

Blackboard Ultra Course Readiness Checklist

Content

- ✓ **Rebuild your course** in Ultra, instead of converting from Learn when possible.
 - Build the course structure first, using folders and Learning Modules.
 - Upload files directly.
 - Use granular Copy for assessments.
 - ✓ Organize content into **Learning Modules**. Don't put everything in one folder (such as *Our Classroom*).
 - ✓ Use **Batch Edit** to update (in Course Content, the top three-dot menu right by the magnifying glass):
 - Visibility
 - Due dates
 - Release conditions
 - ✓ Set **Release Conditions** so content is visible at the correct time.
 - ✓ Verify your section **syllabus** includes:
 - Instructor name and qualifications (Degree/Field of Study/Professional Licensure/Certification)
 - Course calendar
 - Required/recommended readings
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Assessments

- ✓ Include clear submission instructions, such as:
 - File types
 - Naming conventions
 - Attempts allowed
 - Late submission policy
- ✓ Verify **Assessment Settings**, such as:
 - Due dates
 - Availability dates
 - Attempts
 - Time limits
- ✓ Use **Release Conditions** instead of hiding assessments. Hidden assessments also hide their Gradebook columns.
- ✓ **Post grades** (or enable **Automatic Grade Posting**).

CONTINUE →

✓ Remove any copied [Access Codes](#) from Learn if not needed.

✓ Configure [Respondus LockDown Browser](#) after copying.

These settings do **not** copy from Learn.

Gradebook

✓ Configure the [Overall Grade](#) to match your syllabus.

✓ Make the Overall Grade [visible to students](#).

✓ Review [Gradebook Settings](#):

- Automatic Zeros
- Grade Categories
- Calculation settings

✓ Remove unused [Grade Columns](#).

General Course Review

✓ Update and review the [Overall Grade](#) to be sure the calculations match your syllabus.

✓ Verify [Release Conditions](#).

✓ Test your course content, assignments, and assessments using [Student Preview](#).

✓ Ensure your class is accessible with the [Ally Accessibility Checker](#).

✓ Schedule course [Announcements](#). Copied announcements must be re-posted or rescheduled.

✓ Review [Discussions](#) settings if you use the new discussion boards in your course.

✓ Create student [Groups](#) before assigning group work.

✓ Remember: Students **cannot** see [Instructor-Only Information](#) or [Analytics](#).

Helpful Resources

- DEIS Blackboard Training Videos & Tutorials: cs-cc.net/ultra
- [Anthology Quick Start Checklist](#)
- [Blackboard Tutorials for Instructors on Vimeo](#)