

# Getting CMI Ready in ULTRA

How to add the link to the eText + information blurb

[ Courseware is different. Please work with your pub rep directly to set up  
your courseware in Blackboard. ]

## STEPS to add the eText tool

1. In the “Details & Actions” column, select “View course & institution tools”.
2. “Books & Course Tools” menu will appear. Select the (+) button next to the “My Textbooks & Course Resources” option.
3. Change “hidden from students” » “Visible to students”
4. The tool with the link to the eText is ready!

## STEPS to add the CMI Information Blurb

1. (+) Create in desired location. “Create Item” menu will appear. Select “Document”
2. Change the title to “CMI Information” (or similar) and select “Add Content”.
3. Upload the Blurb that was emailed to you (Base or EXT).

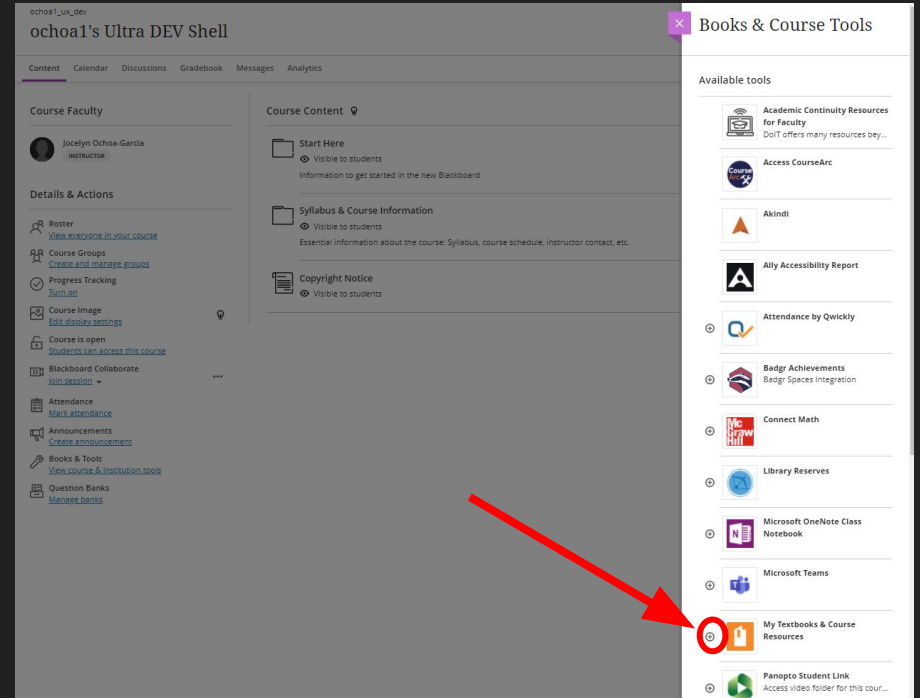
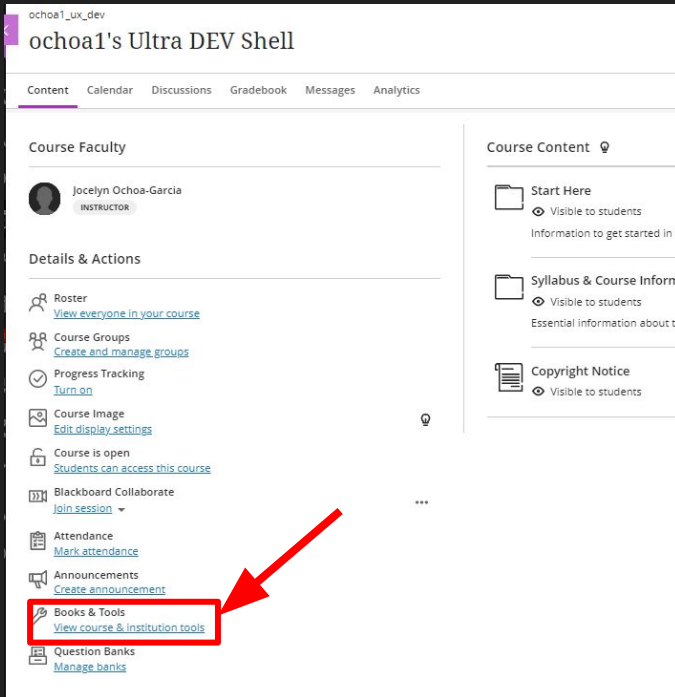
The following pages will have these steps with more detailed instructions and screenshots.

# STEPS to add the eText tool

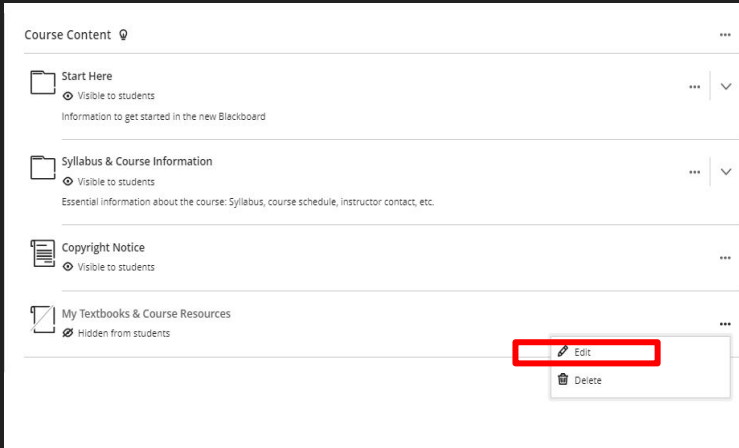


1. In the “Details & Actions” column, select “View course & institution tools”.

2. “Books & Course Tools” menu will appear. Select the (+) button next to the “My Textbooks & Course Resources” option.



### 3. Edit » Change “hidden from students” » “Visible to students” » Save

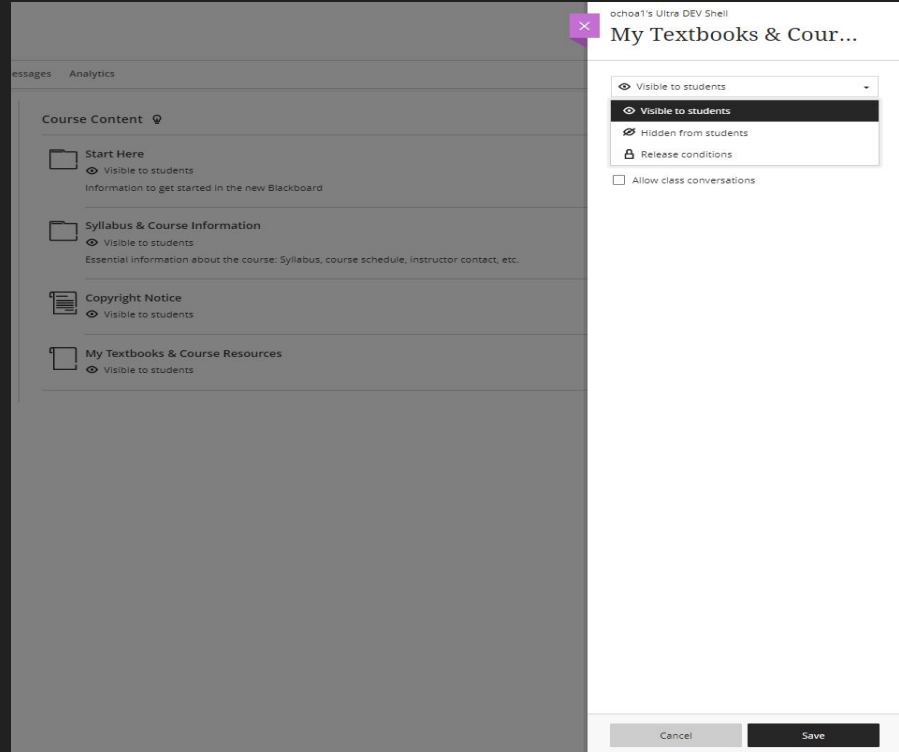


Course Content

- Start Here
  - Visible to students
  - Information to get started in the new Blackboard
- Syllabus & Course Information
  - Visible to students
  - Essential information about the course: Syllabus, course schedule, instructor contact, etc.
- Copyright Notice
  - Visible to students
- My Textbooks & Course Resources
  - Hidden from students

Edit

Delete



ochoa1's Ultra DEV Shell

### My Textbooks & Cour...

Visible to students

Visible to students

Hidden from students

Release conditions

Allow class conversations

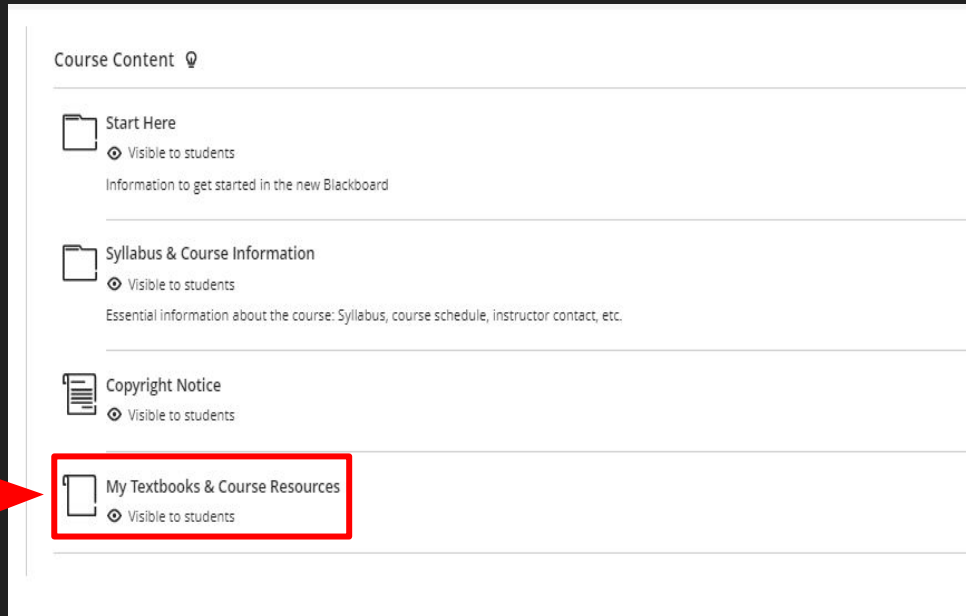
Cancel Save

4. The tool with the link to the eText is ready!

Click on it to test if it works. On the page that opens in a new tab, click “Read Now” to add your complimentary eText to your VitalSource Bookshelf.

TAs can also click this link for a complimentary eText to be added to their VitalSource Bookshelf!

If it works for you, it should work for students. The only difference is role.

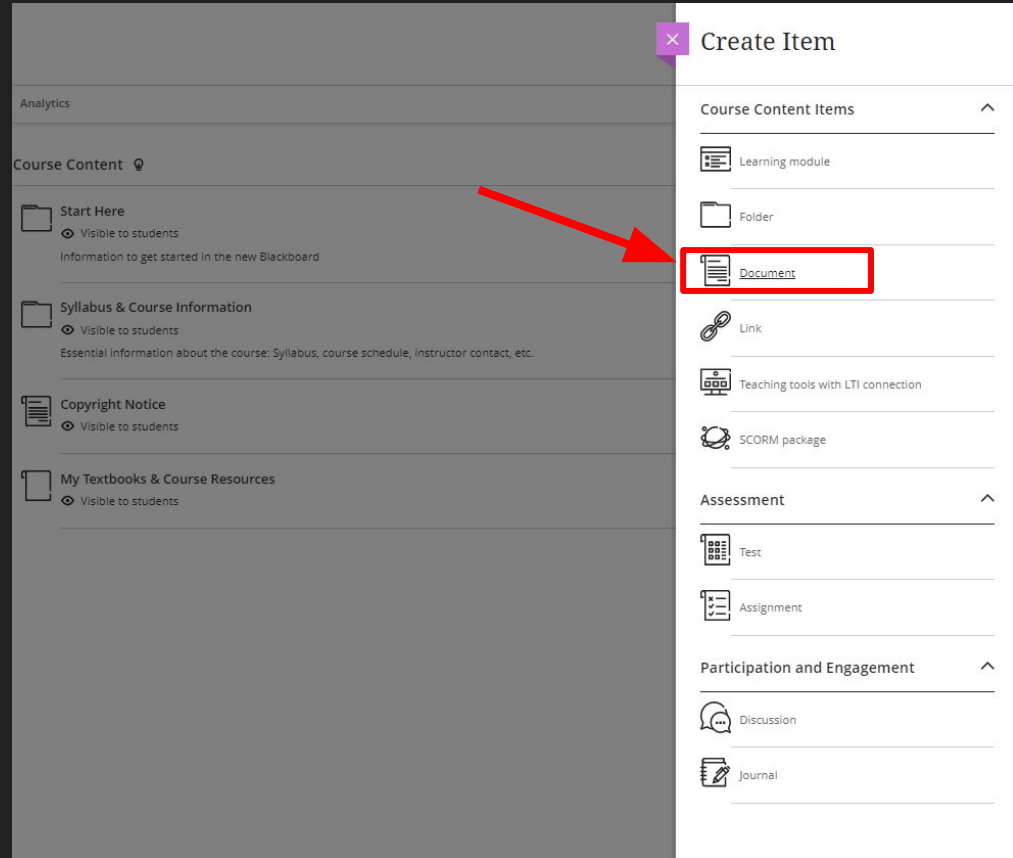
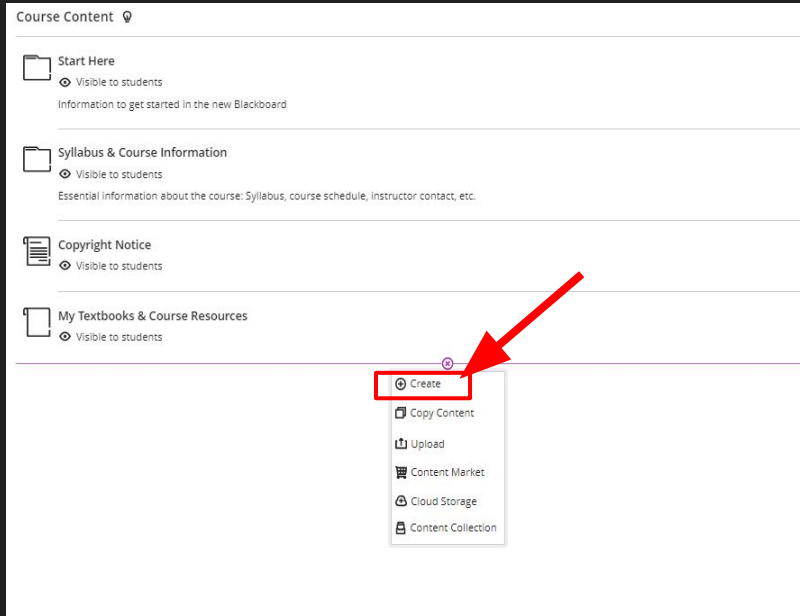


The screenshot shows the 'Course Content' page in Blackboard. It lists several items:

- Start Here**: Visible to students. Information to get started in the new Blackboard.
- Syllabus & Course Information**: Visible to students. Essential information about the course: Syllabus, course schedule, instructor contact, etc.
- Copyright Notice**: Visible to students.
- My Textbooks & Course Resources**: Visible to students. This item is highlighted with a red box and a red arrow points to it from the left.

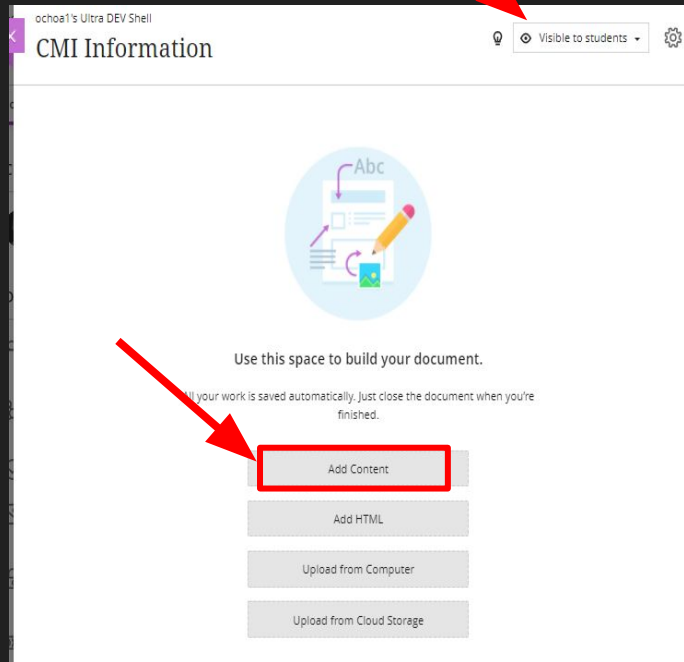
# STEPS to add the CMI Information Blurb

1. (+) Create in desired location. “Create Item” menu will appear. Select “Document”



2. Change the title to “CMI Information” (or similar) and select “Add Content”. Make sure it’s set to be “visible to students”

You can choose to upload the document instead but by doing it as “Add Content” instead, students will see the information as soon as they click the section instead of clicking and then having to download/open and THEN seeing the information.

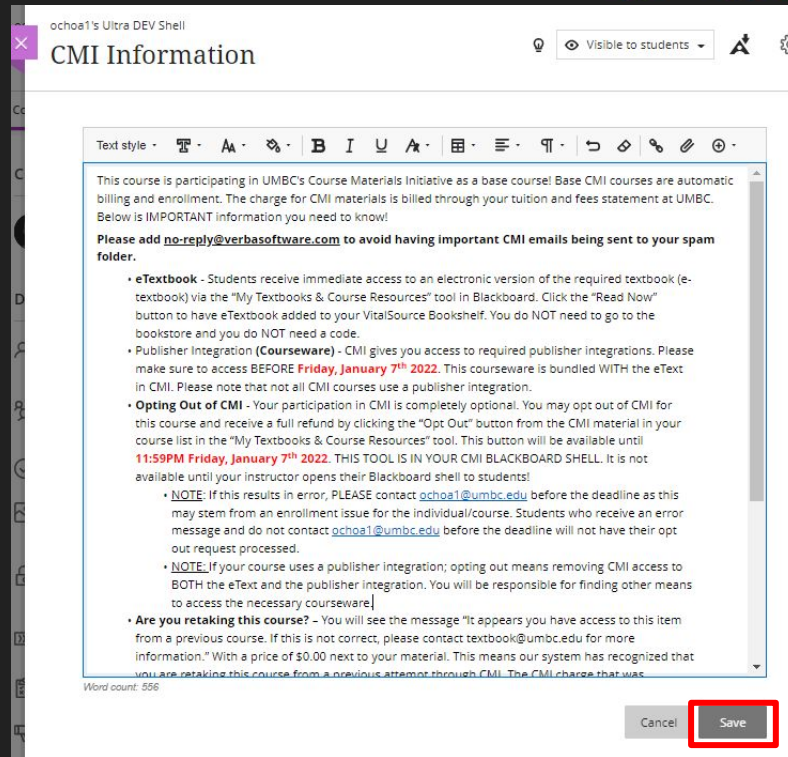


3. Copy and paste the information from the file that was emailed to you (Base or Extension). Edit using the tips below, hit save and done!

### Tips for customizing CMI information blurbs:

- If this is the first time this course is in CMI, remove the RETAKE section as it does not apply.
- If your course does not use courseware, remove the COURSEWARE section as it does not apply.

The Blackboard emails to faculty are typically sent within the first 2 weeks of shells being created. The email will have the files you need for the blurb.



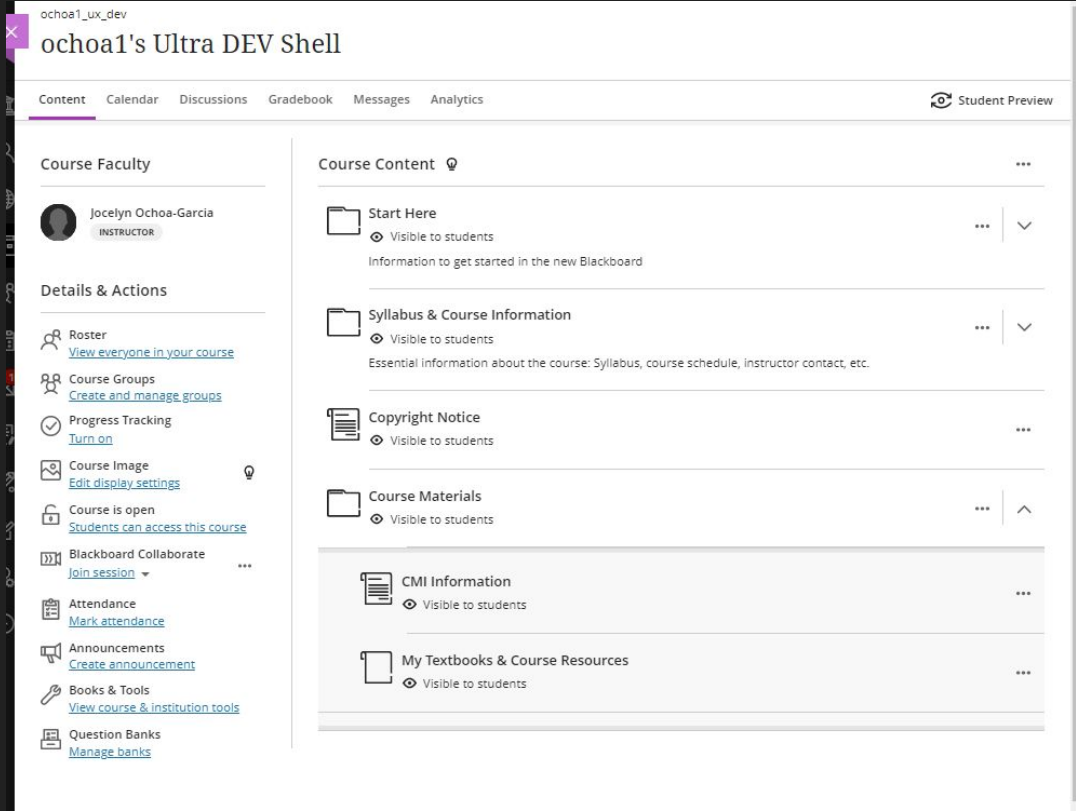
ochoa1's Ultra DEV Shell

## CMI Information Text style - **T** - **Aa** - - **B** **I** **U** **Ax** - - - - - - - - - This course is participating in UMBC's Course Materials Initiative as a base course! Base CMI courses are automatic billing and enrollment. The charge for CMI materials is billed through your tuition and fees statement at UMBC. Below is IMPORTANT information you need to know! Please add [no-reply@verbasoftware.com](mailto:no-reply@verbasoftware.com) to avoid having important CMI emails being sent to your spam folder. - **eTextbook** - Students receive immediate access to an electronic version of the required textbook (e-textbook) via the "My Textbooks & Course Resources" tool in Blackboard. Click the "Read Now" button to have eTextbook added to your VitalSource Bookshelf. You do NOT need to go to the bookstore and you do NOT need a code. - **Publisher Integration (Courseware)** - CMI gives you access to required publisher integrations. Please make sure to access **BEFORE Friday, January 7<sup>th</sup> 2022**. This courseware is bundled WITH the eText in CMI. Please note that not all CMI courses use a publisher integration. - **Opting Out of CMI** - Your participation in CMI is completely optional. You may opt out of CMI for this course and receive a full refund by clicking the "Opt Out" button from the CMI material in your course list in the "My Textbooks & Course Resources" tool. This button will be available until **11:59PM Friday, January 7<sup>th</sup> 2022**. THIS TOOL IS IN YOUR CMI BLACKBOARD SHELL. It is not available until your instructor opens their Blackboard shell to students! - **NOTE:** If this results in error, PLEASE contact [gchoa1@umbc.edu](mailto:gchoa1@umbc.edu) before the deadline as this may stem from an enrollment issue for the individual/course. Students who receive an error message and do not contact [gchoa1@umbc.edu](mailto:gchoa1@umbc.edu) before the deadline will not have their opt out request processed. - **NOTE:** If your course uses a publisher integration; opting out means removing CMI access to BOTH the eText and the publisher integration. You will be responsible for finding other means to access the necessary courseware! - **Are you retaking this course?** - You will see the message "It appears you have access to this item from a previous course. If this is not correct, please contact [textbook@umbc.edu](mailto:textbook@umbc.edu) for more information." With a price of \$0.00 next to your material. This means our system has recognized that you are retaking this course from a previous attempt through CMI. The CMI charge that was Word count: 556 Cancel **Save**



# Customizing

As long as the tool link and blurb are present, feel free to move them about to suit your course needs and organization. It may be helpful to create a Course Materials folder and stick them in there as well as your courseware link if you're using one.



The screenshot shows the Blackboard Ultra DEV Shell interface for a course titled "ochoa1's Ultra DEV Shell". The user is logged in as "ochoa1\_ux\_dev". The interface is divided into two main sections: "Course Faculty" and "Course Content".

**Course Faculty:**

- Jocelyn Ochoa-Garcia** (INSTRUCTOR)
- Details & Actions:**
  - Roster: [View everyone in your course](#)
  - Course Groups: [Create and manage groups](#)
  - Progress Tracking: [Turn on](#)
  - Course Image: [Edit display settings](#)
  - Course is open: [Students can access this course](#)
  - Blackboard Collaborate: [Join session](#)
  - Attendance: [Mark attendance](#)
  - Announcements: [Create announcement](#)
  - Books & Tools: [View course & institution tools](#)
  - Question Banks: [Manage banks](#)

**Course Content:**

- Start Here** (Visible to students): Information to get started in the new Blackboard
- Syllabus & Course Information** (Visible to students): Essential information about the course: Syllabus, course schedule, instructor contact, etc.
- Copyright Notice** (Visible to students)
- Course Materials** (Visible to students)
- CMI Information** (Visible to students)
- My Textbooks & Course Resources** (Visible to students)

# Contacts

- **Jocelyn Ochoa-Garcia** - [ochoa1@umbc.edu](mailto:ochoa1@umbc.edu) - Jocelyn is the CMI coordinator. If there are any issues with linking the “My Textbooks & Course Resources” tool or issues with the eText or if you just would like someone to double check your set up - contact her! Email, call (x53904 direct or x52699 general), or stop by the Course Materials Desk. We'll make it work.

HAVE A GREAT DAY!