

# Quick Guide – Ultra Course View: Content and Communication

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This Quick Guide will take you through the process of uploading and creating content in the Ultra Course View.

### Ultra Course View

When you open an Ultra course, the landing page is the *Course Content* tab with all content in the course displayed in the main part of the page. Clicking an individual content item will open it in a layer on top of the Course Content page. Close layers to go back to a previous spot in your course. Navigate your course using the following menu items:

- **Navigation Bar:** this is located at the top left of the screen, with tabs going to course content, calendar, announcements, discussions, gradebook, messages, analytics, and groups.

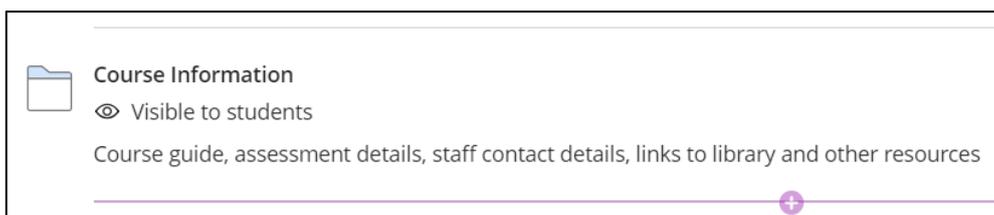


*Figure 1 Shows navigation bar in Ultra Course View.*

- **Details & Actions:** a menu on the left-hand side with links to the class register, progress tracking, course image, open and close the course, Class Collaborate, attendance, books and tools, question banks, and Microsoft Teams.

### Create Content

Select the plus sign wherever you want to add content.



*Figure 2 Shows plus sign for adding content in Ultra Course View.*

To add content inside a folder or a learning module, click the folder first to open it and select the plus sign inside the folder or learning module.

When you click on the plus sign the options are:

- **Create:** Add learning modules, folders, documents, links, assignments, tests, discussions, and journals. A panel opens, and you can choose the content type you want to add.
  - **Create, Document** opens a blank page that can be used to present a combination of content, e.g. add text, upload files, images and videos. **Add a Title** over the text “New Document”. Then scroll down to select **Add Text** or **Upload files**.

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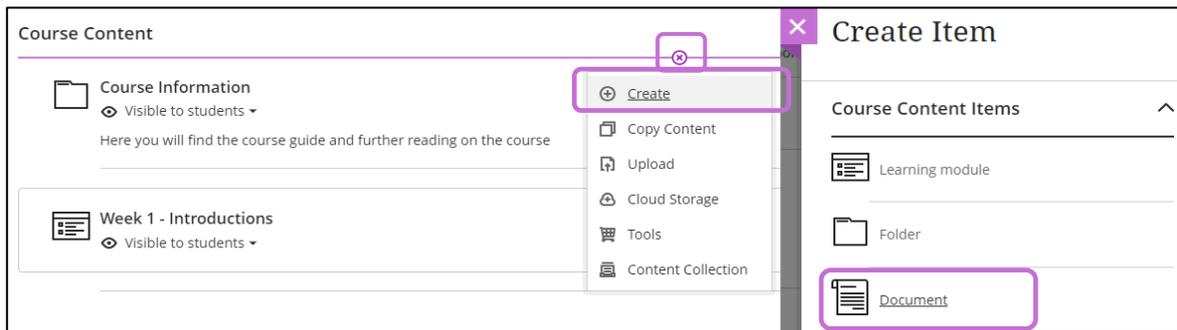


Figure 3 Shows adding an Ultra Document.

- Instead of creating a new item you can also:
  - **Upload** files from your computer.
  - **Drag and drop** files from your desktop straight to your course area.
  - **Copy Content** from other Ultra courses you teach.
  - Add content and tools from external sources (e.g. Panopto and Turnitin) through **Tools**.
  - Connect to **Cloud Storage** like OneDrive to upload files.
  - Create an **embedded Cloud Document** or a **Cloud Collaboration**.
  - Add files stored in the **Content Collection**.
  - Add files stored in the **Content Collection from within an Ultra Document**.

## Embedded Cloud Document and Cloud Collaboration (OneDrive integration)

[Embedded Cloud Document](#) allows you to select a file from your OneDrive to upload into the course. Students can access a read-only version of the document, viewing it directly in their browser without having to download it. Staff can edit the document in browser using the **Edit document** button.

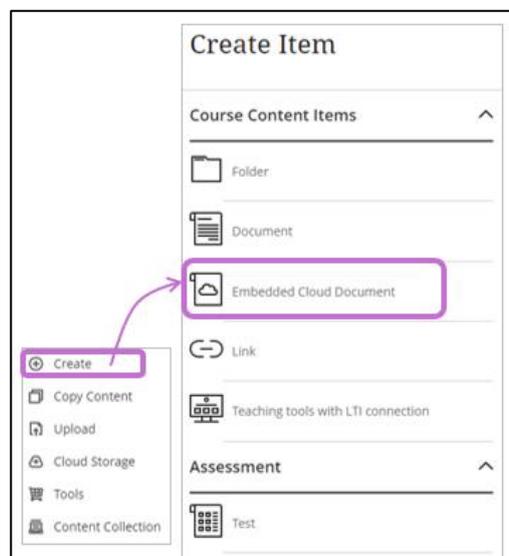


Figure 4 Screenshot showing creating an embedded cloud document.

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[Cloud Collaboration](#) creates a Word, a PowerPoint, or an Excel file, that all staff and students enrolled in the course can edit.

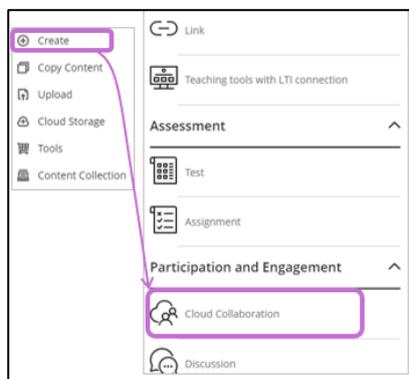


Figure 5 Screenshot showing creating a collaborative document

## Cloud Documents - Key Points to Note:

1. Using the OneDrive integration automatically creates a Sharepoint site for the MyAberdeen course. The Embedded Cloud Documents and Cloud Collaboration files will be stored in the Sharepoint site and embedded into the course from there.
2. Share appropriately! The Embedded Cloud Document gives students read-only access to a live document, whereas the Cloud Collaboration gives students edit access.
3. Students can access Cloud Documents via the course's SharePoint site too (not only via MyAberdeen). If Cloud Document is deleted or made unavailable via MyAberdeen, it will remain available in the Sharepoint site until it is manually deleted from Sharepoint.
4. The SharePoint site associated with the course on MyAberdeen will be deleted after 3 years as part of the archive process of MyAberdeen courses.
5. Users with 'guest-read only access' and 'lecturer-no grade centre access' roles cannot access an Embedded Cloud Document until at least one student has opened the file first.

## Adding Files from the Content Collection

To add files from the Content Collection from within an Ultra Document, you can either select the 'Browse Content Collection' when building your Ultra Document or from the content editor, you can select the add content icon and then select 'Content Collection'.

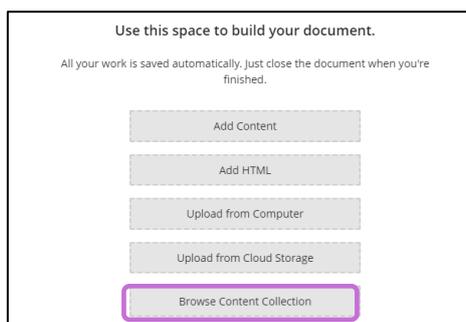


Figure 6 shows the option to Browse Content Collection when building an Ultra Document.

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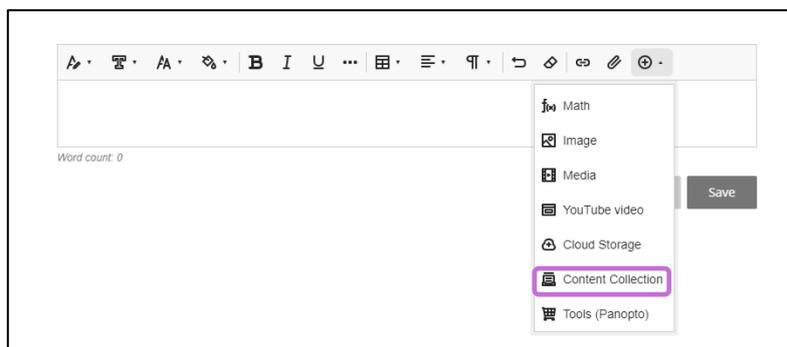


Figure 7 shows the Content Collection option highlighted from the content editor in an Ultra Document.

## Copying Content from Another Course

To [copy content](#), including question banks and assessments, from other Ultra courses, or from an Original course, please follow the steps below:

- Select the ellipses at the top right of the Course Content page.
- Select 'Copy Content'.

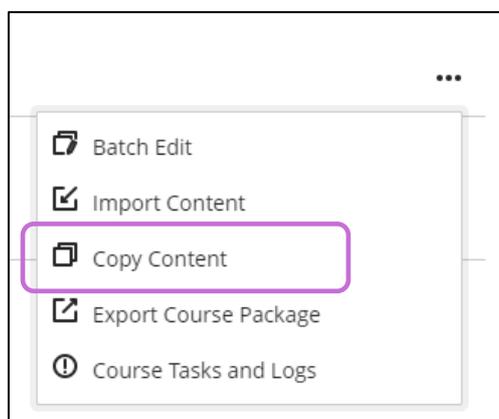


Figure 8 Shows copy content option in Ultra Course View.

- Enter the course code of the course you would like to copy content from.
- Select which content you would like to copy and select 'Copy selected content'.

## Visible to Students?

Students will not be able to access content until you decide to show it. Select an item's visibility to change the view. You can also add **Release condition** rules to release content, based on date/time, how a student performs on other items in your course or on selected users/groups. Items within a learning module can also be *released by sequence*, which will force the students to view the items in the order they are in the learning module.

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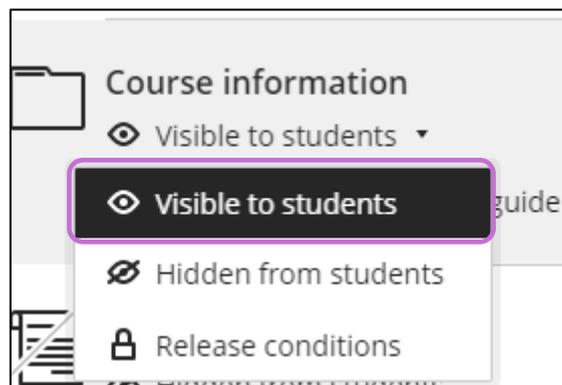


Figure 9 shows an item's visibility options, indicating the item is visible to students.

## Edit and Delete Content

In an item's row, select the menu (ellipses) to access the Edit and Delete options.



Figure 10 shows edit and delete content options.

## Organise with Folders

You can create two levels of folders to organise your content. Edit a folder to add folder descriptions to help students understand what content you have included in them.

## Reorder and Move Content Easily

Hover your cursor over an item and left click to select it, then drag the item to a new location in the list. The 'move' icon will appear to the left-hand side of the box. Items can be reordered and moved in and out of folders. When dragging, wait until a space appears in the new location before dropping the item there. This is indicated by a purple box behind the item being moved.



Figure 11 shows the 'move' icon.

## Ultra: Create a Discussion

Discussions can be created either directly on the Course Content page, so that it appears with the rest of your content, or from the Discussion page accessed via the top navigation bar. From the discussion settings, you can choose if the discussion is displayed on the Course Content page or only in the Discussions tab.

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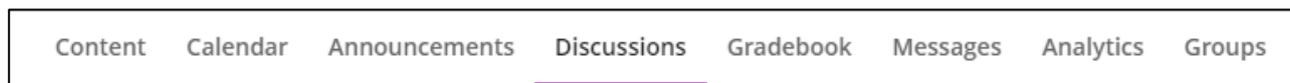


Figure 12 shows Discussions tab on Navigation Bar

## ULTRA: Create a Test or an Assignment

Tests and assignments can be created alongside other content. On the *Course Content* page, select the plus icon, then select *Create* to open the *Create Item* panel and select *Test or Assignment*. The *New Test/Assignment* page opens. A gradebook item is created automatically for tests and assignments.

- Click on the pen icon to rename the test/assignment.



Figure 13 shows pen icon for editing assessment name.

- For tests and assignments, the same question types are available. Add questions to build a test.
- To create an assignment, use *Add text* to add instructions. Students will have the option to attach files or type in a submission, so there is no need to add an Essay Question for a simple file submission assignment.

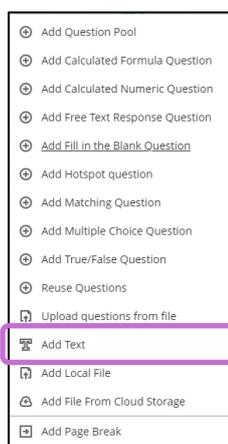


Figure 14 shows question types in Ultra Course View.

- Click on the cog icon to reveal all the *Test/Assignment Settings*.



Figure 25 shows the settings cog.

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## Search Course Content tool

Students and staff can use the Search Content Tool to search for the title of any item within the course content. Be sure to use clear and concise nomenclature to aid searches.

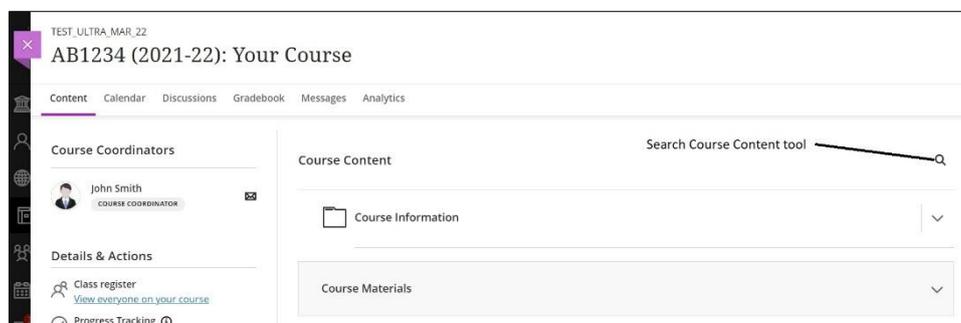


Figure 16 Search Course Content tool

## Further Resources

- [Course Design Guidelines](#)
- [eLearning on StaffNet](#)
- Toolkit: [MyAberdeen: Staff](#)
- Blackboard Help: [What is Ultra](#)
- Blackboard Help: [The Ultra Course View](#)
- Blackboard Help: [ULTRA: Create content](#)
- Blackboard Help: [ULTRA: Create a document](#)
- Blackboard Help: [ULTRA: Where to find discussions](#)
- Blackboard Help: [ULTRA: Create a test](#)
- Blackboard Help: [ULTRA: Create an assignment](#)
- Blackboard Help: [ULTRA: Cloud Documents \(OneDrive integration\)](#)
- [MyAberdeen: Ultra course view - Creating Assignments](#)
- [MyAberdeen: Ultra Course View – Grading and feedback \(assignments\)](#)
- [MyAberdeen: Ultra Course View – Releasing grades to students \(assignments\)](#)
- [MyAberdeen: Ultra Course View - Setting up tests, releasing grades and feedback](#)
- [MyAberdeen: Ultra Course View – Copying Content](#)
- [MyAberdeen: Turnitin \(for staff\)](#)
- [MyAberdeen: Creating Groups](#)