

# Instructor Choice Conversion to Ultra Course View

## Overview

This tutorial will explain how to convert your Spring 2024 course from Instructor Choice – Original Course View to Ultra Course View.

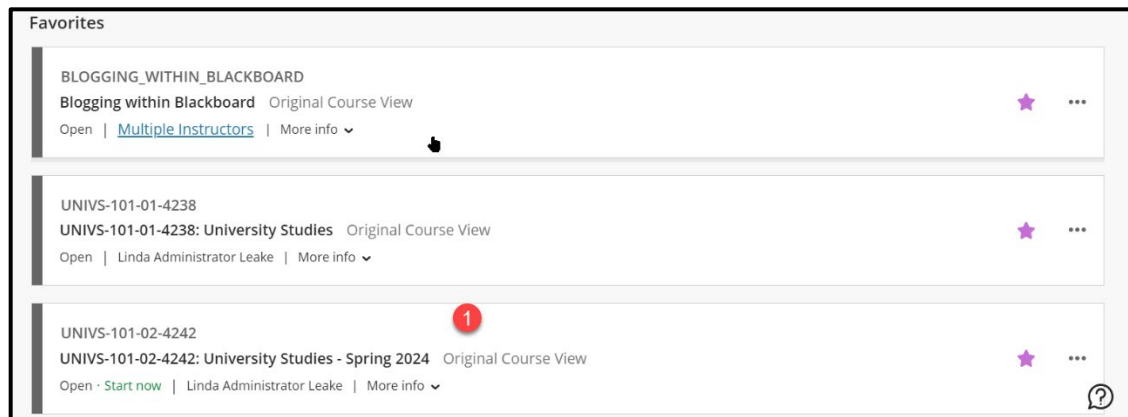
All Spring 2024 courses have been created in “Instructor Choice” mode which means that instructors can choose to remain in Original Blackboard Learn or switch to New Blackboard Ultra Course View.

## Quick Steps

Login to Blackboard > Click on Courses > Click into a Spring 2024 Course

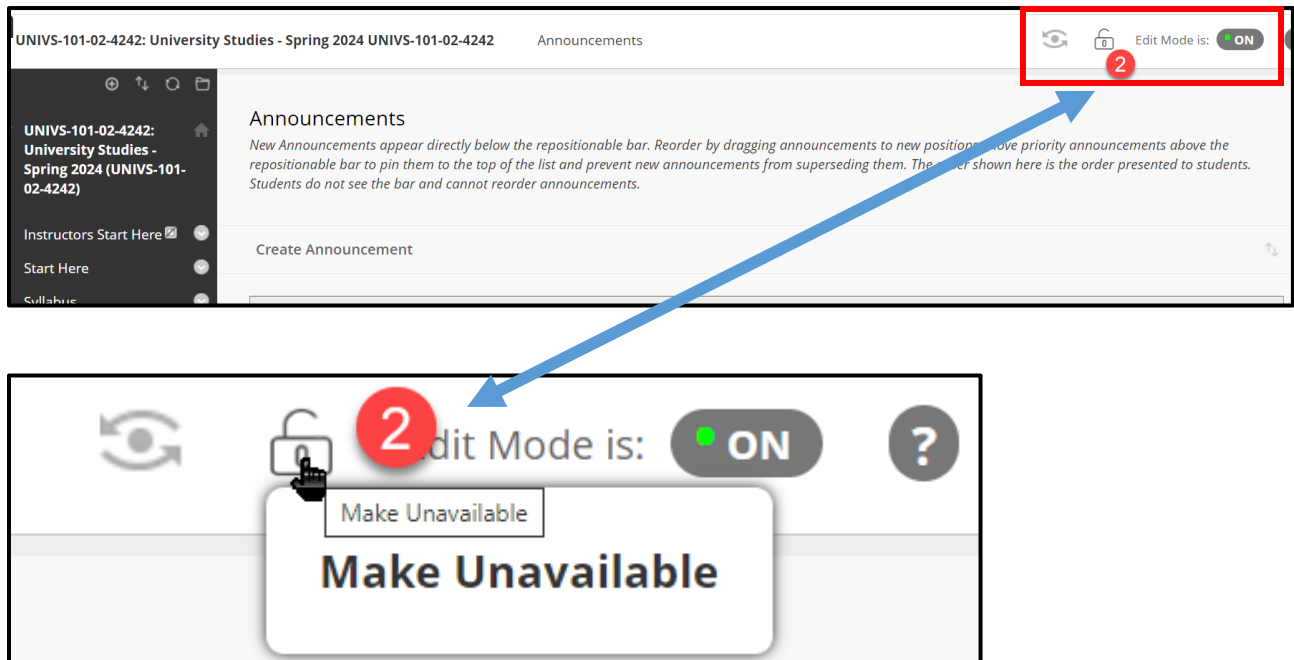
## Step 1

*Access a Spring 2024 course*



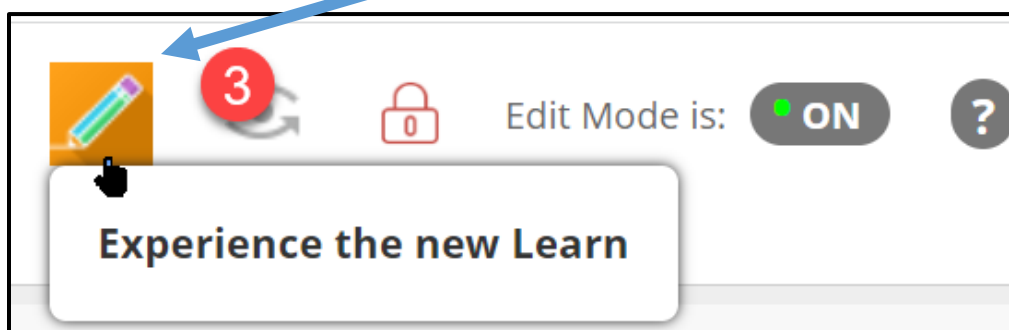
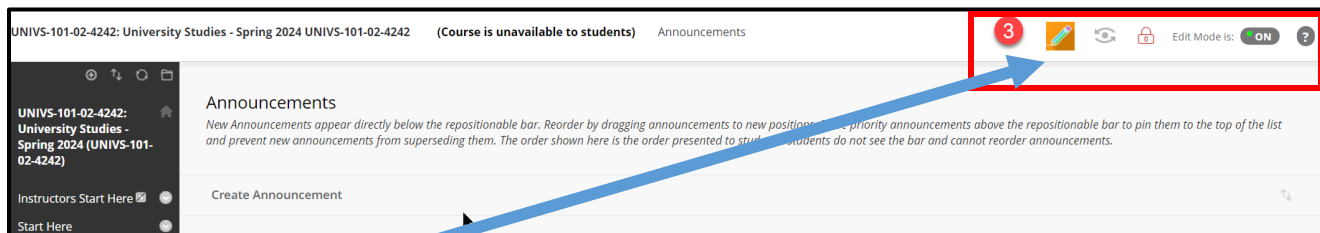
## Step 2

Once in your course, look to the top right and click on the “Lock” to make the course unavailable for the transition.



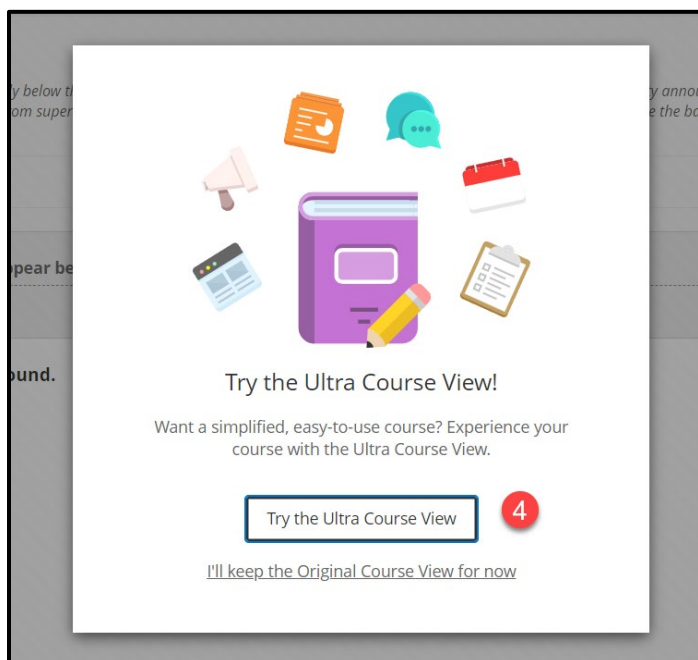
### Step 3

With the “Lock” closed you will see the orange block - Pencil icon appear to the left of the student preview icon.



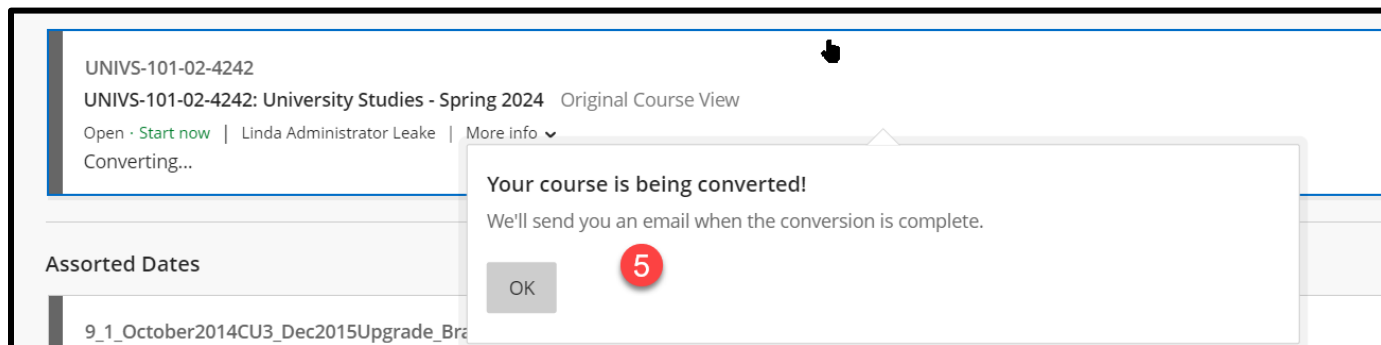
### Step 4

Click on the “Pencil icon” to start the transition from Original Course View to Ultra Course View in Preview Mode. Then click “Try the Ultra Course View”.

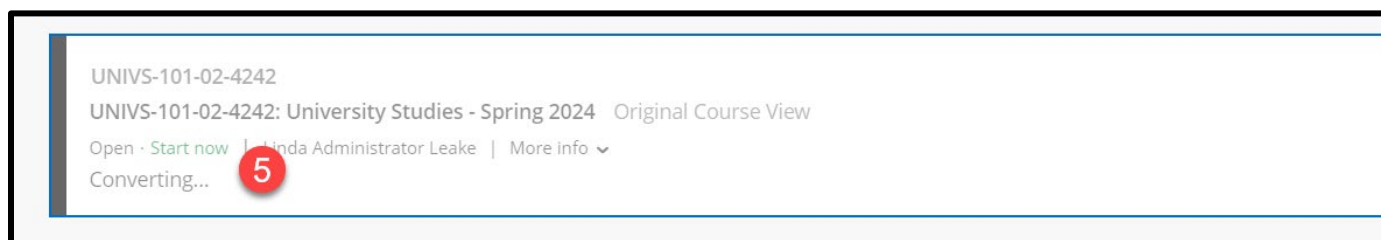


## Step 5

Once you click the “Try Ultra Course View” button in Step 4 your course will convert to Ultra Preview Mode.



Once you click the “OK” button you will see the following:



## Step 6

You will receive an email when the conversion is complete. Once you receive that email, you can click on your course and see the new Ultra mode in Preview.

UNIVS-101-02-4242

UNIVS-101-02-4242: University Studies - Spring 2024

Course Settings

Content Calendar Announcements Discussions Gradebook Messages Analytics Groups

Student Preview

Course Faculty

Linda Administrator Leake  
INSTRUCTOR

Details & Actions

Roster  
[View everyone in your course](#)

Progress Tracking   
[Turn on](#)

Course Image  
[Edit display settings](#)

Course Content

Instructors Start Here  
Hidden from students

Start Here  
Visible to students

Syllabus  
Visible to students

Course Content/Schedule

Explore the Ultra Course View!

If you like the preview, you can permanently convert your course and save any changes you've made during the Ultra Course Preview. If you switch back to Original Course View, changes made during preview are lost.  
[Tell me more](#)

Back to Original course Use the Ultra course

## Step 7

Now your course is in Ultra View Preview mode, which means you can choose to go back to Original View or stay in Ultra Mode by using one of the buttons located at the bottom right of the screen in your course.

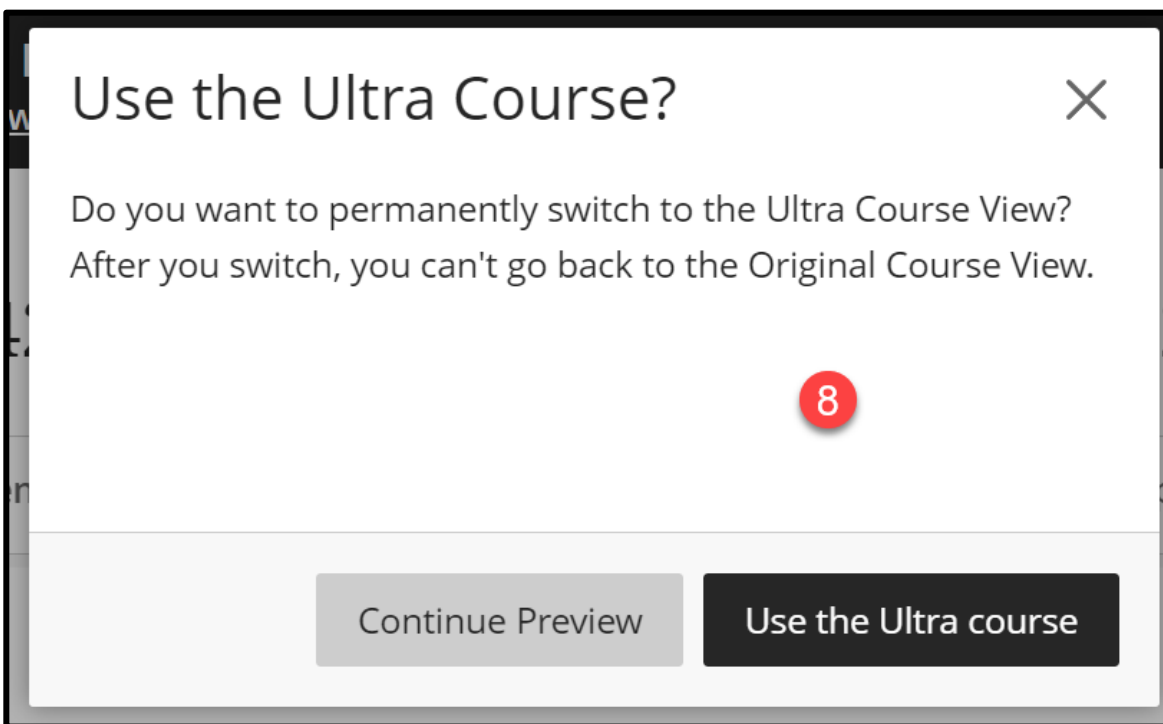
Explore the Ultra Course View!

If you like the preview, you can permanently convert your course and save any changes you've made during the Ultra Course Preview. If you switch back to Original Course View, changes made during preview are lost.  
[Tell me more](#)

Back to Original course Use the Ultra course

## Step 8

Once you make your final choice for Ultra, you will not be able to go back to Original Course View for this course.

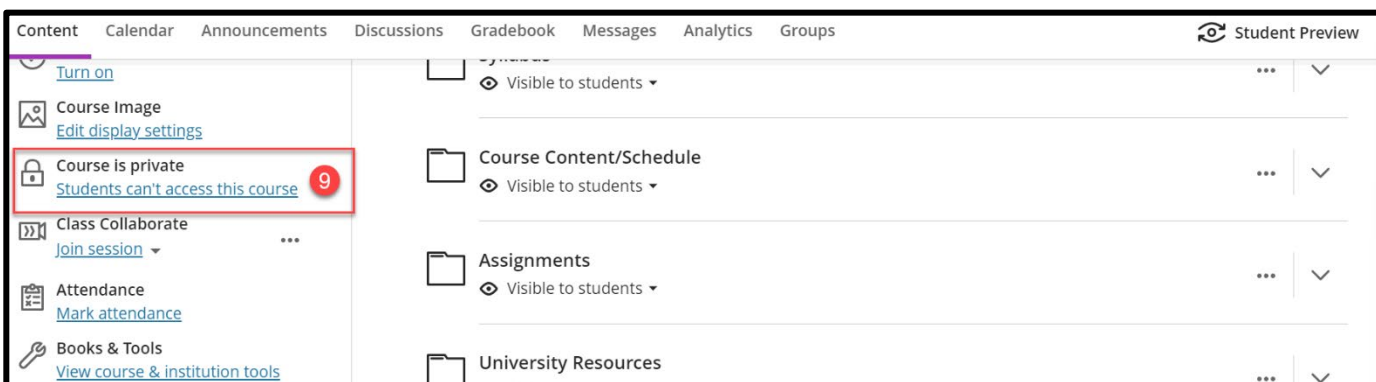


Now your course is permanently in the course view you selected — Ultra Course View for this example. The preview banner that was visible at the bottom of your course is now removed.

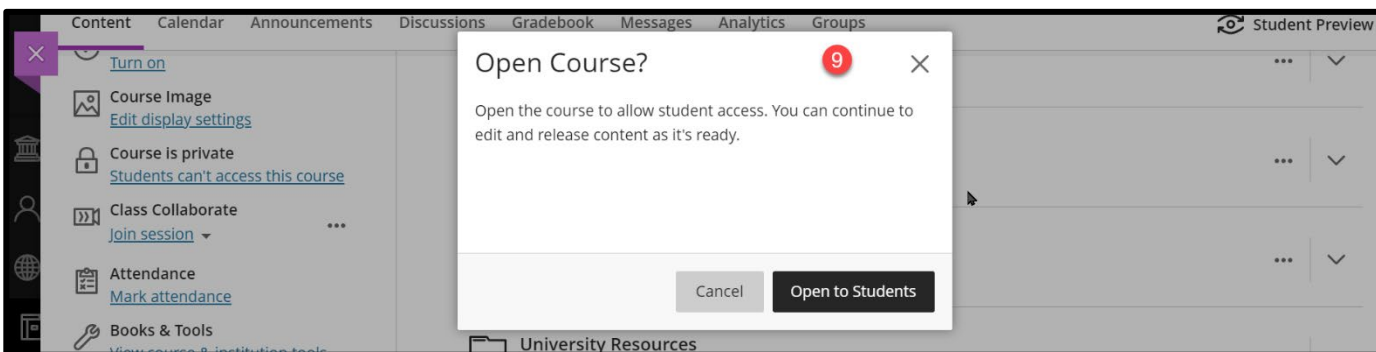
The next step is to “Unlock” the course. This is to ensure your course opens to students as scheduled. Courses open to students two weeks prior to the start of the term.

## Step 9

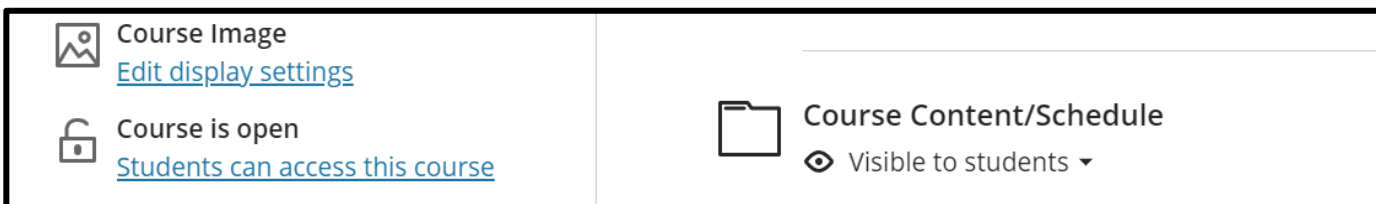
Open the course to students.



Once you click the “Students can’t see this course” link above you will see the following screen.



You will click the “Open to students” to ensure the course follows the standard opening to students timeline two-weeks prior to the start of term.



Now you are ready to add content and other materials to the class.

If you have any questions please contact Blackboard Support at [bbsupprt@louisville.edu](mailto:bbsupprt@louisville.edu) or 502-852-8833 or the Instructional Design Team for further assistance with your course development at the Delphi Center for Teaching and Learning.