Ultra Course Conversion Review Checklist

*Use this checklist to review your course **after** you have converted it to Learn Ultra.*

Items to Review	Suggested Time on Task	Ultra Resources
Set your **profile picture** and configure your **notifications**. Select your name in the Ultra base navigation to view your profile and set your profile picture. **Create an introduction video** to welcome students to your course. Choose what notifications you receive in the Activity Stream, via email, and via SMS. *Note.* Instruct your students to set their profile picture and configure their settings too.	**30 to 60 minutes**	View and edit your profile Notification settings Create a welcome video
Create a course introduction module "**Start Here**" under Course Content. Add or drag/drop into place the syllabus, course schedule, and any other information students need to get started in the course.	**30 minutes**	Creating Containers for Content
Determine how course content will be organized. Examples include: by week, by module, by topic, by type. Create corresponding folders under "Course Content" in the Ultra course (e.g., Module 1, Module 2). Add or drag/drop content into place. *Note.* You can create two levels of folders to organize your content. Students can more easily locate your content and it is easier to manage. Students also can more easily navigate on smaller screens when they do not have to search for course materials.	**30 to 60 minutes**	Presenting Content Create Learning Modules Create Content Items or Documents
For *converted* content, check each item for formatting differences, broken links, and	**60 to 90 minutes**	Converted Content Ally Accessibility checker

Questions about Course Conversion? **Email:** ultrasupport@triton.edu

Ultra Course Conversion Review Checklist

*Use this checklist to review your course **after** you have converted it to Learn Ultra.*

Items to Review	Suggested Time on Task	Ultra Resources
missing images. Use Ally to discover and repair broken links. Make sure all word documents, pdf's and other course content is accessible as required by federal law.		
Conversations. Enable Conversations on course content and assignments throughout the course. Conversations are used to facilitate quick exchanges on specific content. *Note*. Inform your students that you are using Conversations and share related help links.	**15 minutes**	Conversations on course content and assignments in Ultra Student information about Conversations
Conditional Availability. "Adaptive Release" from the Original course experience is called "Conditional Availability" in the Ultra course experience. Currently, you can release content with dates or based on performance and in a sequence. You may need to rebuild content release criteria for *converted* content.	**15 to 60 minutes**	Release content with Conditional Availability
Announcements. Course announcements appear in the "Details & Actions" area of the Course Content page. Announcements *converted* from your Original course may appear as content items; you may need to copy/paste the Announcement text into a new Announcement in the Ultra course and save the draft, schedule it, or post it immediately.	**15 to 45 minutes**	Announcements
Assignments. Ensure that *converted* Assignments appear as Assignments. You	**45 to 90 minutes**	Create an Assignment

Questions about Course Conversion? **Email:** ultrasupport@triton.edu

Ultra Course Conversion Review Checklist

*Use this checklist to review your course **after** you have converted it to Learn Ultra.*

Items to Review	Suggested Time on Task	Ultra Resources
may need to create a new Assignment in the Ultra course and copy/paste the Assignment text into it. Check and add/edit Assignment settings such as: Availability, Groups, Conversations, Due Date, Rubrics, Alignments, and Grade Categories.		Rubrics Grading Assignments Grade Categories
SafeAssign. SafeAssign compares submitted assignments against public databases and institutional document archives to identify areas of overlap between the submitted assignment and existing works. You can enable the SafeAssign Originality Report through Assignment/Assessment settings for each Assignment/Assessment in the Ultra course.	**30 to 60 minutes**	SafeAssign Grading with SafeAssign
Discussions. Ensure that *converted* Discussions appear as Discussions. You may need to create a new Discussion in the Ultra course and copy/paste the Discussion prompt text into it. Discussions can be created *inline* under Course Content in the Ultra course or via the *Discussion tool* available in the course navigation bar in the upper righthand corner. *Note*: When creating discussions from the navigation bar, you will have the option to include the discussion on the Course Content page (in Discussion settings). Discussions created inline on the Course Content automatically appear in the navigation bar.	**30 to 60 minutes**	Create Discussions Group Discussions Manage Discussions

Questions about Course Conversion? **Email:** ultrasupport@triton.edu

Ultra Course Conversion Review Checklist

*Use this checklist to review your course **after** you have converted it to Learn Ultra.*

Items to Review	Suggested Time on Task	Ultra Resources
Rubrics. When you create or edit an Assignment, Test, or Discussion, you can create a new rubric or associate an existing rubric with the item. Currently, all rubrics are percentage- based, which means the criteria total percentage must equal 100%. *Converted* rubrics will appear as percentage-based rubrics in the Ultra course. You may choose to adjust the criteria percentages.	**30 to 60 minutes**	Rubrics
Tests. Ensure that *converted* Tests deploy as Tests. You may need to reconceptualize and/or rebuild Tests that, in their Original form, have settings and/or question types not currently supported in Ultra courses. ***Note***: Ultra courses support Group Tests and External Submissions.	**30 to 90 minutes**	Create Tests Question Types Edit Tests and Questions
Blogs. Blogs are not currently supported in Ultra courses. Instead, transform Blog assignments into post-first Discussions. Alternatively, try using Edublogs.	**15 to 30 minutes**	Blogs are not supported Use "post-first" discussions instead
Wikis. Wikis are not currently supported in Ultra courses. Instead, transform the Wikis into a Group Discussion or Group Assignment. Alternatively, try using Padlet or google docs.	**15 to 30 minutes**	Group Discussion Create Group Assignments
Journals. Journals are personal spaces for students to communicate privately with you. Students can also use journals as a self-reflective tool. They can post their opinions, ideas, and concerns about the course, or discuss and analyze course-related materials.	**30 to 60 minutes**	Create Journals
Gradebook. As you create	**60 to 75**	Navigate Grading

Questions about Course Conversion? **Email:** ultrasupport@triton.edu

Ultra Course Conversion Review Checklist

*Use this checklist to review your course **after** you have converted it to Learn Ultra.*

Items to Review	Suggested Time on Task	Ultra Resources
gradable content (assignments, assessments, discussions), corresponding gradebook columns are generated. *For converted courses,* check that all gradable items appear in the Gradebook. As needed, add a row/column for an item or calculation by selecting the plus sign that appears between existing rows/columns. Rearrange items in the *row view*, by pressing the Move icon in the row of the item you want to move and dragging the item to the new location.	minutes	Grade Columns Grading Schemas
Review your course using the Ultra app.	15 to 30 minutes	Blackboard Learn on the App store Blackboard Learn on Android / Google

Questions about Course Conversion? **Email:** ultrasupport@triton.edu