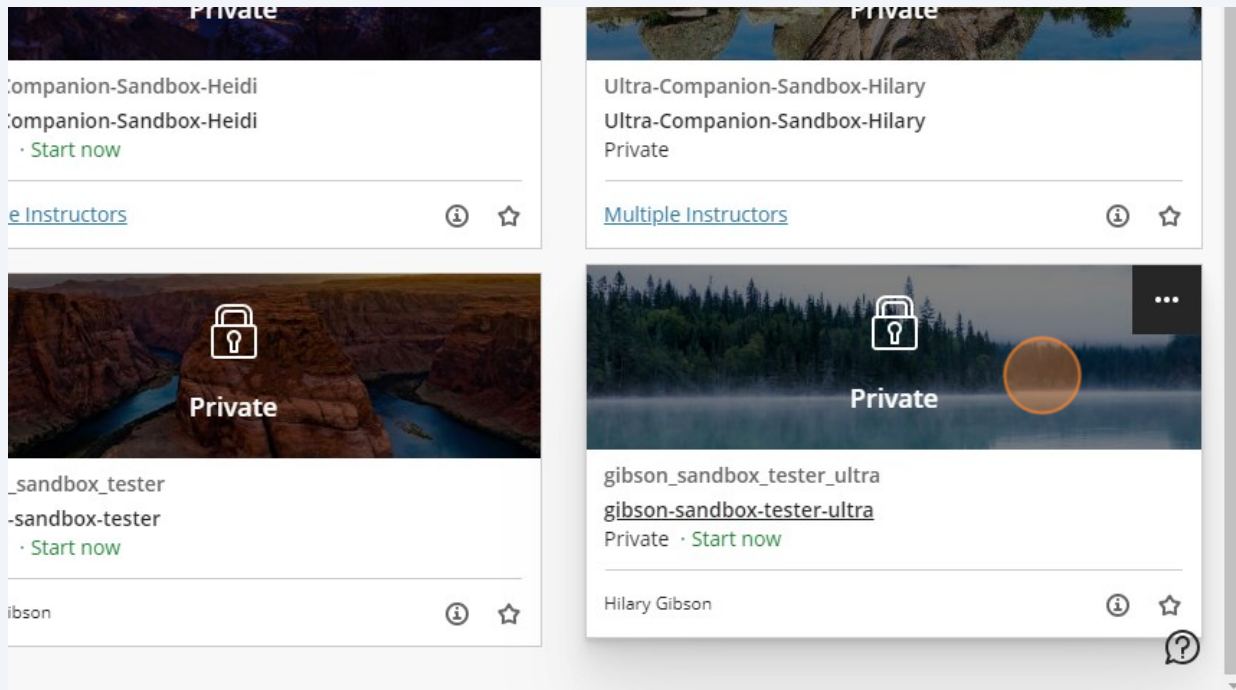
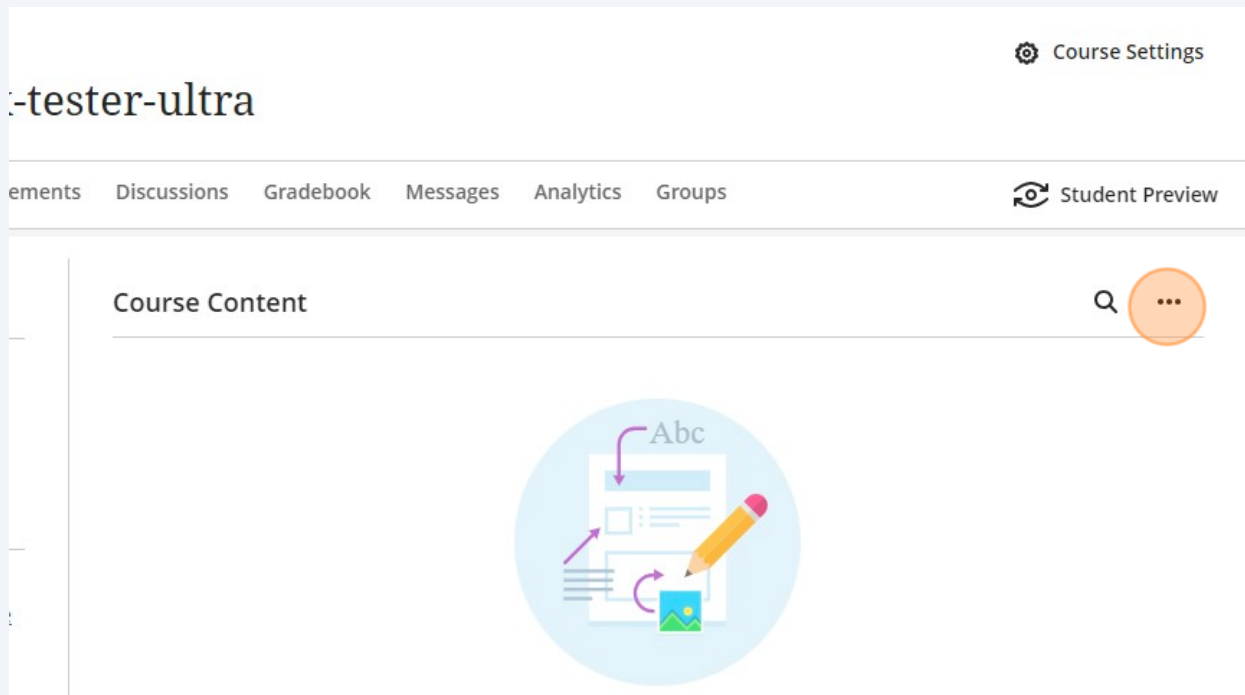


How to Copy Items to a Blackboard Ultra Course

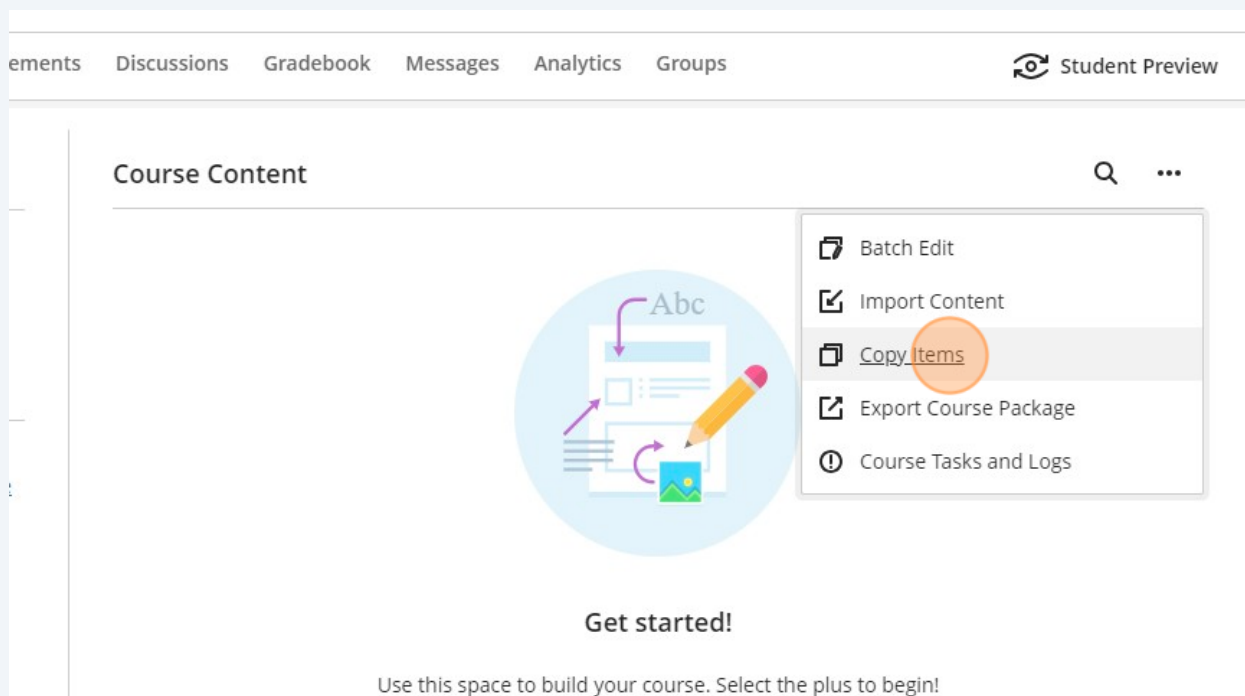
1 Navigate to the Blackboard Ultra course that you are moving Course Content into.



2 In the right corner of the Course Content section, click the three-dot menu button.

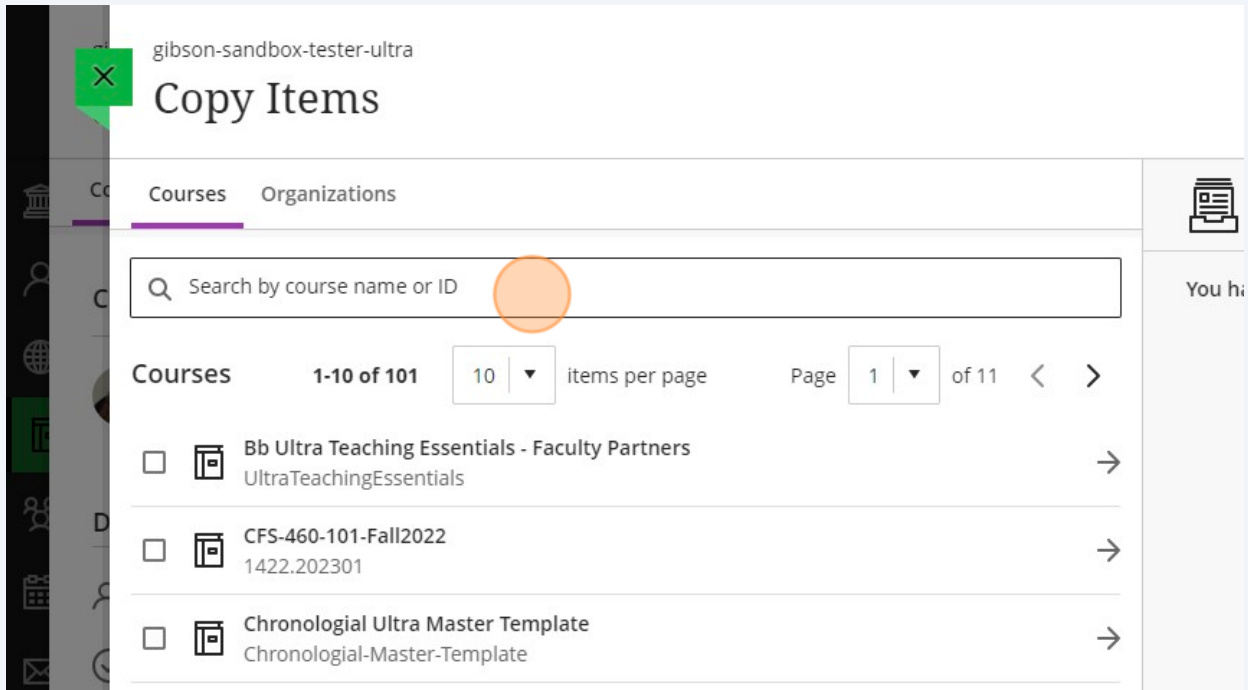


3 Click "Copy Items"



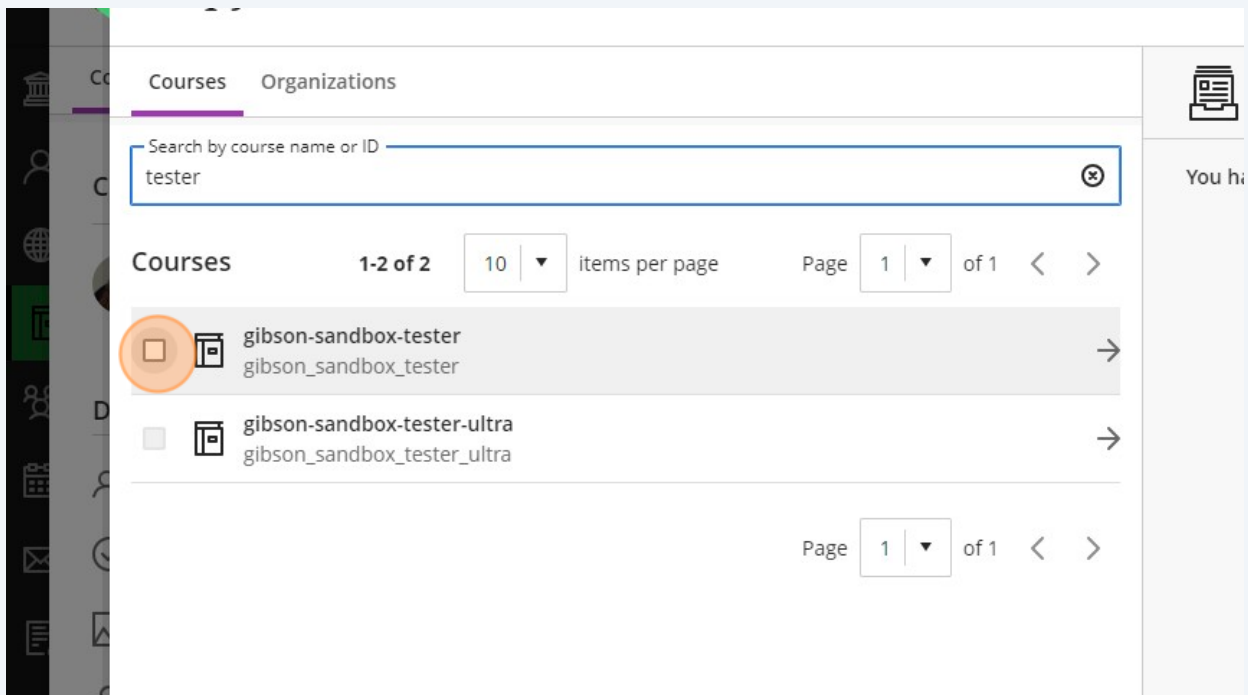
4

Click the "Search by course name or ID" field to find the course that you will be copying materials from. Type in any information to filter the courses and find your course.



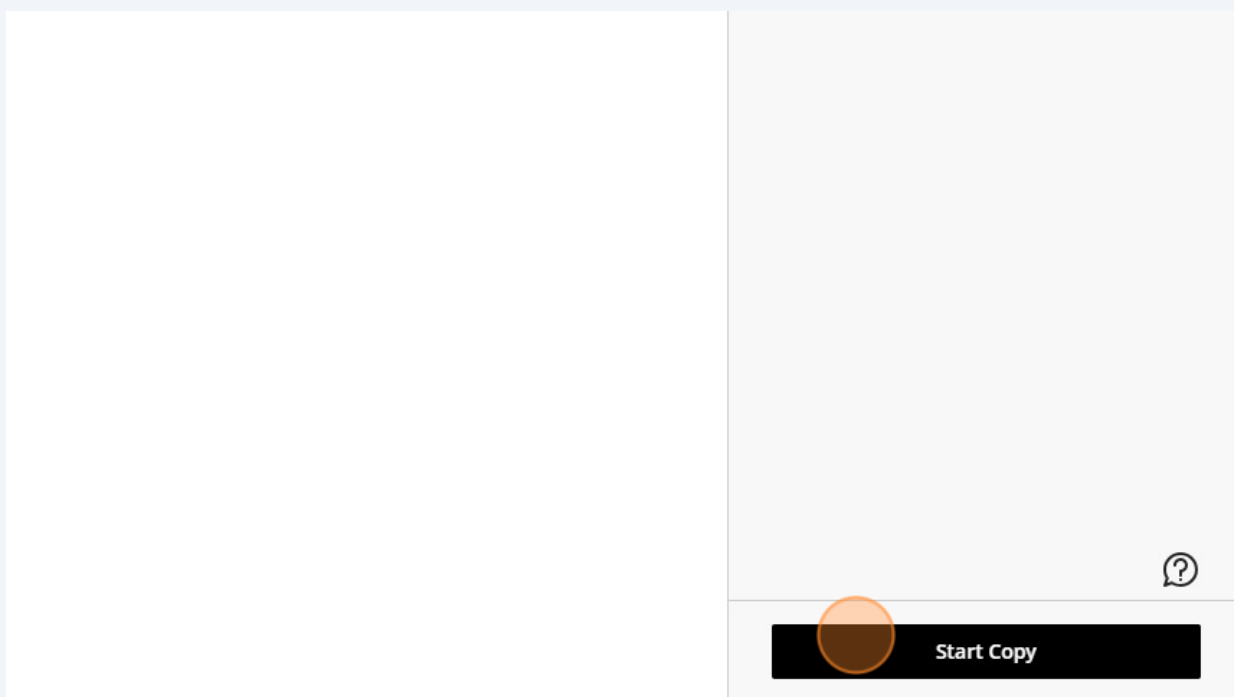
5

Click the checkbox to copy the entire course into the current Ultra Course. If you want to only choose a few items at a time, click the arrow on the right side of the row. This will "open" the course and allow you to pick and choose what items to copy.



6

In the bottom right corner, click "Start Copy" to move materials into the Ultra Course.



After a few minutes, the course materials will show up in the Course Content area in your Ultra Course. There may be an alert showing a list of exceptions. Do Not Worry! Most are formatting differences in the conversion, but they will not affect the content. If you have any questions with your course copy, feel free to email onlinelearning@marshall.edu