

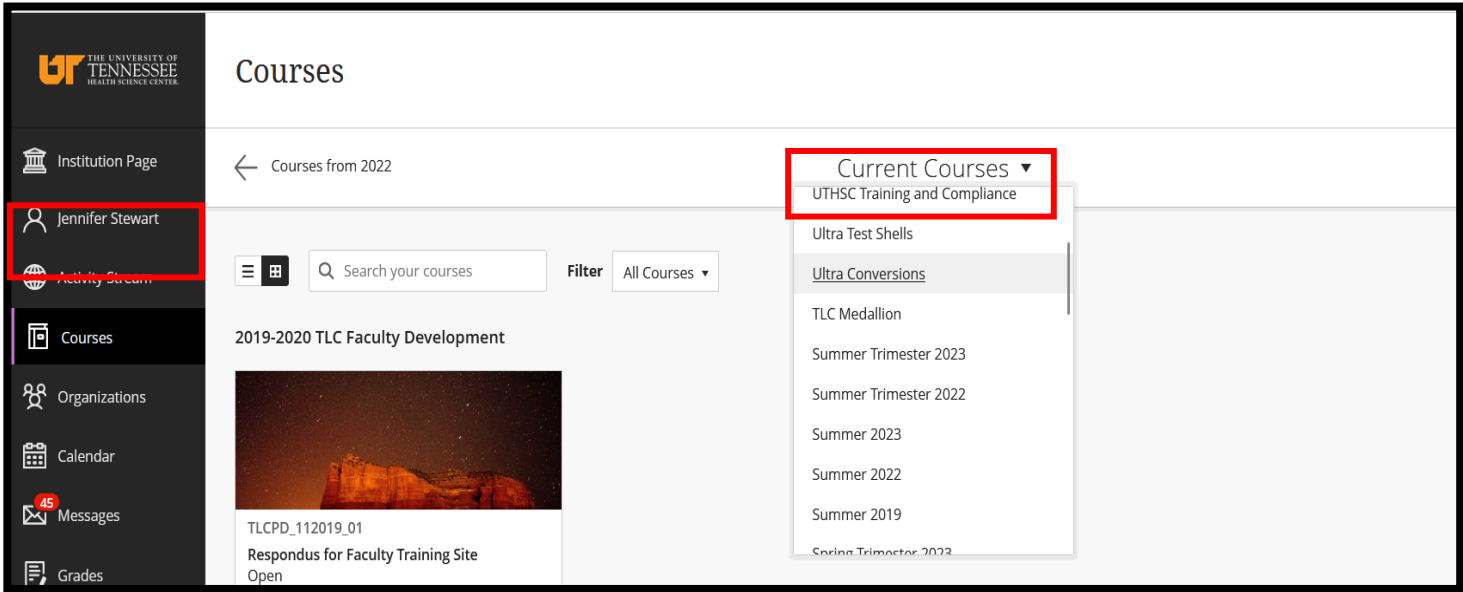


Ultra Course View: Summer 2024 Information

UTHSC Blackboard Learning Management System has upgraded to its newest version, Ultra Course View. This conversion was necessary for improved navigation and to enhance the user experience. Below are key factors regarding this launch:

1. All Summer 2024 courses will be taught in Ultra Course View.
2. All Summer 2024 course shells will be released in Ultra Course View for your convenience. Faculty are not required to convert courses.
3. This mandatory conversion does not erase Original course content.
4. Original courses 3 years or newer are still available in term course listings.
5. Summer 2022 courses were converted (copied) for learning purposes. Please follow the below steps to log into the converted course. Students are not enrolled ever in these mock courses.
6. Feel free to build updated content in your converted course and save to copy into new course shells once released.

Course directors have access to 2022 migrated courses for practice and learning purposes only. To locate yours select the *Courses* tab, then **term course list dropdown**, finally click the arrow, and select **Ultra Conversions** term as shown below.



Note: If courses you teach are not showing up in your list of courses, contact the course director, college Academic Affairs or the Registrar's Office for assistance.

ULTRA COURSE VIEW CHECKLIST

To ensure your summer course launch is successful, please follow these steps.



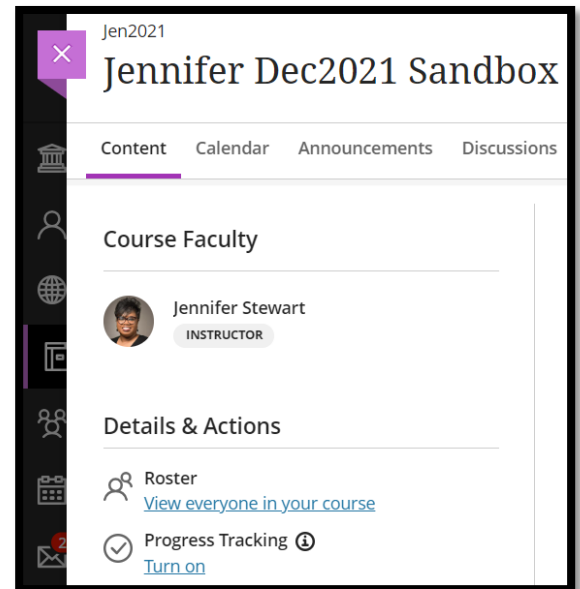
1. LOGIN TO BLACKBOARD

Log into [Blackboard](#) to locate your assigned courses. A shortcut to Blackboard is also on the UTHSC homepage at uthsc.edu. You will be prompted to enter your SSO/CAS network username/password to access Blackboard.

2. CHECK COURSE ROSTER

Review the **Roster** tab to ensure instructors, and course support staff have access. Also, check student enrollment for accuracy. To enroll faculty/staff, select the **Roster** under the **Details and Actions** menu tab. Once open select the **circle/plus icon** in the top right corner and enroll colleagues.

If students are missing, please contact the Registrar's Office. Please do not manually enroll students into your course. Once revisions are made, enrollment will reflect changes within 24 hours electronically.



3. COURSE TASKS STEPS

- **Copy Content** - First, be sure your summer 2024 is hidden/private. Next, use your migrated course to practice and update materials then copy content from Ultra to Ultra or copy content from Original into your summer 2024 Ultra course shell.

Resource Link: [Ultra Course Copying Content \(Ultra & Original Content\)](#)

Resource Link: [YouTube Video Copying Original Content into Ultra Course](#)

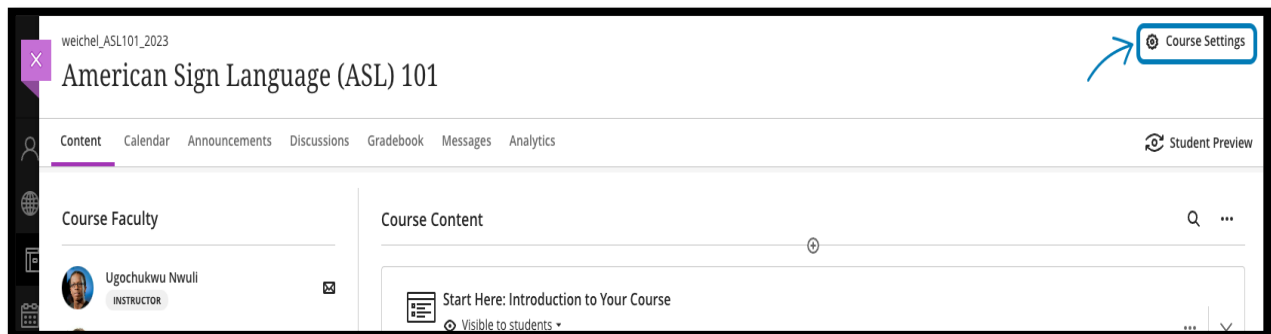
- **Check Due Dates** - You must update content copied from previous semesters. This is especially valuable after a course copy. Due dates are extremely valuable to students as they automatically appear in the course calendar, in the notifications area of Blackboard, assisting students in managing their time.
- **Post Announcements**: This area is used to display updates, reminders, and announcements posted by the instructor. Instructor presence and engagement are key to building an effective learning community. Welcome students by creating an announcement in your course. Additionally, you can easily message individual users, groups, or all students.

- **Create Learning Modules and Folders:** Post content to display general information about the course, such as a syllabus, as well as your course schedule.

Content containers should be designed to provide most of the information delivered to students. Post the outcomes for the week, content or lecture notes, PowerPoint slides, reading materials, study guides, outlines, etc. as well as learning activities and assessments.

- **Set Up the Grade Center**
If you have copied over your Grade Center from a previous semester, you will want to confirm online grade book settings are accurate. Assessments and assignments for grade should appear in the grade center. Also, please check all settings, to include Lockdown Browser, accommodations, and release conditions.
- **Student Preview**
You want to be confident that your course is well-designed and functions as you expect—before your students see it. With student preview, you can review the course content from a student's perspective. You can also validate course behaviors. Visit [Student Preview](#) for more information to include a helpful YouTube tutorial video.

You are now ready to make your course available! Go to the Course Settings page, top right corner of your course.



The Course Duration appear as a drop-down menu:

- **Ongoing.** No restriction to access.
- **Restrict by dates.** Set dates and times for student access to begin, end, or both.
- **Restrict by number of days from enrollment.** Select the number of days after enrollment in which a student is no longer able to access a course.

Students cannot access unavailable courses regardless of the course duration. Unavailable courses do not appear in the **Course Catalog**.

Please visit the [TLC Ultra Course Webpage](#) for valuable resources and email tlc@uthsc.edu if additional assistance is needed.