



جامعة الأمير سطام بن عبد العزيز
PRINCE SATTAM BIN ABDULAZIZ UNIVERSITY

Migrating Course Content from Blackboard Original to Blackboard Ultra

User guide

Dear Faculty Member,

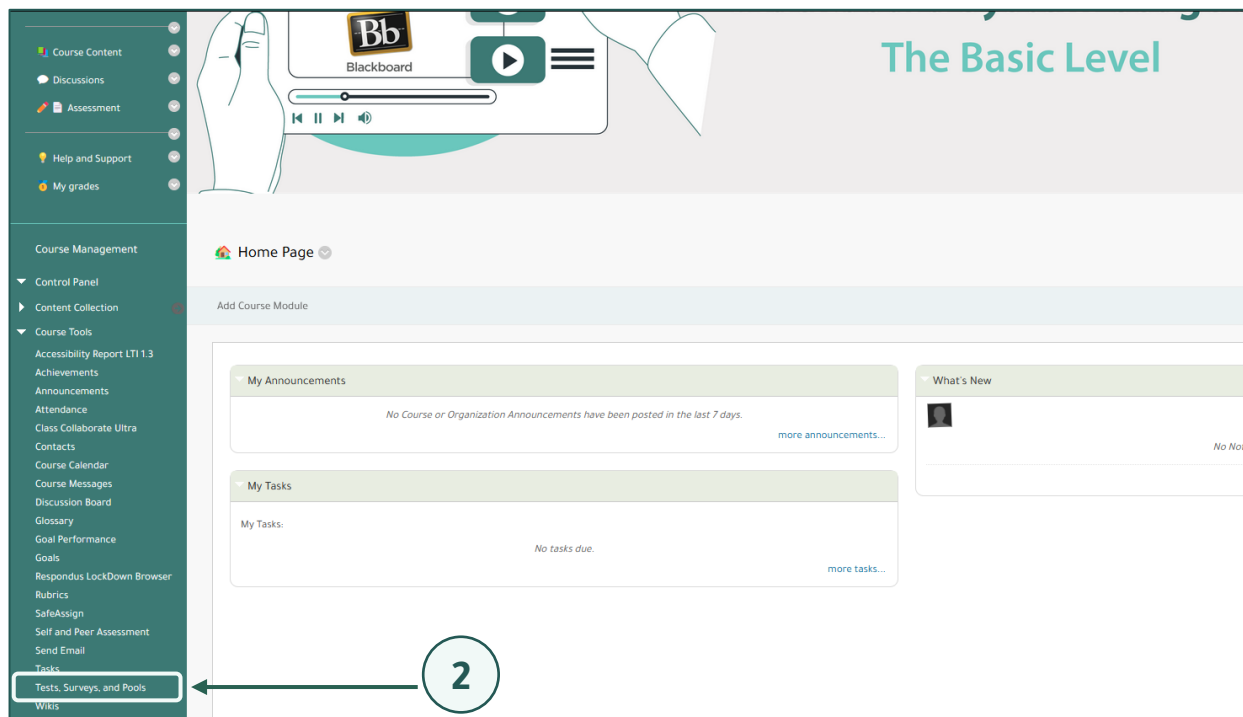
In this Guide, we will learn how to transfer course content from **Blackboard Original (Original Course View)** to **Blackboard Ultra (Ultra Course View)** easily and without data loss, along with key notes to ensure the process succeeds.

Blackboard Ultra is the latest release and provides a more advanced user experience and modern tools for effective course management. Before you transition, please follow the three steps below to ensure content is migrated correctly and safely.

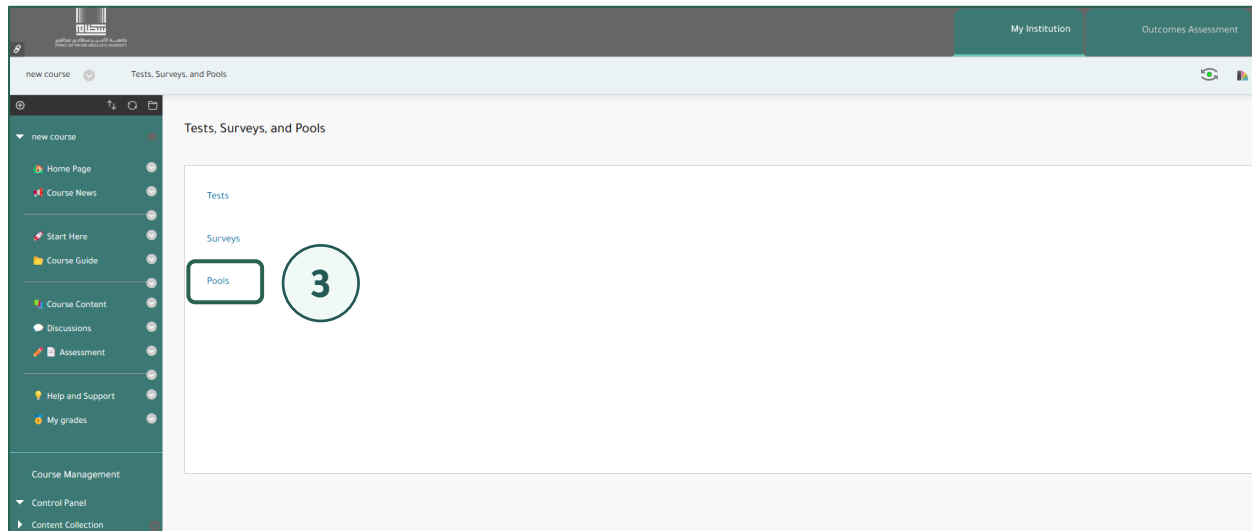
Step 1: Convert Tests to Question Banks

Before exporting, make sure all tests are converted into **question Pools** (in Original these are called **Pools**). To convert tests to Question Banks, follow these steps:

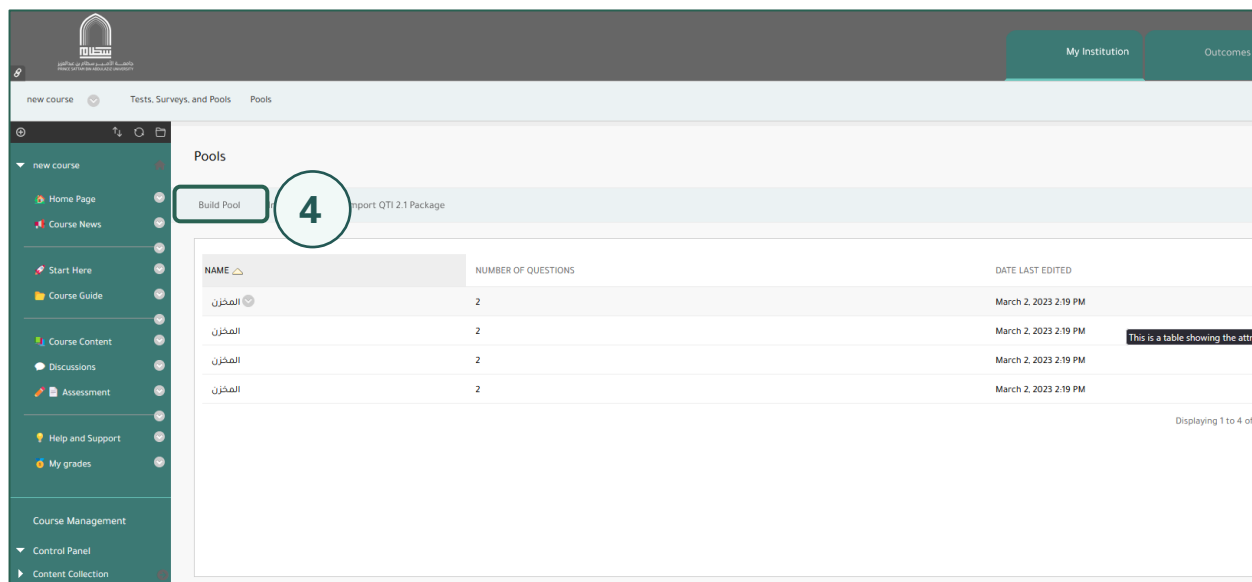
- 1 Open the course that contains the tests you want to move.
- 2 From the left course menu, select Course Tools, then choose Tests, Surveys, and Pools.



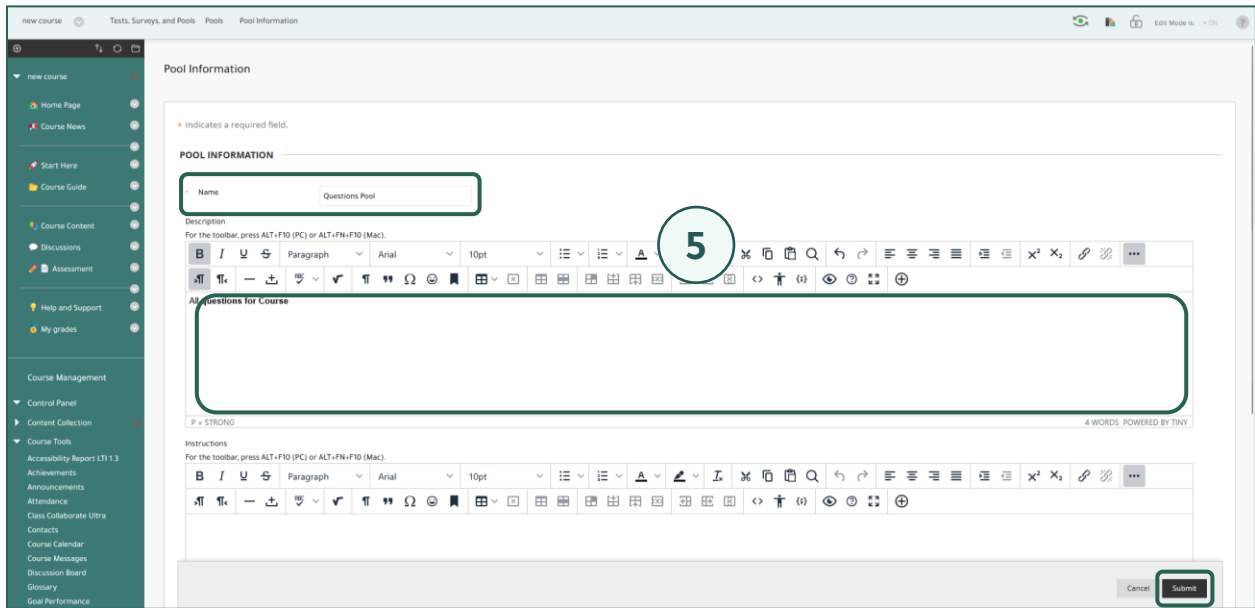
3 Select **Build Pool** (Create Pool), enter a name and description, then click **Submit**



4 Select Build Pool (Create Pool),



5 Enter a name and description, then click Submit.



new course Tests, Surveys, and Pools Pools Pool Information

Pool Information

Indicates a required field.

POOL INFORMATION

Name Questions Pool

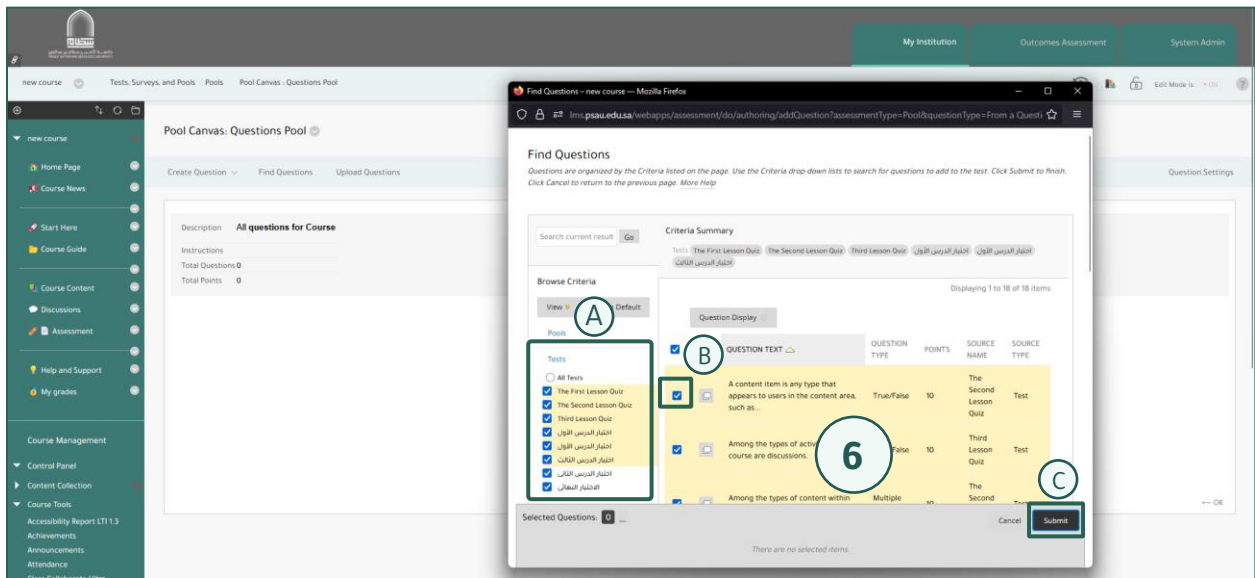
Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

5

Submit

6 To add questions from existing tests: open the pool, click Find Questions, choose the tests that contain the required questions, select the questions, then click Submit to add them to the pool.



new course Tests, Surveys, and Pools Pools Pool Canvas: Questions Pool

Find Questions

Questions are organized by the Criteria listed on the page. Use the Criteria drop-down lists to search for questions to add to the test. Click Submit to Finish. Click Cancel to return to the previous page. More Help

Search current result Go

Criteria Summary

1 - The First Lesson Quiz 2 - The Second Lesson Quiz 3 - Third Lesson Quiz 4 - اختبار الدرس الأول 5 - اختبار الدرس الثاني

Browse Criteria

View A Default

Points

Tests

1 - The First Lesson Quiz 2 - The Second Lesson Quiz 3 - Third Lesson Quiz 4 - اختبار الدرس الأول 5 - اختبار الدرس الثاني 6 - اختبار الدرس الثالث 7 - اختبار الدرس الرابع

QUESTION TEXT B

A content item is any type that appears to users in the content area, such as...

QUESTION TYPE POINTS SOURCE NAME SOURCE TYPE

True/False 10 The Second Lesson Quiz Test

Among the types of activity course are discussions 6

False 10 Third Lesson Quiz Test

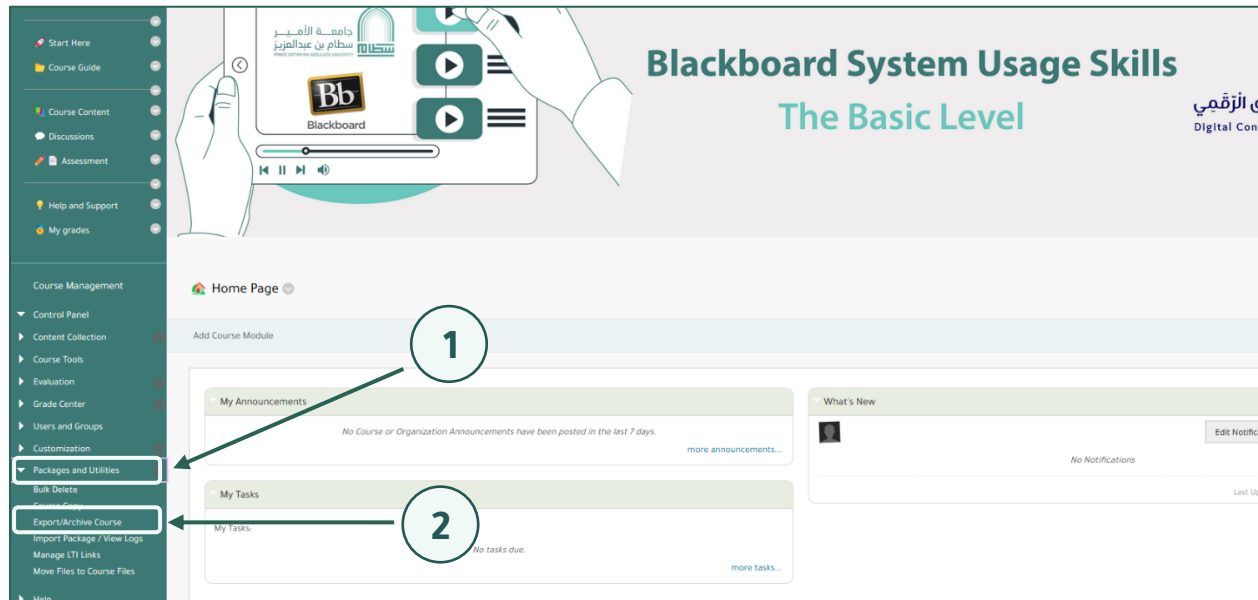
Among the types of content within Multiple 10 The Second Lesson Quiz Test

Selected Questions 0

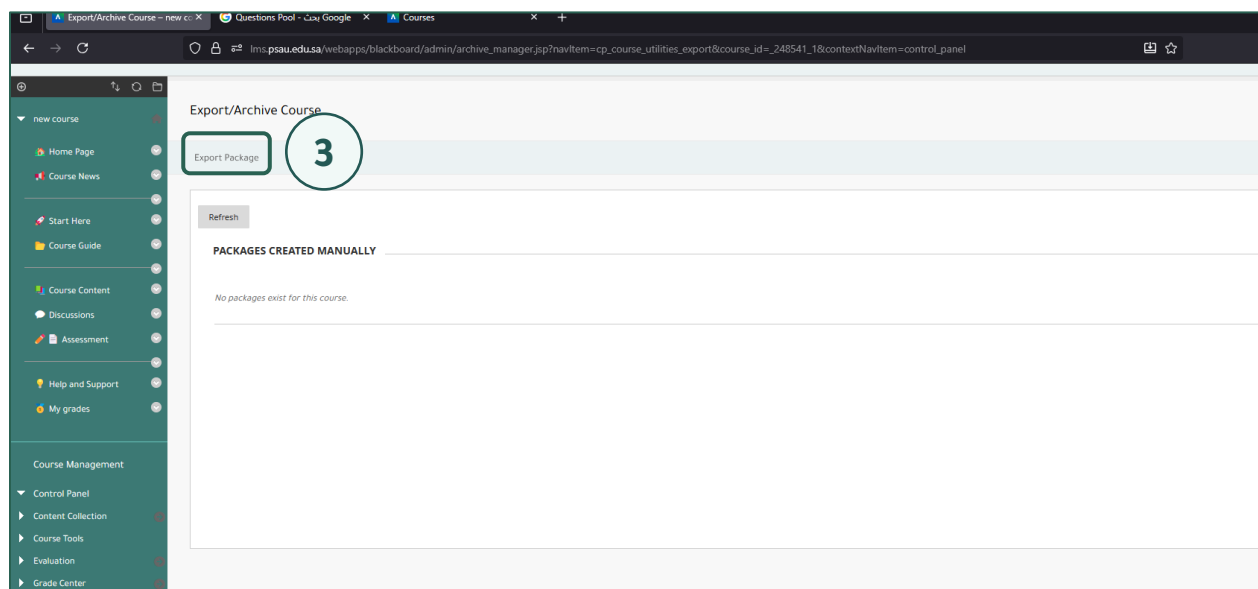
Submit

Step 2: Export the Course from Blackboard Original

- 1 Open the course you intend to migrate. From the Control Panel, go to **Packages and Utilities**.
- 2 Choose Export/Archive Course

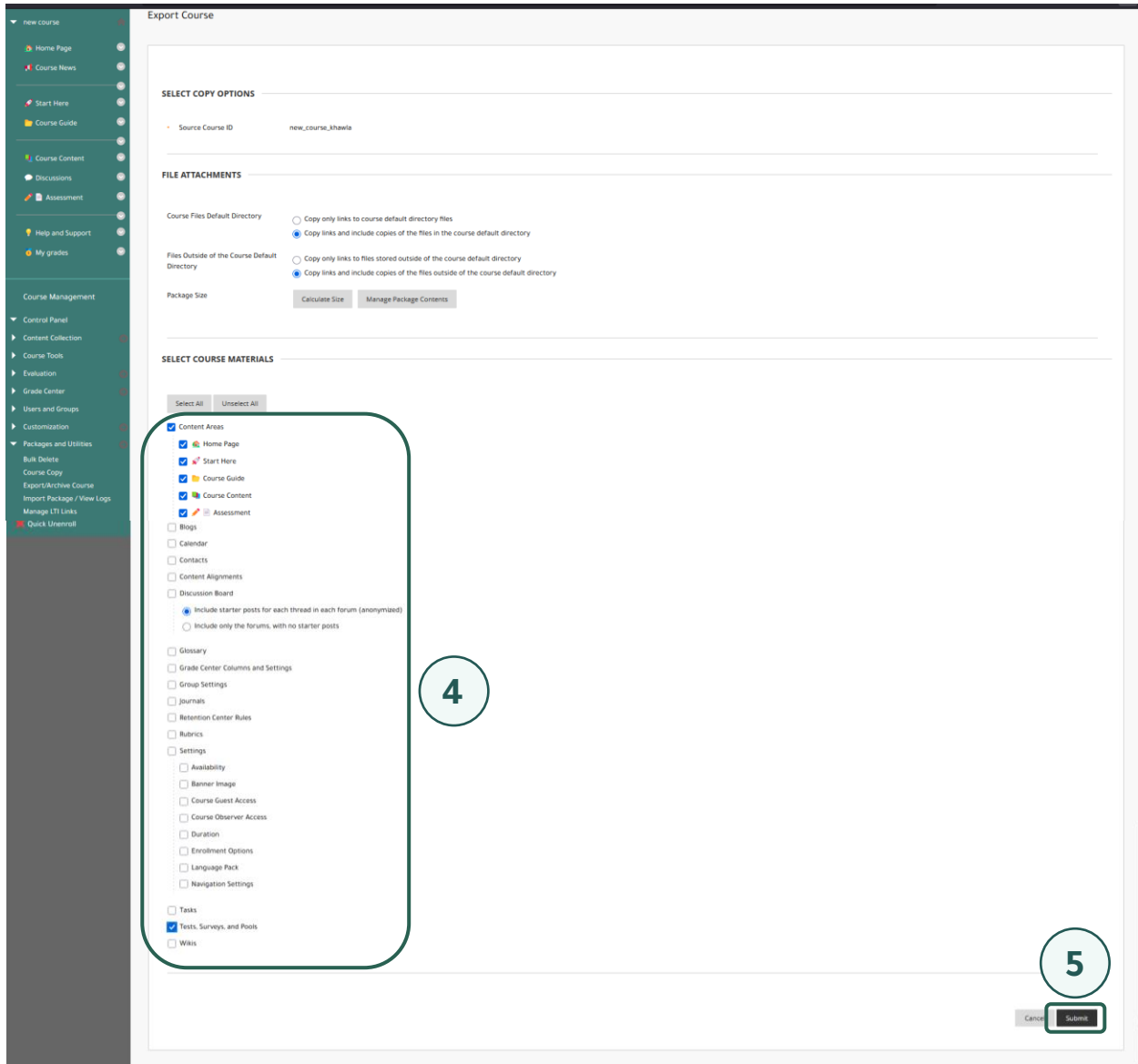


- 3 Then click Export Package.



4 Under Select Course Materials, choose Content Areas and Tests, Surveys, and Pools to avoid errors.

5 Click Submit and wait for the export file (.zip) to be generated.



Export Course

SELECT COPY OPTIONS

Source Course ID: new_course_khawi

FILE ATTACHMENTS

Course Files Default Directory: ☐ Copy only links to course default directory files ☒ Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory: ☐ Copy only links to files stored outside of the course default directory ☒ Copy links and include copies of the files outside of the course default directory

Package Size:

SELECT COURSE MATERIALS

☒ Content Areas

☒ Home Page

☒ Start Here

☒ Course Guide

☒ Course Content

☒ Assessment

☐ Blogs

☐ Calendar

☐ Contacts

☐ Content Alignments

☐ Discussion Board

☒ Include starter posts for each thread in each forum (anonymized)

☐ Include only the forums, with no starter posts

☐ Glossary

☐ Grade Center Columns and Settings

☐ Group Settings

☐ Journals

☐ Retention Center Rules

☐ Rubrics

☐ Settings

☐ Availability

☐ Banner Image

☐ Course Guest Access

☐ Course Observer Access

☐ Duration

☐ Enrollment Options

☐ Language Pack

☐ Navigation Settings

☐ Tasks

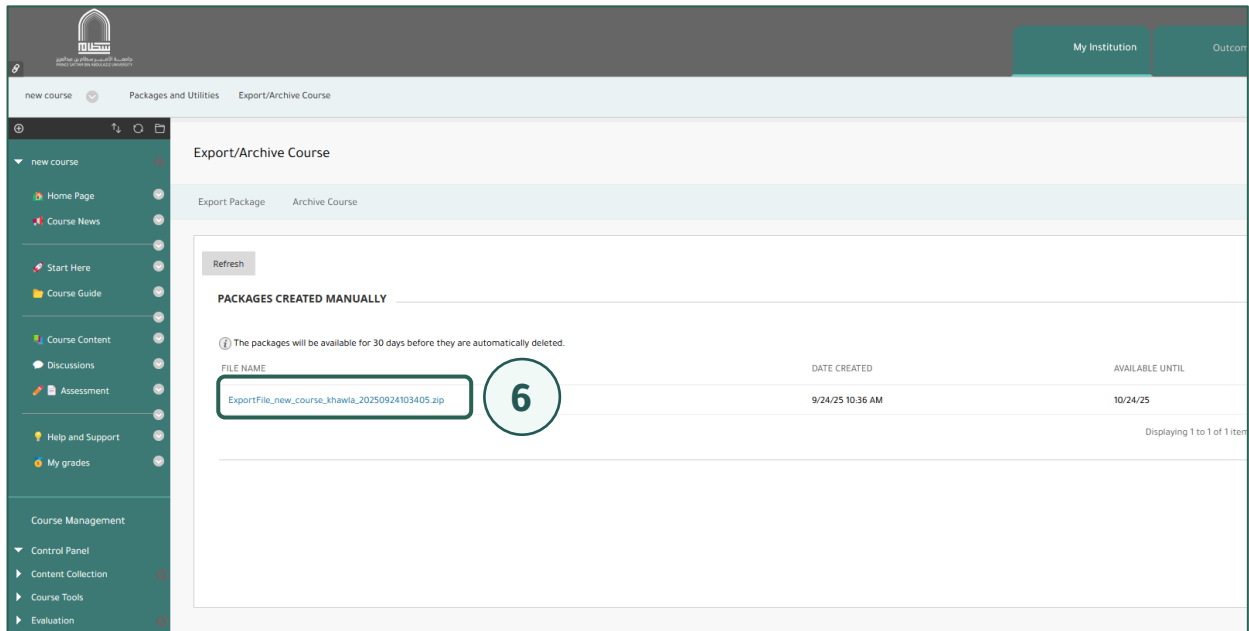
☒ Tests, Surveys, and Pools

☐ Wikis

5

6

Once the file appears, download it to your device without unzipping it.



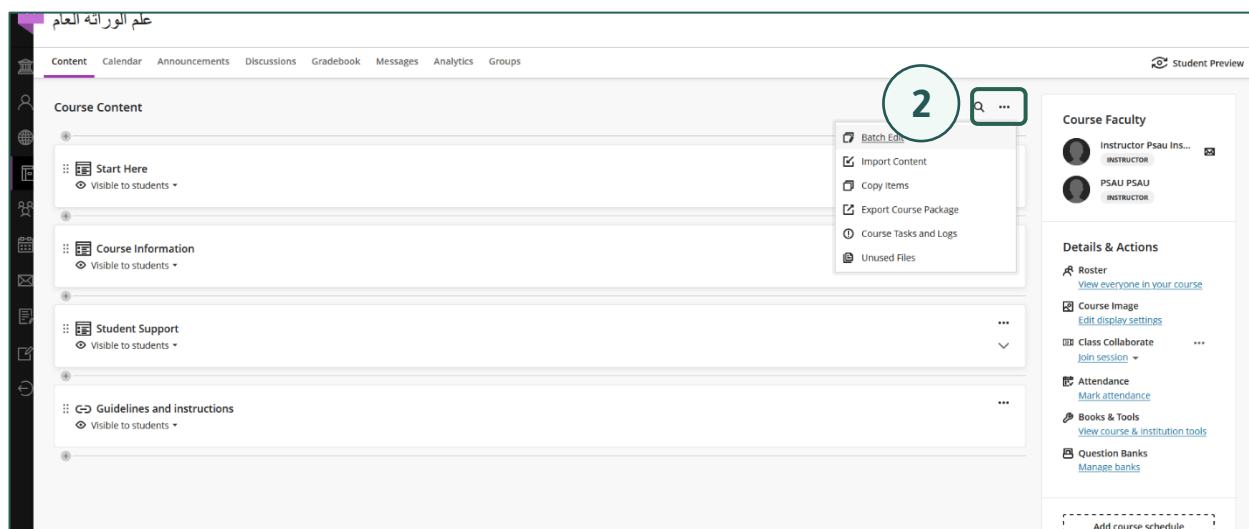
The screenshot shows the 'Export/Archive Course' page. On the left is a sidebar with navigation options. The main content area has a 'Refresh' button and a section titled 'PACKAGES CREATED MANUALLY'. Below this is a table with the following data:

FILE NAME	DATE CREATED	AVAILABLE UNTIL
ExportFile_new_course_khawla_20250924103405.zip	9/24/25 10:36 AM	10/24/25

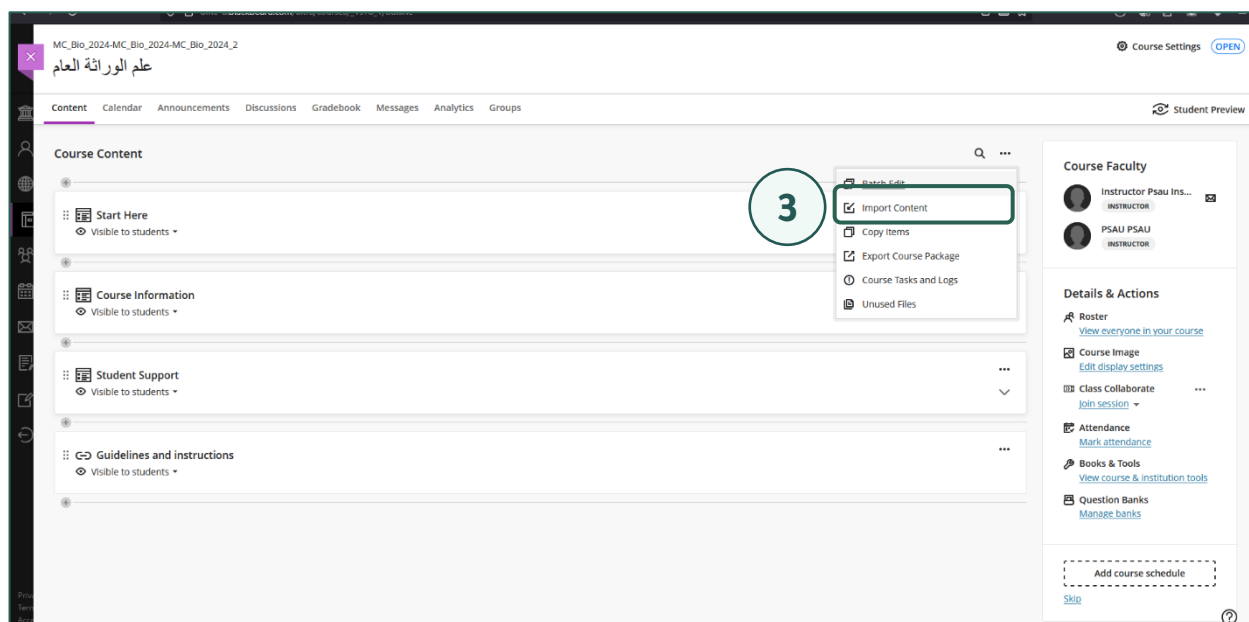
A green circle with the number 6 is placed over the file name in the first row of the table.

Step 3: Import the Course into Blackboard Ultra

- 1 Open the new course in **Ultra Course View**.
- 2 On the **Course Content** page, click the **three dots (More options)** in the upper corner.

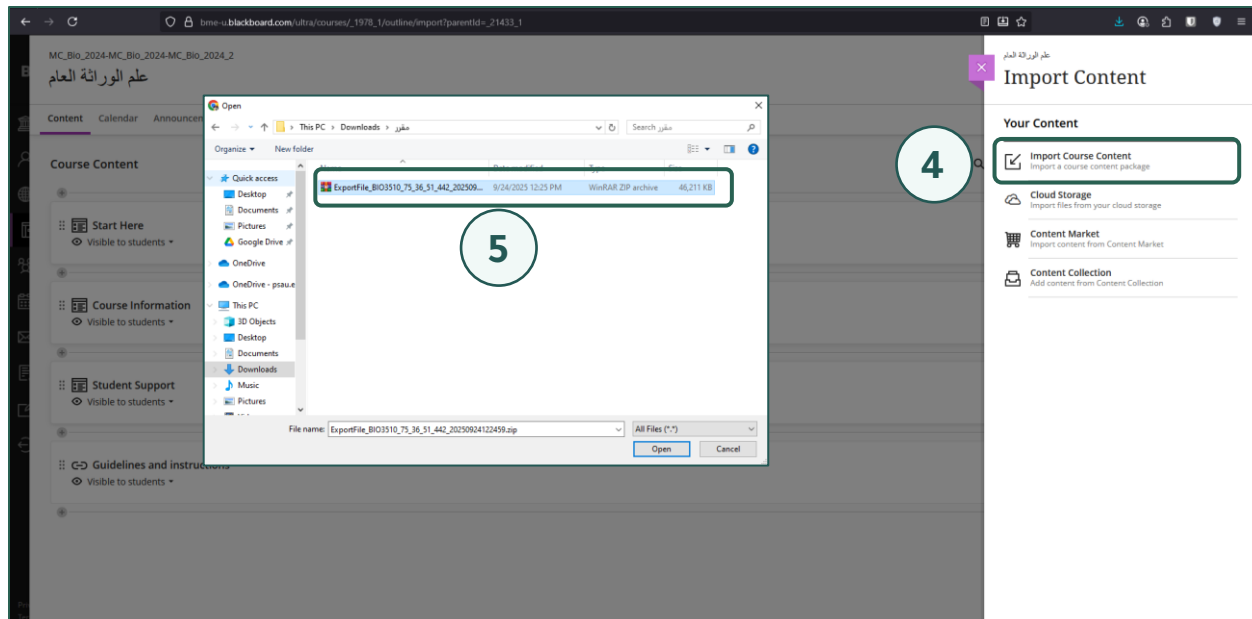


- 3 Choose **Import Content**

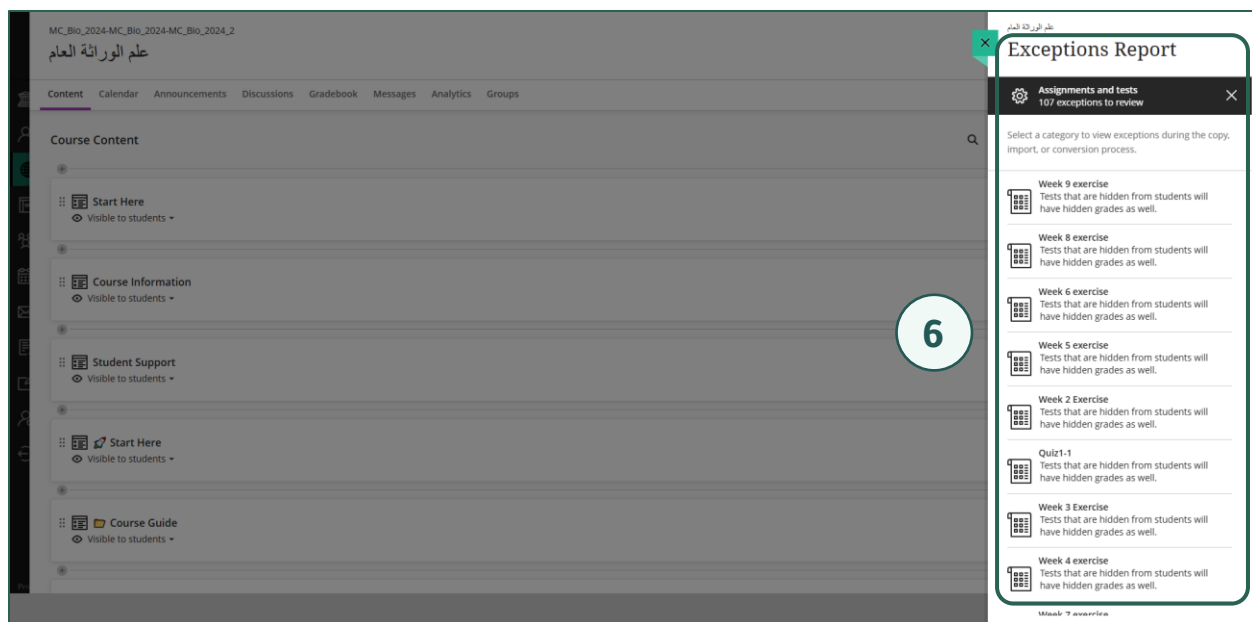


4 Then “Import Course Content”.

5 Select the exported .zip file and wait for the import to complete.



6 Review the Exceptions report to identify any items that were not imported or that require manual review.



Important Tips Before and During Migration

- Convert tests to Question Pools before exporting.
- If necessary, move critical content individually to prevent data loss.
- Carefully review content before importing, as Bulk Delete is not available in Ultra.
- Contact technical support if you encounter any difficulties.



Dear Faculty Members, please be advised that the launch date for Blackboard Ultra is at the end of the first semester of the 1447H academic year. The current version will no longer be available after this date. Therefore, it is essential to take a copy of the course from the old Blackboard system.

Dear Faculty Member, by following these steps you can migrate your course content to Blackboard Ultra smoothly and without issues. For further support, please contact the technical support team at any time:



<https://ithelp.psau.edu.sa>



ECM@psau.edu.sa



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Deanship of Educational Services
Educational Content Management