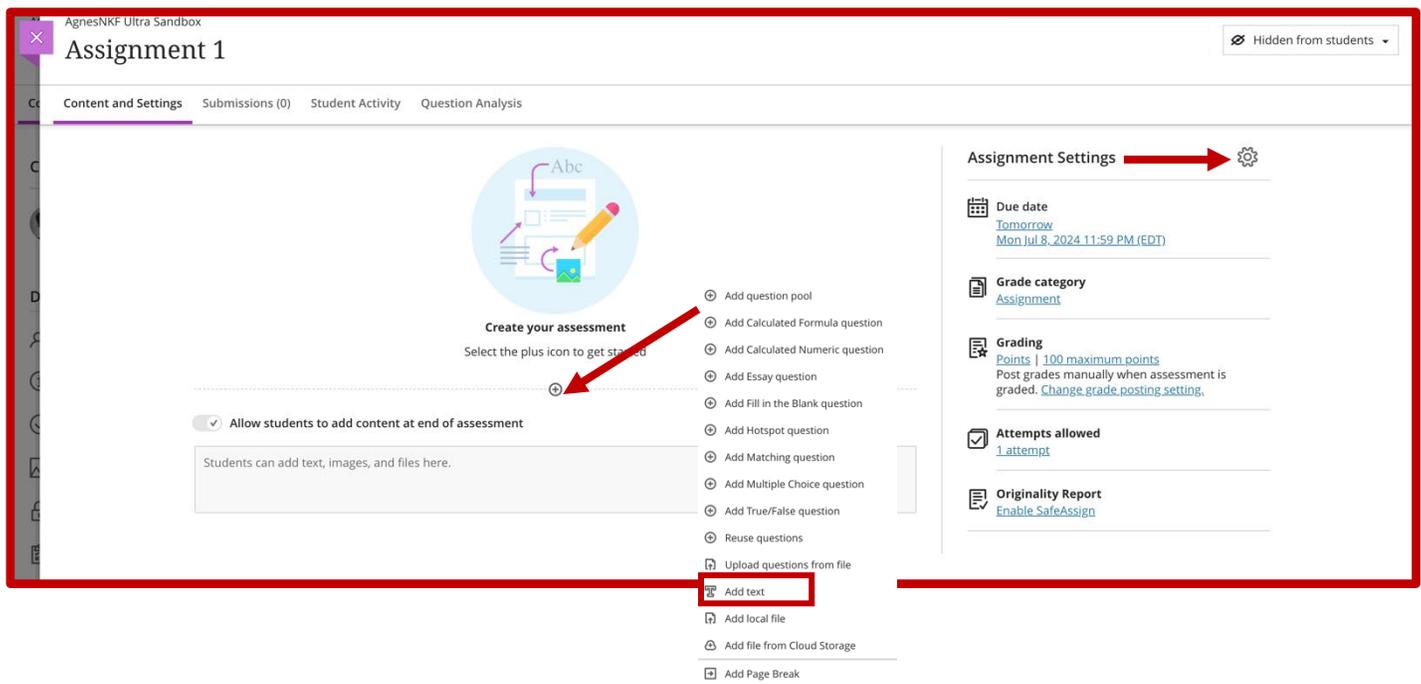
Announcements

The announcement tool provides an effective means of communicating with individual students, groups, or the entire class all at once. It's ideal for sharing essential information, posting time-sensitive updates, or sending notifications directly to students. Announcements can also be emailed to students. Guidance on creating announcements is below.

1. At the top left of the course page, click "Announcements"
2. Click (+) to create a new announcement
3. Enter the announcement title
4. Type the announcement
5. Select "Send an email copy to recipients" if you want students to receive an email copy of the announcement
6. Select "Schedule announcement" to schedule the announcement to be sent at a later time
7. Click "Save draft" to save a draft of the announcement
8. Select "Post" to post the announcement

Learn more about creating announcements.

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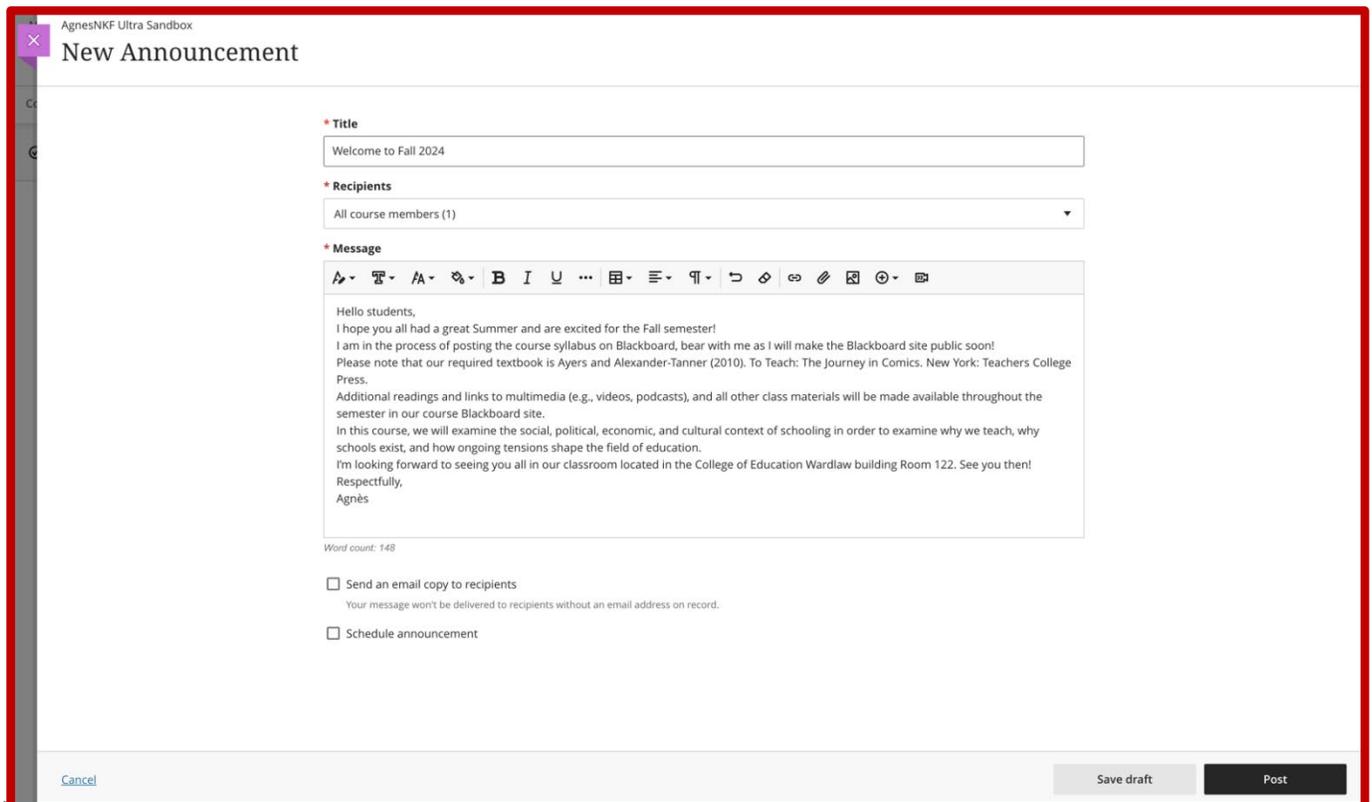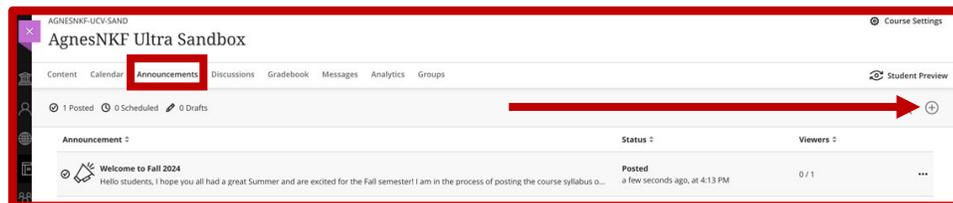
Discussions

Discussions provide a platform for your students to explore specific topics, share ideas, and engage in asynchronous conversation. You have the option to create discussions directly on the Course Content page or in the Discussions section of the course.

To add a discussion on the Course Content page:

1. Click (+) on the Course Content page
2. Select "Create"
3. Select "Discussion"
4. Name the discussion
5. Type an initial post
6. Modify the discussion settings
7. Click "Save"
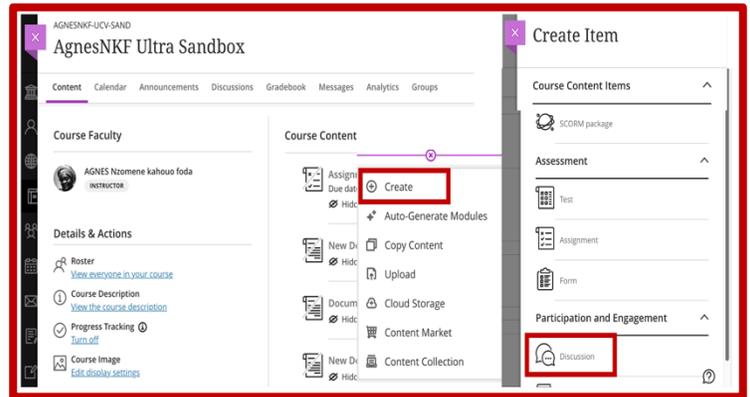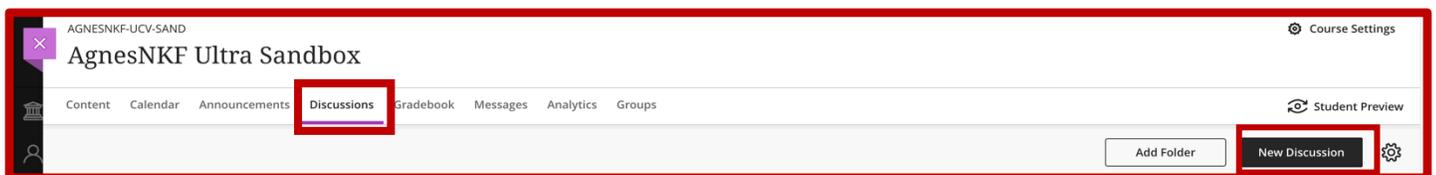
Learn more about creating discussions.
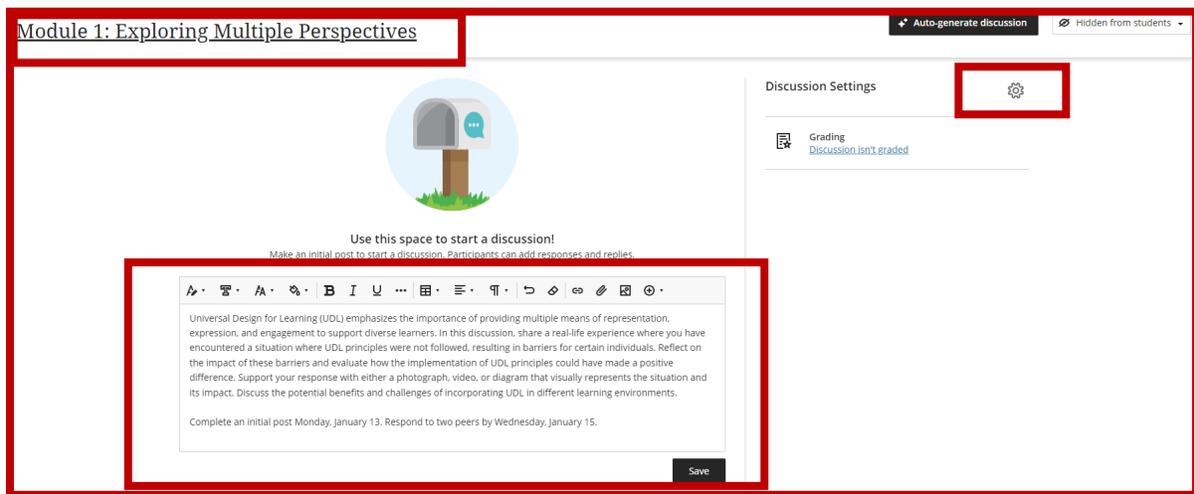
To add a discussion to the Discussions section of your course:

Click "Discussions" at the top of your course, click "New Discussion", and then follow steps 4-7 above.

Messages

Course messages are private and secure communications sent within the course and among course members. You may send messages to communicate with individuals, groups, or the entire class. Messages are an effective tool for maintaining communication with your students, and they stay within Blackboard. Guidance on creating messages is below.

1. Click "Messages" at the top of the course page
2. Select "New Message"
3. Select the recipient(s) of the message
4. Enter the message
5. Click "Send"

Learn more about sending messages.
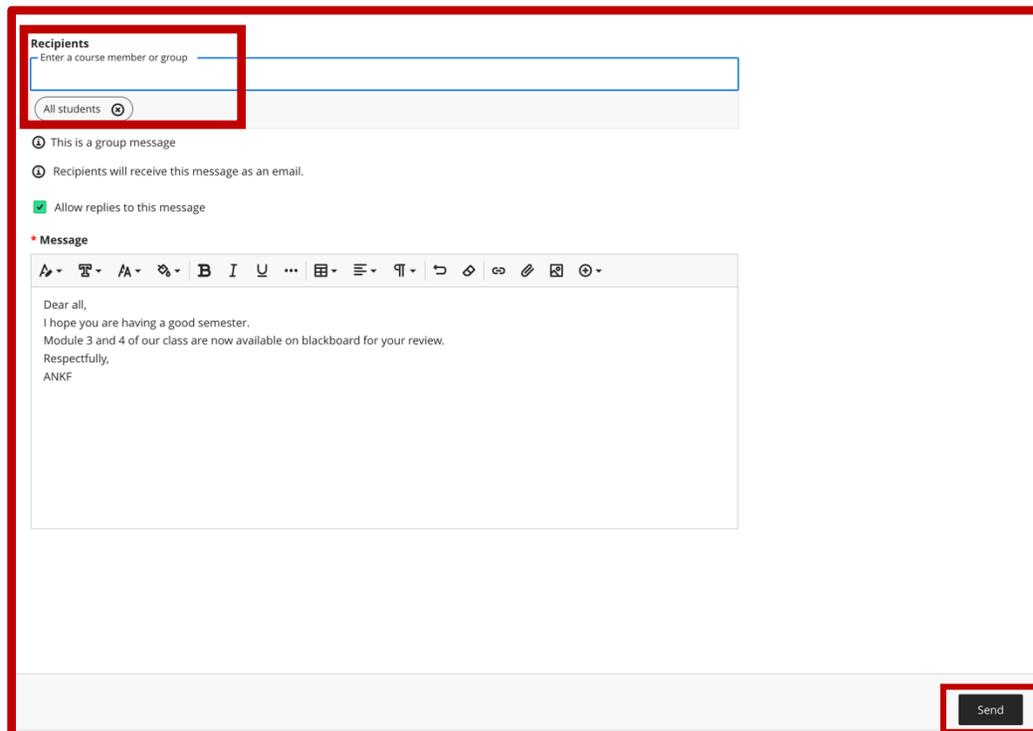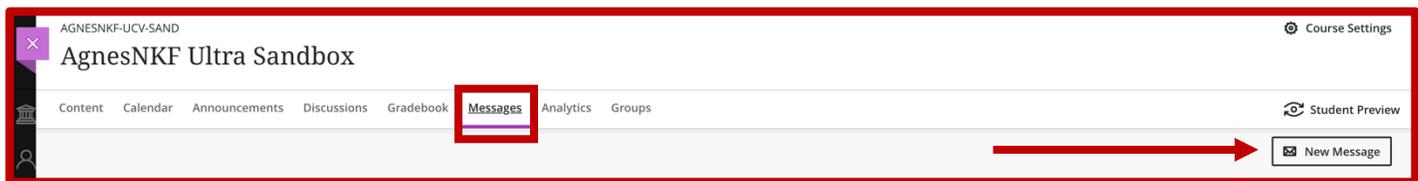
Accommodations

You set accommodations for students in the roster. Rather than individually applying to tests and assignments, the accommodation will be applied automatically to every assignment or test in the course. Guidance on setting accommodations is below.

1. Select "View everyone in your course" under "Roster"
2. Select the student
3. Select "Accommodations"
4. Select the due date accommodation and/or the time limit accommodation
5. Click "Save"

Learn more about accommodations.

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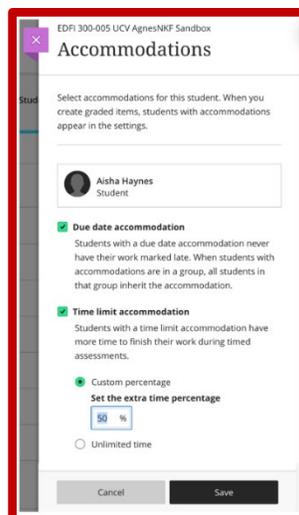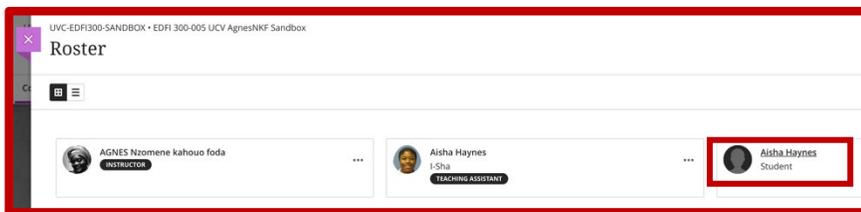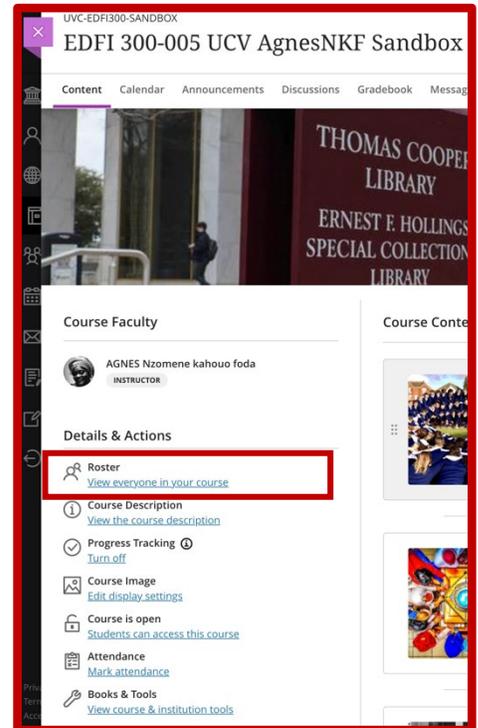
Additional Resources and Support

Trainings

Attend webinars and presentations facilitated by Center for Teaching Excellence (CTE) Instructional Designers and eLearning Services (eLS) Consultants.

Consultations

If you need individual assistance, consult with a CTE Instructional Designer or a member of the eLS staff.

Resources and Tutorials

Explore the Blackboard UCV resource page for guidance and tutorials on various Blackboard topics.