

—Instructor
Guideline

Blackboard Ultra

Course Content Items

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Overview

This guide is designed to help you develop your course in Blackboard Ultra instead of Blackboard Original. Also, It would give you a comprehensive of using course tools and items.

If you have not used Blackboard much in the past, now is a great opportunity to learn. We are all in this transition together with the goal of providing BMC students with consistent quality experiences.

Tips for Getting Started

For starters, It is extremely helpful to know some symbols meaning in your course such as \oplus which mean you're about to create an item. ••• ellipsis which mean more options for your course or your item. $\uparrow \downarrow$ double arrows which mean you can move your item to any desired location. \checkmark down arrow which mean there are some items hidden, to show them up you must click on it. \bigcirc lamp which mean a hint or note about something. \bigcirc student preview which mean you can give a look at what you have done in your course from student perspective.



Course Content Items



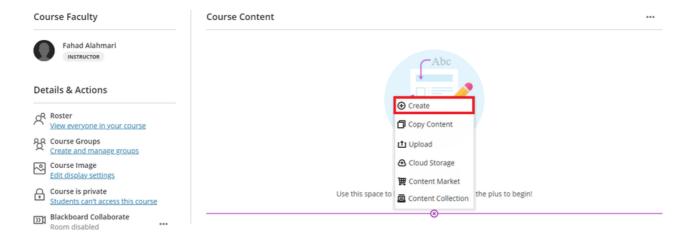
Learning module

When should you use a learning module?

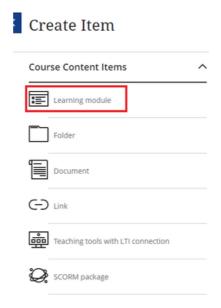
You should use a learning module when you need to build a content that need to follow a certain sequence E.g. (In the first rank, You want the students to look at a Pdf or powerpoint. Second, You want them to watch a video. Third, You want them to submit an assignment. Forth, You want them to submit an assessment.

How can you build it?

- 1- Click on ⊕ in the content area to show up the list.
- 2- Click on ⊕ Create for creating an item.



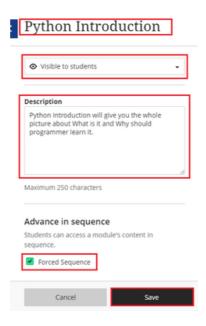
3- Click on Learning module in Course Content Items list.



- 4- Type a title for the module.
- 5- Determine the module visibility from students perspective.
- 6- Type a description for the module.
- 7- Select forced sequence if you need students to access module materials in a specific order.

Note: You can't reapply the sequence or add a new item once students have started working in the module.

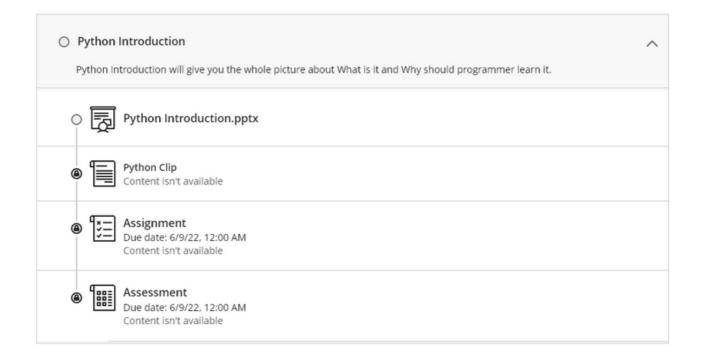
8- Click on Save button.



9- Click on ✓ to expand the module then click on ⊕ to add a new items.



10- Add whatever item you like but in this example the items have been added (Python Introduction, Python Clip, Assignment, and Assessment).



Students can NOT open any item that is under python introduction unless they follow the sequence set by the instructor as you can see in image above which has been taken from student perspective.



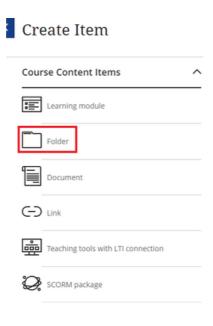
Folder

When should you use a folder?

You should use a folder when you need to organize the chapters or subjects.

How can you build it?

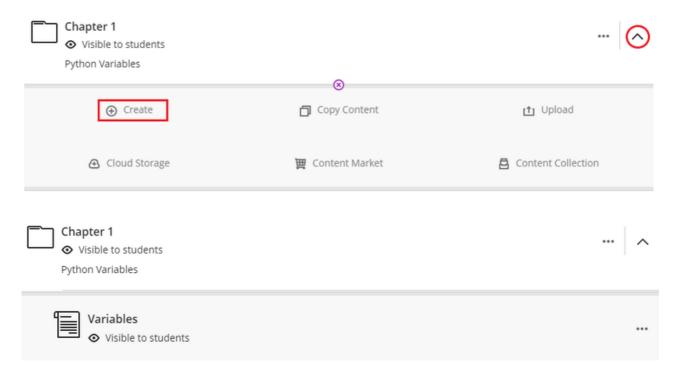
- 1- Click on \odot in the content area to show up the list.
- 2- Click on ⊕ Create for creating an item.
- 3- Click on Folder in Course Content Items list.



- 4- Type a title for the folder.
- 5- Determine the folder visibility from students perspective.
- 6- Type a description for the folder.
- 7- Click on Save button.



8- Click on **v** to expand the folder then click on **⊕** Create to add a new items inside the folder.





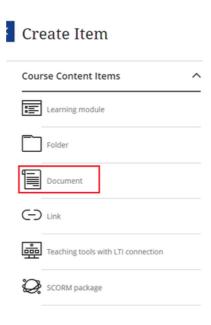
Document

When should you use a document?

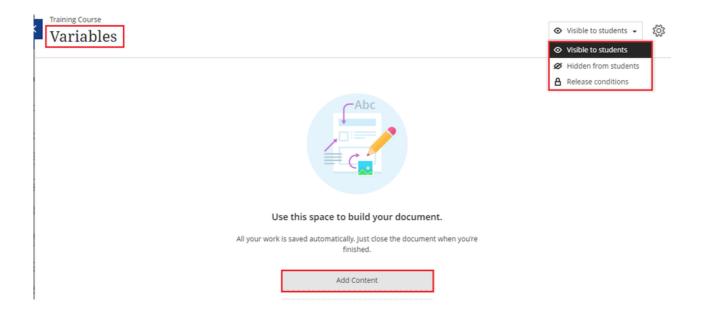
You should use a document when you need to write a paragraph, add an image, add a video, add a link, and attach a file inside the document using the text editor.

How can you build it?

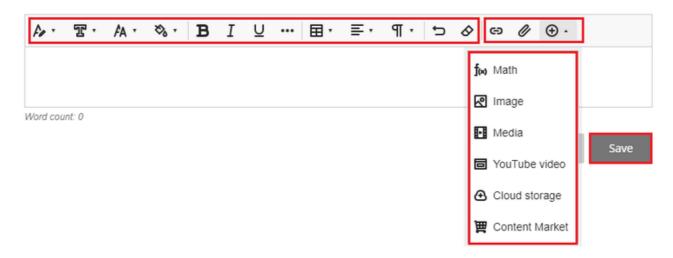
- 1- Click on ⊕ in the content area to show up the list.
- 2- Click on ⊕ Create for creating an item.
- 3- Click on Document in Course Content Items list.



- 4- Type a title for the document.
- 5- Determine the document visibility (Visible to students: Which mean the document will be visible all the time, Hidden from students: Which mean the document will be hidden all the time, Release conditions: Which mean the document will be visible depend on instructor conditions such as (Selecting all students or some of them, setting date and time to show on and hide after, and students grades in a specific assigment or assessment)).
- 6- Click on Add Content.



7- Create your own content using text formats.

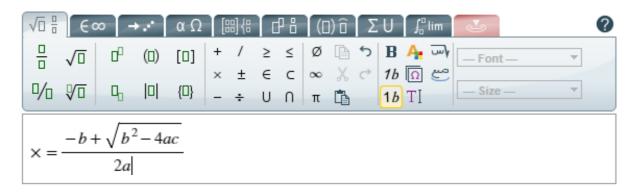


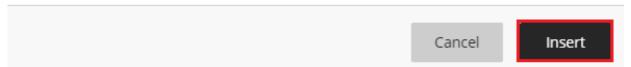
- 8- Use tools to insert a link, or to upload a file ⊕ Ø ⊕ .
- 9- Insert a math formula.
- 10- Insert an image link.
- 11- Insert a media link.
- 12- Insert a YouTube video.
- 13- Upload a file from the cloud storage.
- 14- Add content from content market.

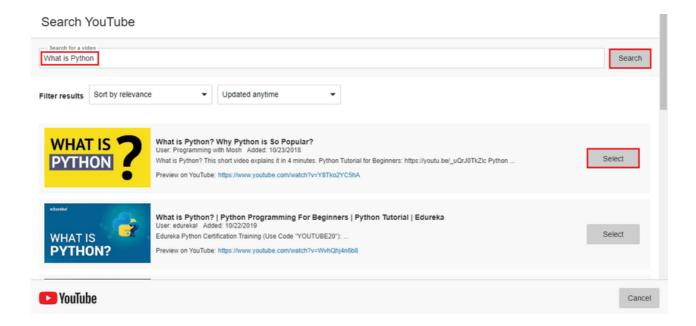
fx Math

- Image
- Media
- ☐ YouTube video
- ⚠ Cloud storage
- Content Market

Insert math formula







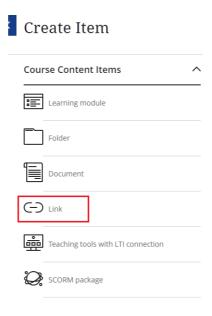


When should you use a link?

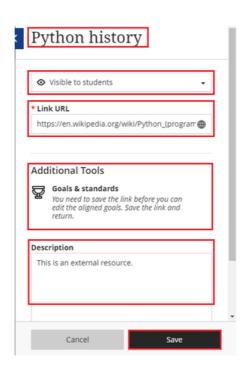
You should use a link when you need to add a content from external resources.

How can you add it?

- 1- Click on \odot in the content area to show up the list.
- 2- Click on ⊕ Create for creating an item.
- 3- Click on Link in Course Content Items list.



- 4- Type a title for the link.
- 5- Determine the link visibility (Visible to students: Which mean the link will be visible all the time, Hidden from students: Which mean the link will be hidden all the time, Release conditions: Which mean the link will be visible depend on instructor conditions such as (Selecting all students or some of them, setting date and time to show on and hide after, and students grades in a specific assigment or assessment)).
- 6- Paste URL (Uniform Resource Locators).
- 7- Link it with goals.
- 8- Type a description for the link.
- 9- Click on Save button.



Python history

Visible to students

This is an external resource.



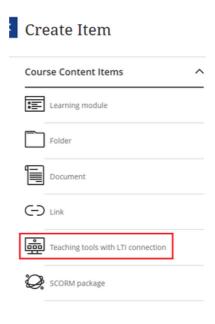
Teaching tool

When should you use a teaching tool?

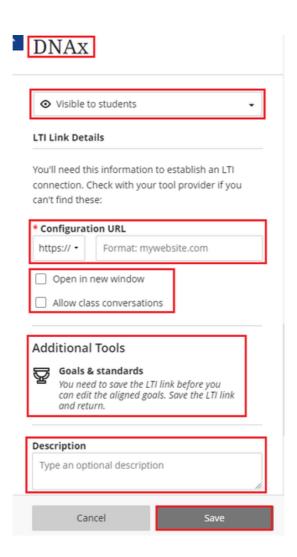
You should use a teaching tool when you need to add a content from external resources with the configuration URL that has been given from tool provider. Note that some configuration URLs require a key or a shared secret.

How can you add it?

- 1- Click on ⊕ in the content area to show up the list.
- 2- Click on ① Create for creating an item.
- 3- Click on Teaching tools with LTI connection in Course Content Items list.



- 4- Type a title for the teaching tool.
- 5- Determine the teaching tool visibility (Visible to students: Which mean the teaching tool will be visible all the time, Hidden from students: Which mean the teaching tool will be hidden all the time.
- 6- Paste the configuration URL (Uniform Resource Locators).
- 7- Check open in the new window checkbox once you want the content to be opened in a new window, check allow class conversations checkbox if it needed.
- 8- Link the teaching tool with goals.
- 9- Type a description for the teaching tool.
- 10- Click on Save button.





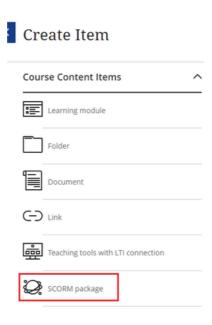
SCORM package

When should you use a SCORM package?

You should use a SCORM package when you build and design a course content using any application such as Articulate storyline 360, after that you want to share it with any learning management system such as blackboard.

How can you add it?

- 1- Click on ⊕ in the content area to show up the list.
- 2- Click on ⊕ Create for creating an item.
- 3- Click on SCORM package in Course Content Items list.



- 4- Click on Upload SCORM package to browse the files in your local device, then choose the SCORM package.
- 5- Click on Browse Content Collection to browse the files in institution content management once the institution adds some SCORM packages, then choose the SCORM package and add it to your course.
- 6- Click on Save button.

