# Ultra Course View: Spring 2025 Term Information
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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 the upcoming spring term:

1. All spring 2025 courses will be taught in Ultra Course View.
2. This mandatory conversion does not erase Original course content.
3. Original courses 2 years or newer are still available in term course listings.
4. Spring 2025 course shells will be available by November 4th.

After November 4th, to locate your course select the Courses menu tab, then term course list dropdown, finally click the arrow, and select Spring 2025 term as shown below.
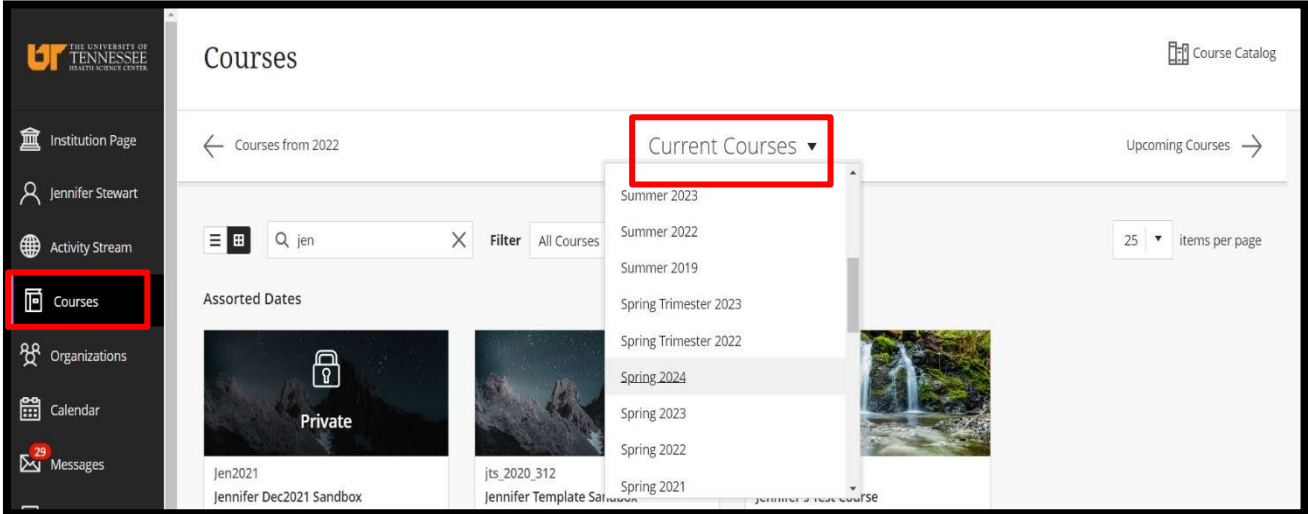
Note: If courses you teach are not showing up in your list of courses, contact the course director for access. Course shells were released to Banner Instructors of Record.

Also, all faculty and staff users have access to the Learn Essentials Ultra Orientation Course. New users are encouraged to use complete this orientation tool to become more familiar with Ultra processes ahead of the spring semester.

ULTRA COURSE VIEW CHECKLIST

To ensure your spring 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 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.
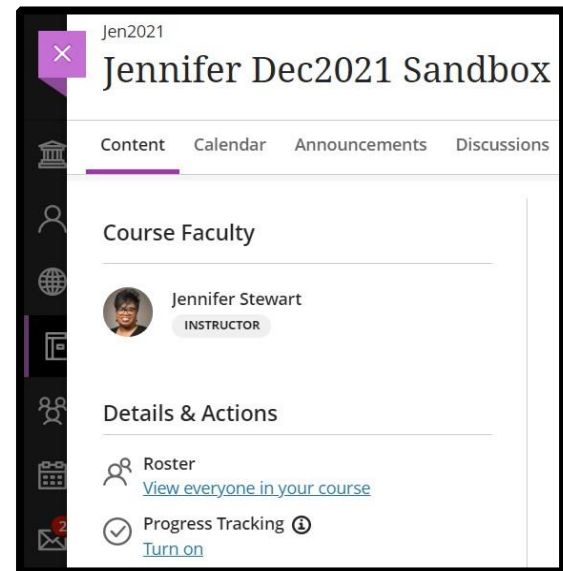
3. COURSE TASKS STEPS

- Copy Content - First, be sure your spring 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 spring 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.
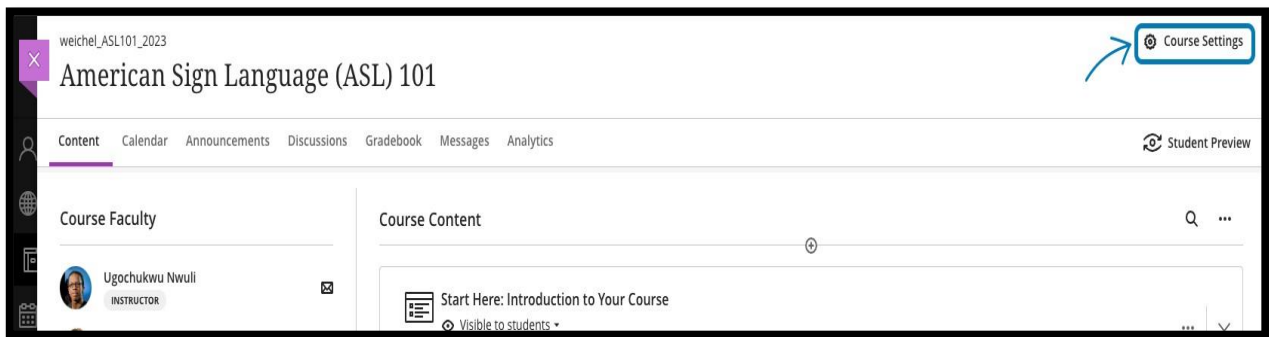
The Course Duration appear as a drop-down menu:
- Ongoing. No restriction to access.
- Restrict by dates. Set dates and times for student access to begin, end, or both.
- Restrict by number of days from enrollment. Select the number of days after enrollment in which a student is no longer able to access a course.

Please visit the Blackboard Ultra Course Webpage for valuable resources and details. Please submit a Tech Connect Ticket/Report An Issue if additional assistance is needed.