

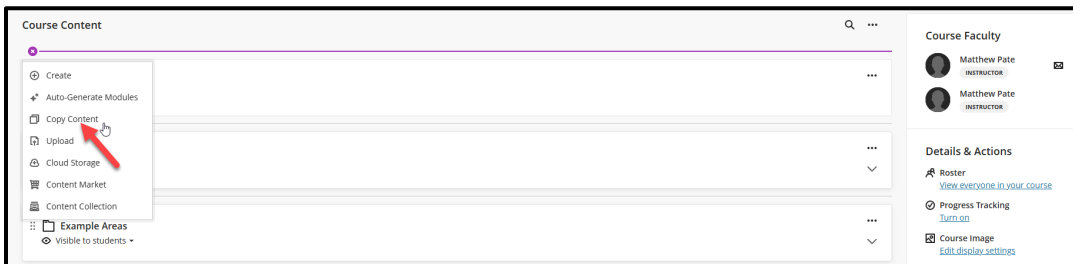


Copying Course Content from Blackboard Learn to Your Blackboard Ultra Course

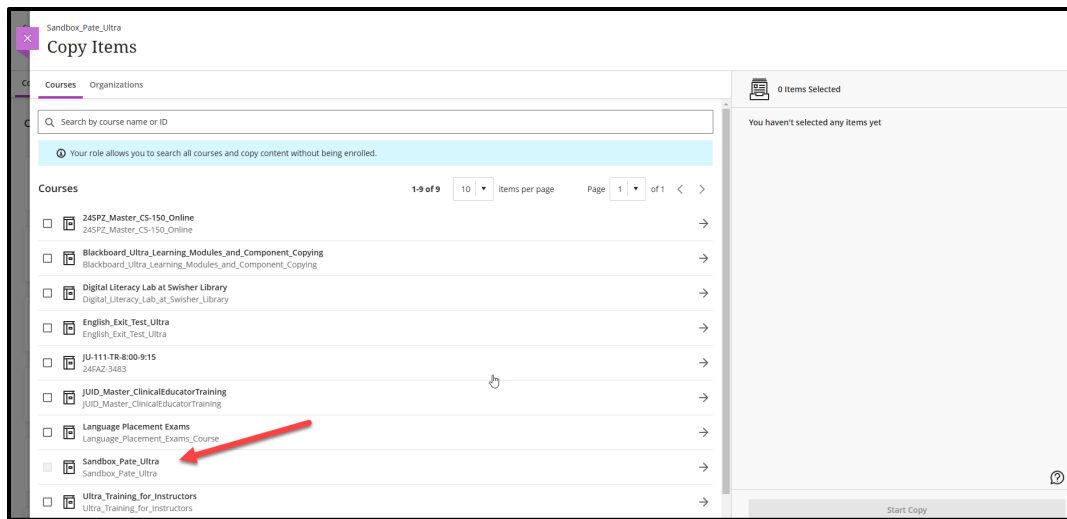
The following steps show how to copy content over to your Bb Ultra course from an original Bb Learn course one component or folder at a time to ensure only what is needed is copied.



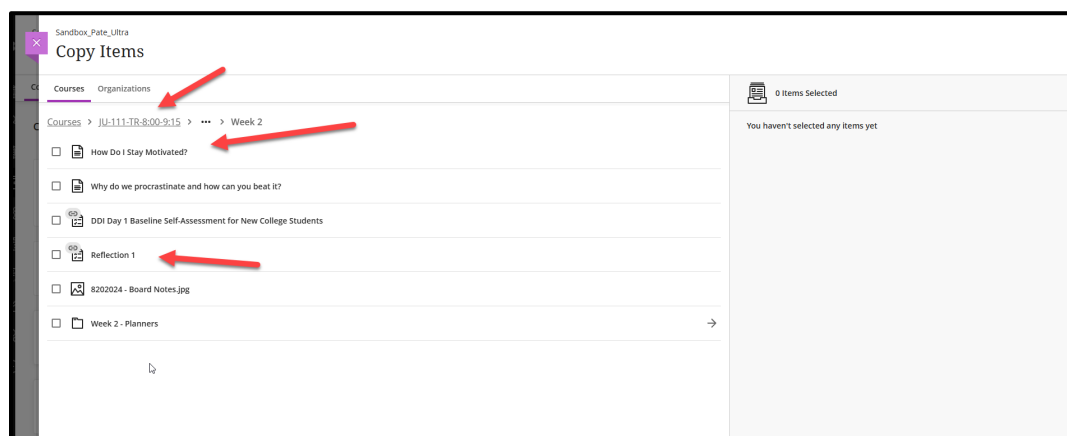
Before you begin transferring any content over from an **Original Blackboard Learn** course, you want to make sure you have your **Learning Modules** set up even if they are in a preliminary state.



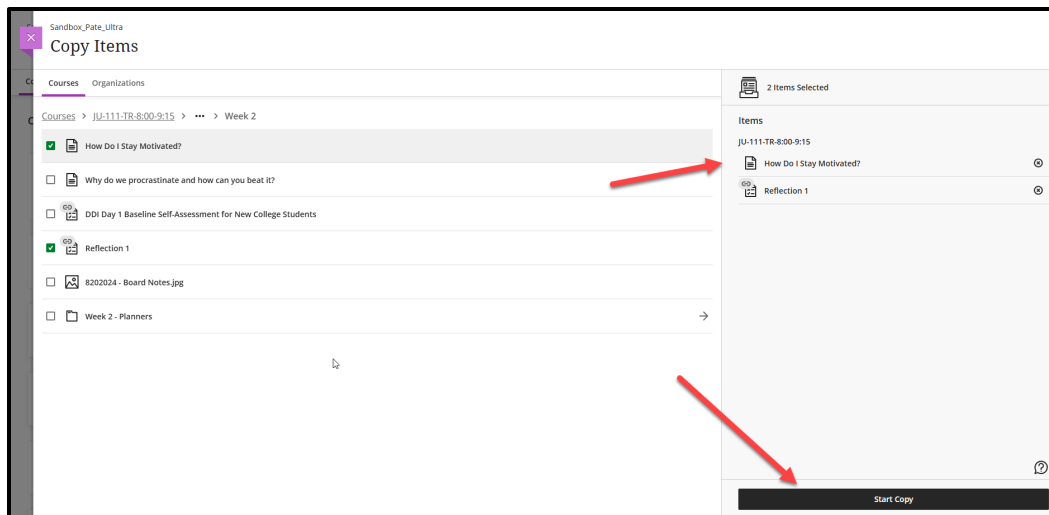
Choose the **Learning Module** you would like to copy content into and then click anywhere within the grey panel to open the drop-down area to add all future curriculum components. Here you will click the + sign and then select **Copy Content**.



The **Copy Items** panel will open a listing of all available courses to copy from. Choose your course. You may have multiple pages of courses depending on how many courses you have taught.

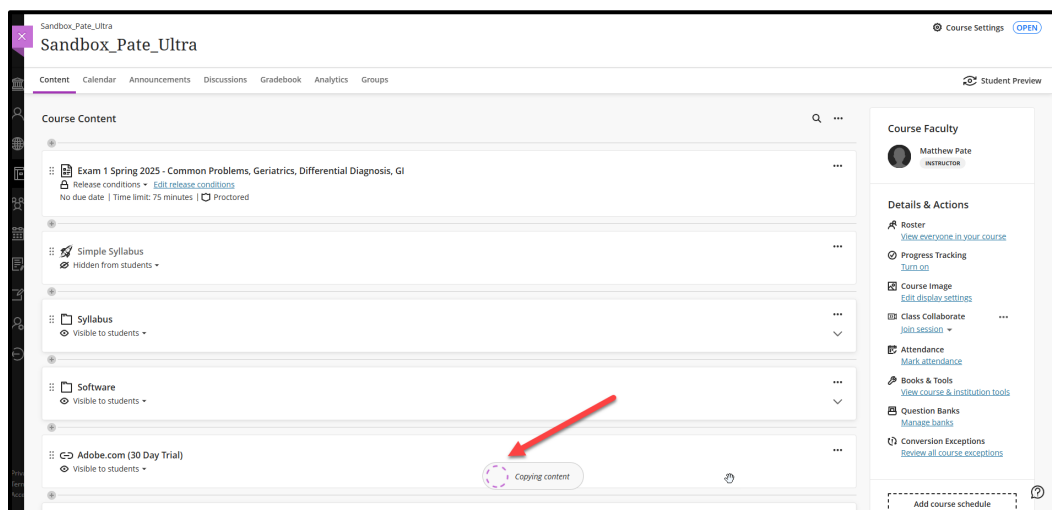


Once the course is selected, you will see all current folders/items in your course populated based on the structure of the Blackboard Learn course. In this example, they have **Week** titles for most folders and individual course items have their respective titles.



The next step is to select the folder you need to transfer into the current Ultra course. You want to select one folder at a time by ticking the box located to the left of the folder icon and then choosing **Start Copy**. In this example, I have chosen two assignments since they relate directly to a Course Content folder in this Ultra course.

It is recommended to transfer one folder at a time, so you have the time to review the content and only keep what is needed in the **Learning Module**.



Once the copy process begins, you will see the **Copying content** icon appear at the bottom of the screen. The copied content will now appear below the **Learning Module** or at the very bottom of the course content panel depending on where you initiated the copy.



To place course content in the proper order, you can grab the three vertical ellipses to the left of the content icon and drag the component to the needed location. The folder or learning module will expand once placed on top. You can release the mouse and the item will snap in place.

It is important to not copy all content folders over at once so transfer errors do not occur and unused content ends up taking up unneeded space in the course.

The purpose of taking your time and only copying the needed content is to build a clean course shell that will be used for future course copies.