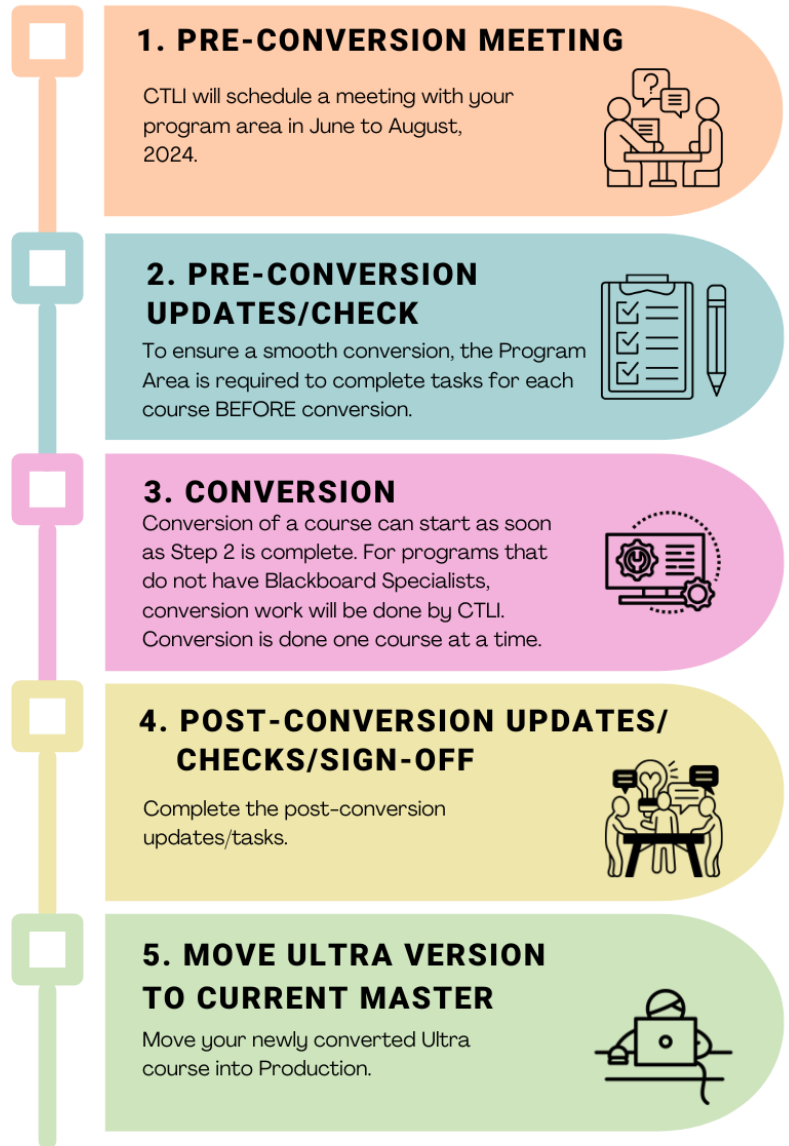# Converting to Blackboard Ultra

It is time for the courses in your program area to be scheduled for upgrade from Blackboard Original to Blackboard Learn Ultra. The project team will work with you to ensure the conversion is as seamless as possible. To facilitate this, we have developed a short overview of the conversion process.

Step 1: Pre-conversion Meeting

CTLI will schedule a meeting with your program area in June to August 2024. The purpose of the meeting is to:

- Confirm and finalize the list of courses to be converted.
- Discuss the best method for converting the courses.
- Review the timing of converting courses - set the start and end dates for conversions.
- Discuss the tasks to be performed by CTLI and the tasks to be performed by the program area. A checklist will be provided for tasks to be performed by the program area BEFORE and AFTER the conversion. Discuss options for support and schedule faculty and staff training.

1. PRE-CONVERSION MEETING

CTLI will schedule a meeting with your program area in June to August, 2024.

2. PRE-CONVERSION UPDATES/CHECK

To ensure a smooth conversion, the Program Area is required to complete tasks for each course BEFORE conversion.

3. CONVERSION

Conversion of a course can start as soon as Step 2 is complete. For programs that do not have Blackboard Specialists, conversion work will be done by CTLI. Conversion is done one course at a time.

4. POST-CONVERSION UPDATES/CHECKS/SIGN-OFF

Complete the post-conversion updates/tasks.

5. MOVE ULTRA VERSION TO CURRENT MASTER

Move your newly converted Ultra course into Production.

 Step 2: Pre-conversion Updates/Checks

To ensure a smooth conversion, the Program Area is required to complete the following tasks for each course BEFORE conversion:

- [ ] Check all links in course are correct and working.
- [ ] Review list of users in course master.
- [ ] Update the Syllabus & Course Outline.
- [ ] Confirm the grade centre is setup correctly in the Original course.
- [ ] Confirm all exams are setup properly in Original course.
- [ ] Review midterms & exams and advise which version is being used (if more than one stored in course).

 Step 3: Conversion

Conversion of a course can start as soon as Step 2 is complete.
For programs that do not have Blackboard Specialists, conversion work will be done by CTLI.
Conversion is done one course at a time.

 Step 4: Post-conversion Updates, Checks & Approval/Sign-off

Complete post-conversion updates:

- CTLI will review your course conversions and provide recommendations for modifications if needed.
- Completion, by the program area, of any updates needing to be done **AFTER** the conversion. A checklist will be provided.
- Programs are to review the course(s) and sign-off on the conversions.
- Ensure faculty and staff are aware of resources and access training.
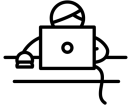
Step 5: Move Ultra Version to Current Master

Move Ultra version into Production:

- The program area will submit a ticket to the Service Desk requesting the Ultra version be moved into production as the current course master.
- If necessary, manually clone the new master for the upcoming course.
- Send a communication to students about Blackboard Ultra Course View (email template will be provided).

If you have questions or need support at any time while converting your courses, please contact ultra@jibc.ca.