Blackboard ULTRA
Start the Semester Checklist

1   **Copy Your Sandbox or Past Course To Your New Course Shell**
You can copy an existing Ultra course or sandbox to your new shell. If you're new to teaching this course, have your department head contact BlackboardHelp@uams.edu to approve your access to a previous version of this course.

2   **Update Course Information**
Ensure that all course information, including syllabus, course schedule, and instructor contact information, is current and accurately reflects the upcoming term.

3   **Check and Update Content**
Review all course materials, such as lectures, readings, and assessments, to ensure they are up-to-date and relevant. Replace any broken links or outdated media and materials with recent versions. If applicable, ensure your webinar links and tools function properly.

4   **Confirm Respondus Lockdown Browser**
If you copied over Respondus Lockdown Browser or Monitor exams, you must access the Respondus Lockdown Browser Dashboard once before students can start taking exams.

5   **Check Content Release Dates**
Use the Batch Edit Tool to check your visibility and due dates for your course content and assessments. Update them as necessary. You may need to check release conditions separately if you apply multiple rules or release by groups. You can click **Edit Release Conditions** next to the content's name.

6   **Set Up and Review the Gradebook**
Ensure the Gradebook matches the items and calculations prescribed in your syllabus. Testing your grade book calculations is a good idea, especially after making changes. Use the student preview mode to generate a dummy account. Return to the instructor mode and input grades for your preview account to test the calculations.

7   **Create and Schedule Announcements**
Prepare and schedule initial announcements to welcome students, provide course information, and outline expectations for the first week.

8   **Review Roster**
Check your course roster to ensure your students are there. Add accommodations as necessary.

9   **Open your Course to Students**
Once you are ready, make your course available to students. You can also change your course availability dates if you want your course shell to open earlier than its official start date.

Get expert help with ULTRA at BlackboardHelp@uams.edu.