

How to Declutter Your Blackboard Ultra Course

Clear the clutter. Protect active content. Focus your Ally remediation.

1 BACK UP > 2 REVIEW > 3 VERIFY + DELETE

BEFORE THE COURSE OPENS Before deleting a file, confirm that it is not being used in the current course.

1. BACK UP YOUR COURSE

CREATE A RECOVERY PACKAGE

- Open your Blackboard Ultra course.
- On Course Content, open More Options (three dots) and select Export Course Package. The option may also appear under Course Settings.
- Wait for Blackboard to prepare the package, then download the ZIP file.
- Save it in a secure, university-approved location. Include the course ID and semester in the filename.

SAVE THE EXPORT PACKAGE: Keep the ZIP intact so it remains available as a Blackboard recovery package.

2. REVIEW COURSE CONTENT

OPEN EVERY MODULE AND FOLDER

Review visible and hidden content. Remove only items that will not be used this semester.

LOOK FOR

- Old syllabi, schedules, announcements, and semester directions
- Duplicate documents, links, assessments, folders, or modules
- Empty folders and hidden content that will never be published
- Outdated instructor information, banners, and template materials
- Broken links and files replaced by a newer version

USE THE ALLY ACCESSIBILITY REPORT

- Open the course Accessibility Report and select the Content tab.
- Review low-scoring or outdated items.
- Choose one action for each item: remediate, replace, or remove.

PAIR ALLY WITH A COURSE REVIEW Ally identifies accessibility problems. A manual review helps determine whether each file is still needed.

3. VERIFY BEFORE DELETING

A file stored in Content Collection may be linked from more than one place. Verify its use before deleting it.

CHECK THE FILE

- Open Content Collection from Blackboard's Tools area.
- Locate the folder for your course and find the file.

- Open the file menu and select 360° View, or review the Links information available in your Blackboard version.
- Confirm that required Course Content does not use the file.
- Delete it only when you are certain it is no longer needed.
- Return to Course Content and test the surrounding links and materials.

CONFIRM POSSIBLE DUPLICATES A filename ending in -1, -2, or Copy may indicate a duplicate. Compare the file, date, and link information before removing it.

KEEP THE CLUTTER FROM RETURNING

- Keep only the current instructional version in Blackboard.
- Replace an existing file when updating it instead of uploading another copy.
- Link to one authoritative copy rather than uploading the same file repeatedly.
- Import only the modules and materials needed for the new semester.
- Review hidden content and old template materials before opening the course.
- Remediate every accessibility problem in the files you keep.

FINAL CHECK

- ✓ **CHECK:** Backup downloaded and stored securely
- ✓ **CHECK:** Visible and hidden Course Content reviewed
- ✓ **CHECK:** Unused items and confirmed duplicates removed
- ✓ **CHECK:** Current template and required information preserved
- ✓ **CHECK:** Essential files and links tested as a student
- ✓ **CHECK:** Ally report refreshed and remaining issues reviewed

ALLOW PROCESSING TIME Ally updates automatically, but changes may take several minutes to appear.

SUPPORT AND ACKNOWLEDGMENT

[TAMUK Center for Academic Technology: Digital Accessibility](#)

[Blackboard Learn Ultra Help for Instructors](#)

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