

UNIVERSITY OF HARTFORD

FACULTY CENTER FOR LEARNING DEVELOPMENT

Critical Information about Converting Courses

- Never convert a course that is active and currently being used by students, as student data such as submissions might get lost during conversion.
- Be sure to preview the course, as it will help you determine whether to convert or rebuild from scratch.
- Once the course is converted, the change is permanent; there is no way to restore it back to the Original Course View.

Should I rebuild from scratch or convert my courses?

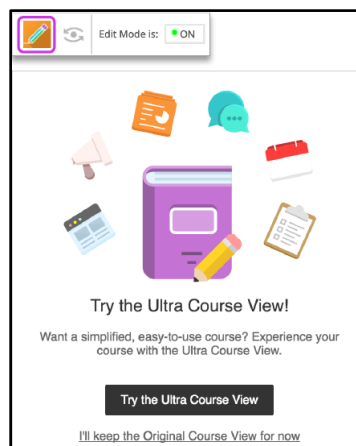
Courses that are relatively simple and use a folder structure that is no more than two deep (folder within a folder) will convert fairly cleanly using Blackboard's conversion tool.

Courses with deep folder structures (folder within a folder within a folder) will only convert to a folder structure that is two deep. The remaining content will be scattered into other sections of the course and will have to be moved one-by-one. In these cases, it is probably easier to start from scratch and rebuild the course in Ultra. One way to deal with deep folder structure issues is to copy content into an empty Ultra course shell selectively, using Learning Modules to hold the content (see copying instructions at the end of this document).

Steps for Converting a Course

Before transitioning a course to Ultra, we strongly encourage you to go to the FCLD website and read the section about Ultra v. Original feature parity, so you make an informed decision. It is also recommended that you attend Ultra training and informational sessions prior to converting, as it is not easy to guess your way around Ultra Course View. Attending a training session will save you a lot of time in the long run.

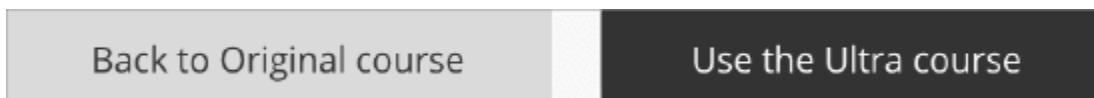
1. Make course unavailable. You cannot preview a course if it is available to students.
2. Click the pencil icon in the upper right-hand corner, then select **Try the Ultra Course View** in the pop-up box.



3. Explore the Ultra preview and evaluate how well it will convert. You can preview for as long as you like, but any changes made in preview will not be persist; they will be lost once you either convert or return to Original view. Check inside folders to see if content came over correctly. While in Ultra Preview, you can try out menus and add folders and other items, but again, remember that they will not be kept once the course is converted or reverted. Click on **Conversion Exceptions** as shown below to see any issues that might arise with the course conversion.

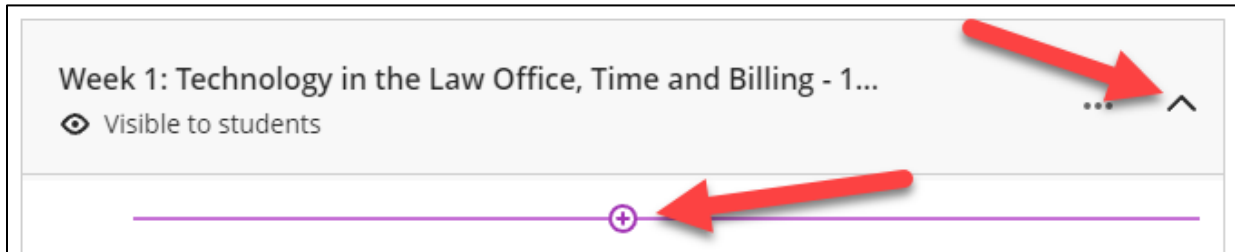
The screenshot shows the Ultra Course Preview interface for the course 'Introduction to Oceanography' (ID: ocean.org.101). At the top, a black banner reads 'Welcome to the Ultra Course Preview! Some items aren't yet supported. View Details' with a pink arrow pointing to the 'View Details' link. Below the banner, the course title 'Introduction to Oceanography' is displayed with various utility icons. The instructor's profile for Cathy Chu is shown. The main content area is split into two columns: 'Details & Actions' on the left and 'Course Content' on the right. The 'Details & Actions' column includes links for Roster, Course Groups, Course privacy, Blackboard Collaborate, Attendance, Announcements, Books & Tools, and Question Banks. The 'Conversion Exceptions' link is highlighted with a pink box. The 'Course Content' column lists 'Getting Started', 'Week 1: People', 'Week 2: History', and 'Pop Quiz 1'. At the bottom, a section titled 'Explore the Ultra Course View!' provides instructions on converting the course. Two buttons are shown: 'Back to Original course' (highlighted with a pink box) and 'Use the Ultra course'.

4. Select Back to Original Course or Use the Ultra course. **Remember, you cannot go back once you choose Ultra, it is a permanent change!**



Using Learning Modules to Copy Content into an Ultra Course (recommended)

1. Find an empty course from an upcoming term and convert it while it is empty.
2. Create a Learning Module in the empty course, for example *Week 1*, as shown below. Click the **+ button > Create > Learning Module**.
3. Click into that Module and then **click the + button > Copy Content**.

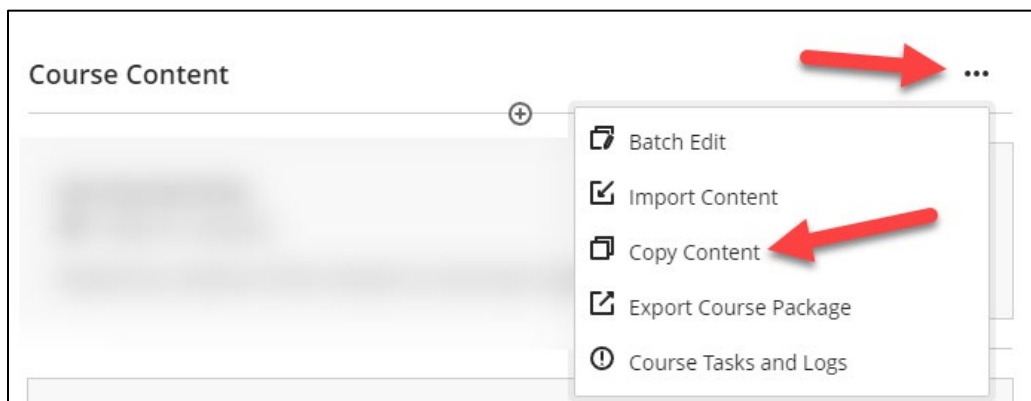


4. A panel will pop open on the right-hand side of the screen. Navigate to the course you wish to copy **FROM**. (NOTE: In Ultra you copy from the destination course, just the opposite of how we've been doing it for years).
5. **Click** into a content area (e.g., Course Documents or Weekly Content), then click into a weekly folder and select the individual contents you want to copy over into that learning module by checking the box to the left of the item(s). You can select multiple items at a time.

Bulk Copy Content into a Course

Alternatively, you can choose to copy over entire folders of Weekly Content or Learning Modules from your other Learn Original or Ultra Courses. To bulk copy over folders:


1. At the top of the Course Content area, click the ... then select **Copy Content**



2. A panel will pop open on the right-hand side of the screen. Navigate to the course you wish to copy **FROM**. Then click into a content area (e.g., Course Documents or Weekly Content) and select the Weekly Folder, Learning Module or individual content you want to copy into this course.

NOTE: Learning Modules brought over from Learn Original Courses copy in the same way that Content Folders do.

Content types that will convert

- As features and functions continue to roll out for the Ultra Course View, the supported list will expand.
- Content items are converted to Ultra documents—some loss of formatting to text and files that you added in the editor may occur.
- Folders are limited to two sub-levels.
- File attachments are grouped together in alphabetical order at the end of the content.
- Assignments, including group assignments, are converted to Ultra assignments, with attempt data, submissions, and grades removed during conversion.
 - Assignments with maximum points that contain decimal places will have the points possible value is truncated and rounded down to the nearest whole number.
 - Assignments will come over with SafeAssign enabled if they are set that way in Original courses.
- Tests are converted with only the Calculated Formula, Calculated Numeric, Hot Spot, Matching, Essay, Fill-in-the-Blank, Fill-in-Multiple-Blanks, Multiple Choice, Multiple Answer, and True/False. You can also bring in questions from test banks/pools and/or reuse questions from other tests.
 - Unsupported question types and test options are removed.
 - Attempt data and submissions are removed during conversion.
 - Maximum points or question point values that contain a decimal are truncated and rounded down to the nearest whole number.
 - Original questions pools are converted to Ultra question banks and appear on the Reuse Questions page.
 - Existing tags added to questions in the Original Course View appear on the Reuse Questions page.
 - Original question sets and random blocks are converted to Ultra question pools.
- Percentage-range and percentage rubrics are converted without descriptions.
 - All other rubric types are converted to percentage rubrics, such as points and point range.
 - All Original rubric settings are now set to the Ultra rubric defaults, such as display to students.
- Calendar due dates will convert.
- Discussions are flattened to four levels of threading—ability to view replies to replies—with some settings removed.
 - An Original graded forum that doesn't allow members to create new threads keeps the current behavior described above.
 - An Original graded forum that allows members to create new threads is converted to a graded discussion in Ultra and all of its seed child threads and replies are deleted.
 - Group discussion boards, forums, and threads aren't converted.
- Course announcements are converted with limitations:
 - Rich text announcements are converted to plain text.
 - Some images may appear  embedded in the announcement.
 - No attachments and date restrictions are included.
 - Course links may appear but won't take users to the content items.
- Gradebook converts with some limitations.

- Lesson plan content is organized into two sub-levels of folders.
- Mashup links to the original content appear, if possible.
- Web links convert.
- Course links: convert to assignments and discussions only with limitations.
- Goal alignments: Converted for supported items in the Ultra Course View and made visible to students (not used here at UHart).
- Attendance converts.
- SCORM packages: Attempt data is converted to Ultra, but the data is lost if you go back to the Original Course View.
- Learning modules: Content organized into two sub-levels of folders with no forced sequential viewing setting convert.
- Journals: Original Course View journals, prompts, and settings are included in course archives and exports and are converted in the Ultra Course View. Only journals from content areas in Original courses appear in Ultra courses on the Course Content page. At this time, comments and student entries aren't included when you restore an archive.

Content types and settings that will NOT convert

These items are removed from the course when you convert permanently to Ultra Course View:

- Blank Page content type
- Wikis and blogs
- Syllabus content type
- Module pages
- Lesson plans
- Surveys
- Unsupported test options
- Unsupported question types
- Delegated grading settings
- Self and Peer Assessments
- Tasks tool
- Groups not part of a group set don't appear on the Course Groups page
 - Self-enroll signup sheets don't convert
- Achievements
- Textbook content type
- Course links to tools and content with the exception of assignments and discussions with limitations
- Adaptive release rules and settings are removed from any content items that have them
- Guest access
- Course banners
- Course messages

Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.

Phone: (860) 768-4661 **Email:** fclid@hartford.edu

Website: <http://www.hartford.edu/fclid>

Student Blackboard Support

The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).

Phone: (860) 768-4636 **Email:** bbsupport@hartford.edu

FAQ/Submit a Ticket: <http://www.hartford.edu/studentbbsupport>

Information Technology Services (ITS) Help Desk

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

Phone: (860) 768-4357 **Email:** helpdesk@hartford.edu

Website: <http://hartford.edu/ots>

Media Technology Services (MTS)

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: (860) 768-4357 **Website:** <http://www.hartford.edu/mts>