

Import the Center for Teaching Excellence (CTE) Blackboard Learn Ultra Course View (UCV) Template into a Blackboard UCV Course

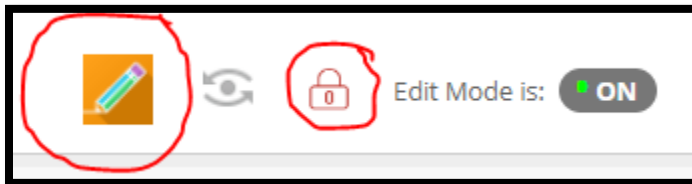
You have the flexibility to either request a UCV sandbox course (a test course without enrolled students) or convert your existing Blackboard Original course to UCV. Only proceed with converting your current course if it does not contain any course content. The following steps provide guidance on importing the CTE Blackboard UCV template into your Blackboard UCV course.

1. Option 1: Request a UCV sandbox course at go.sc.edu/blackboardhelp. If you request a sandbox course, the course will be blank. You will continue with step 3 below.

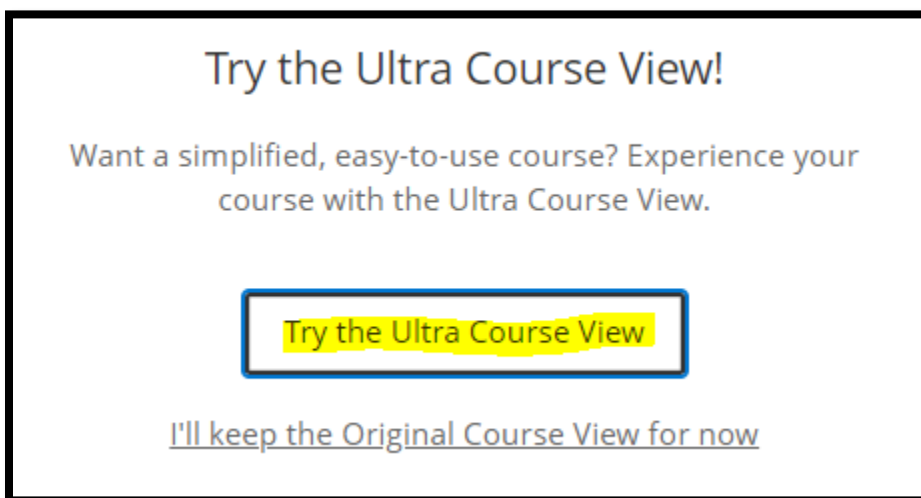
Note: You can copy the content from the sandbox course into your existing course.

Option 2: Convert your existing Blackboard Original Course to Blackboard Learn Ultra Course View (UCV).

- a. To convert your Blackboard Original Course to UCV, make your course unavailable and then click the “Experience the New Learn” icon.

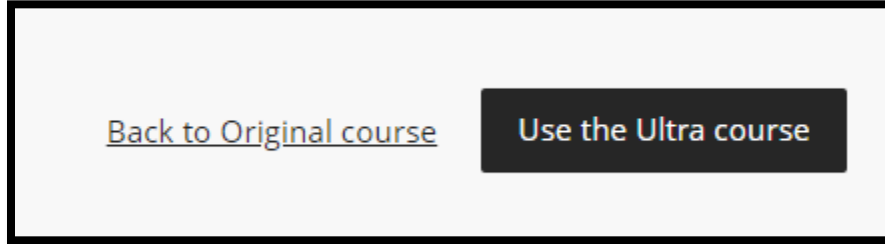


- b. In the pop-up window, click “Try the Ultra Course View!”, to start the conversion.



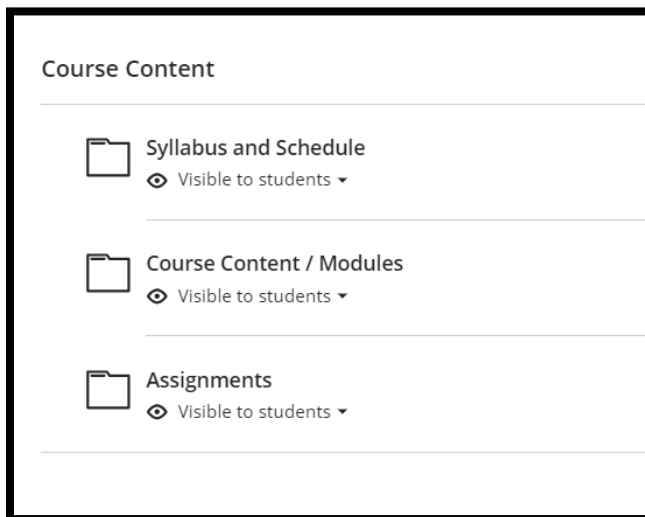
Note: It takes approximately 1-2 minutes for the conversion process to be completed.

- c. In the converted course, click the “Use the Ultra course” button at the bottom right of the screen.



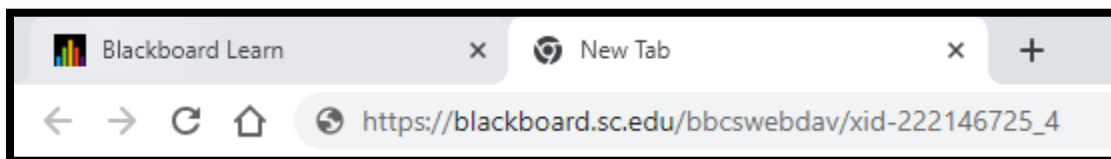
Note: When you select "Use the Ultra course" you will not be able to switch back to the original course view.

2. If you converted your course, delete the "Syllabus and Schedule", "Course Content/Modules" and "Assignments" folders from your UCV course:



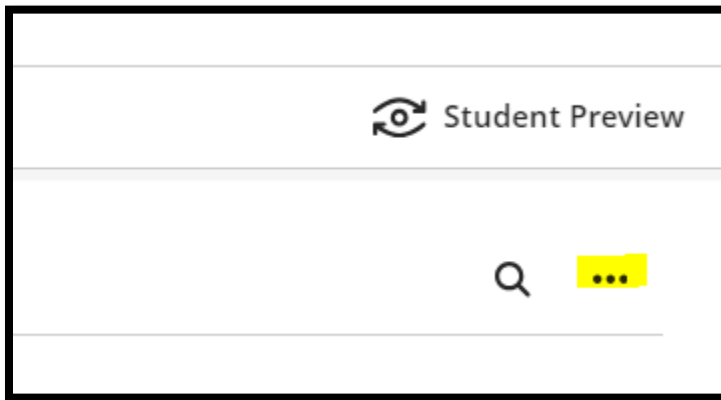
3. Open a web browser (e.g., Chrome or Firefox) and log into [Blackboard](https://blackboard.sc.edu/) (<https://blackboard.sc.edu/>)
4. Open a new tab on the web browser and copy https://blackboard.sc.edu/bbcswebdav/xid-222146725_4 into the address bar to download the template.

Note: The file is called "ExportFile_CTE_ULTRA-TEMPLATE-SAND.zip" and is downloaded to the "Downloads" folder on your computer.

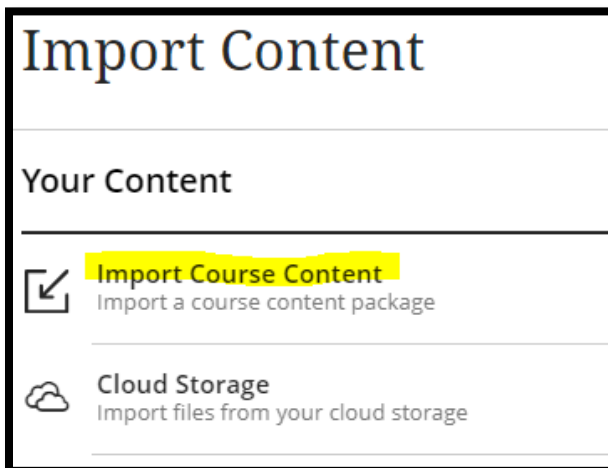


5. Access your course in Blackboard

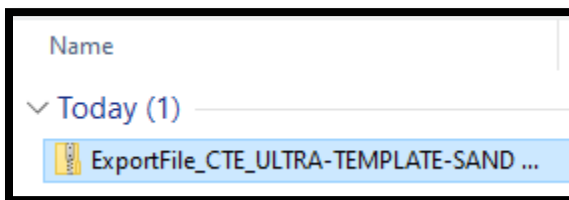
6. Click the “More Options for Course Content” icon in the upper right corner of the screen



7. Click “Import Content”
8. Click “Import Course Content”



9. Select the “Downloads” folder or the folder where the “ExportFile_CTE_ULTRA-TEMPLATE-SAND.zip” is located and then select the zip file.

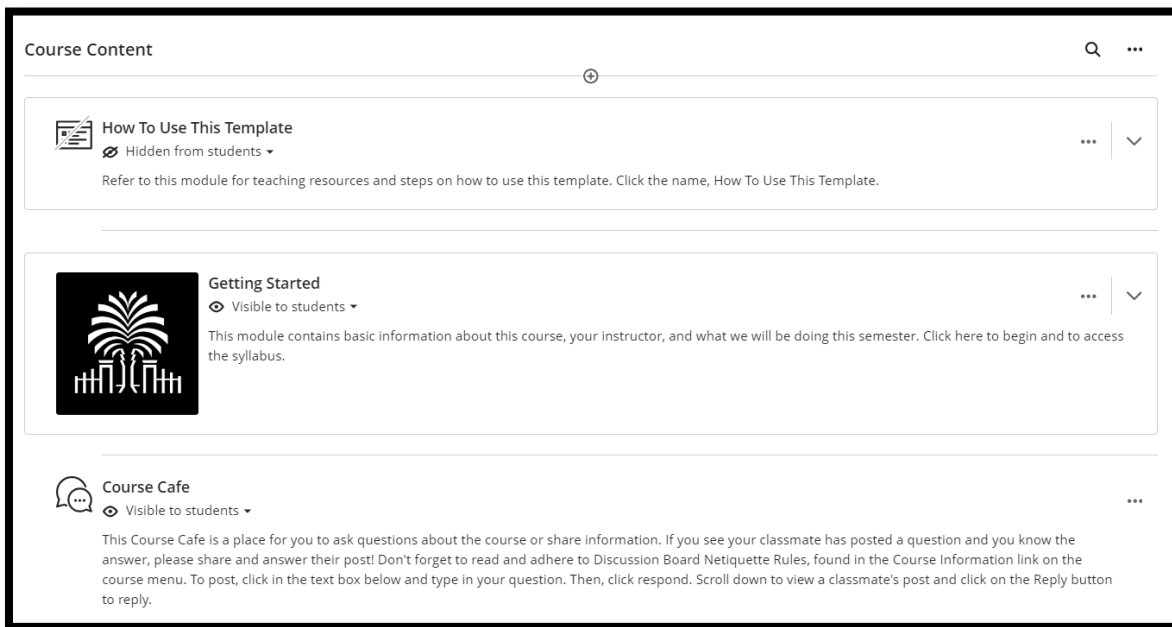


10. Click “Open”
11. A message, “Importing course content”, will appear in your Blackboard course. You will also receive an email stating that the operation is complete and the imported course is ready to access.

Note: It takes approximately 1-2 minutes for the template to be imported into your course.



12. The template is now loaded in your course and is ready to be used.



Contact the Center for Teaching Excellence at 803-777-8322 or cte@sc.edu if you have questions.