



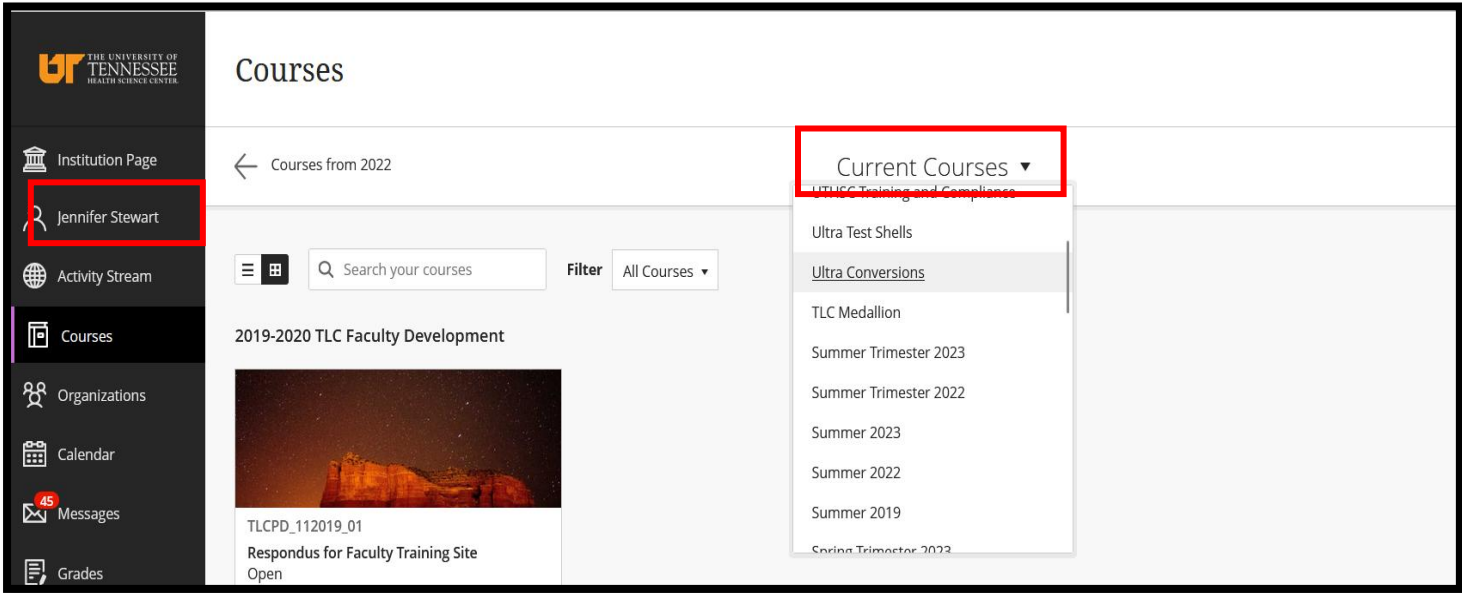
## Ultra Course View: Summer 2025 Information

The Blackboard Learning Management System migration is officially complete! Many thanks to all faculty, staff, and students for this great accomplishment. This conversion was necessary for improved navigation and to enhance the user experience.

Summer 2025 course shells are now available; below are some key factors to consider:

- 1. All Summer 2025 courses will be taught in Ultra Course View.
- 2. All Summer 2025 course shells are released in Ultra Course View. Faculty are not required to convert courses.
- 3. Course Directors are enrolled in Summer 2025 courses as reflected in Banner Acalog.

Summer courses are found in the list dropdown as highlighted below. All courses you are enrolled in will appear in your list.



*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



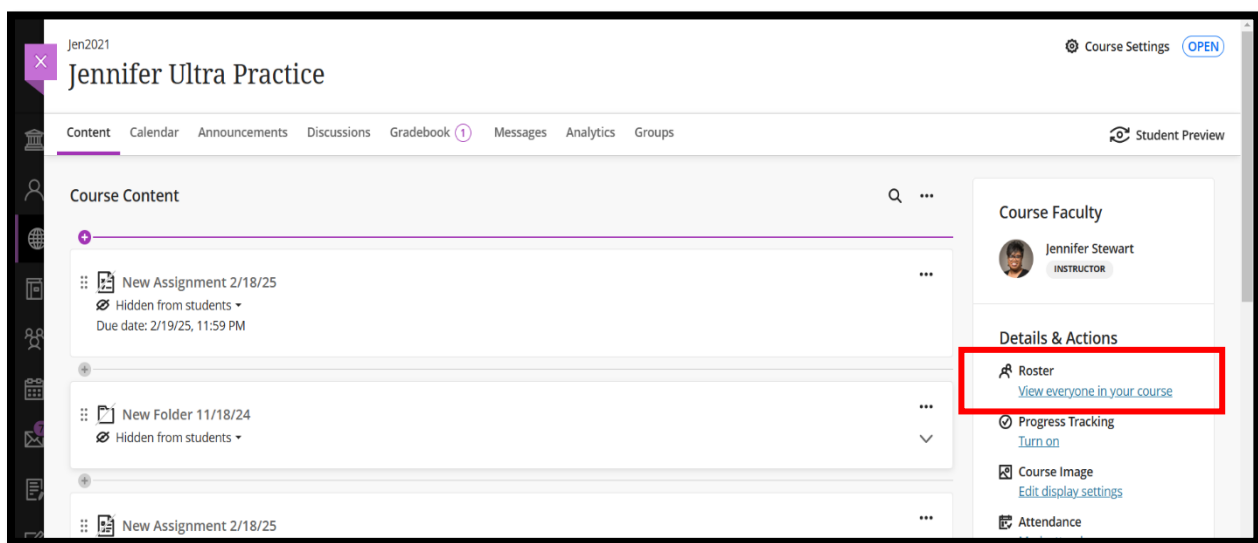
To ensure your summer course launch is successful, please follow these steps.

## 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](http://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 submit a Tech Connect Ticket [here](#). Please do not manually enroll students in your course. Once records are checked and revisions are made, enrollment will update within 24 hours electronically.

## 3. COURSE TASKS STEPS

- **Copy Content** - First, be sure your summer 2025 is hidden/private. Next, use your previous course to copy content from Ultra to Ultra into your course shell.

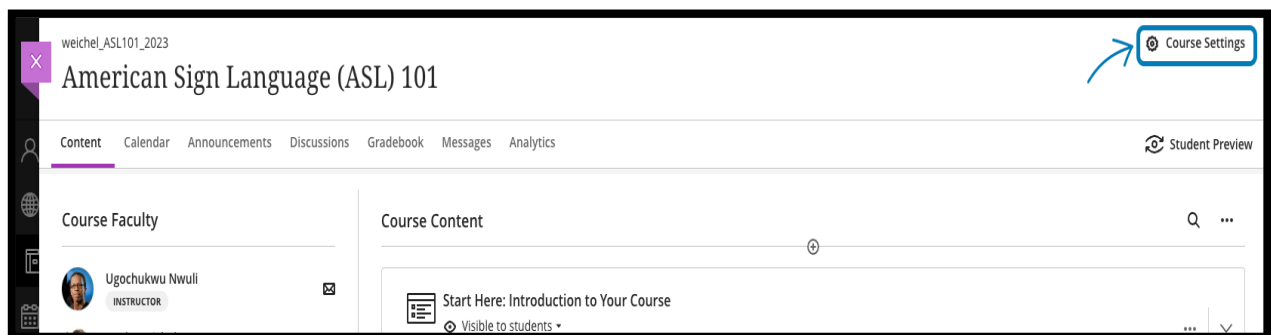
Resource Link: [Ultra Course Copying Content \(Ultra & Original Content\)](#)

- **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 appears 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 submit a Tech Connect Ticket [here](#) for further assistance.