

Working with Migrated Course in Blackboard Learn

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1. Introduction

- a. Log on to Migrated Courses
- b. Work in Course Menu
- c. Work in Announcements, Discussions, Assignments, Assessments
- d. Review Import Log
- e. Review More Migration Tips

2. Log on to your migrated course in Blackboard Learn

- a. My.commnet.edu
- b. Log on with NetID and Password.
- c. Click on Blackboard Learn icon at upper right corner
- d. Click on Your Course Title to enter the course.

3. Work in Course Menu

a. Examine Merged links

The links shown in Course Tools tab in Vista are moved over to Course Menu in Learn. In Course Menu, links in the system template are merged with the links migrated from Bb Vista – (Course Tools Tab).

Review all links in Course Menu and decide which links to keep, rename, reorder, or regroup. Delete only the “blank” links on the Course Menu*. **Be extremely cautious** when you attempt to delete the links migrated from your Vista course on Course Menu. A migrated link on Course Menu maintains the “root” page used in Vista. If you delete the link on Course Menu, the items on that page will be deleted permanently!

*You may open your course in Vista and keep it open so you may refer back to the Vista course while working on the migrated course in Learn.

b. Rename links

The links at the bottom group are migrated from Vista. The following links are named differently in Bb Learn vs. Bb Vista.

Bb Learn	Bb Vista
Course Content	Home Page
Learning Module	The name of the folder that holds the weekly learning modules if you use Learning Modules in your course.
Information	Syllabus

Suggested Name Change in Course Menu

Bb Learn	Bb Vista
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Course Content – rename it to “Home Page”	Home Page
Learning Module – rename it to “Weekly Assignments” or whichever the name you use in Vista to hold the weekly learning modules.	The name of the folder with weekly learning modules if you use Learning Modules in your course
Information – rename it to Syllabus	Syllabus

c. Re-order and Regroup links

You may re-arrange the links migrated from Vista. You may move the divider or add a divider to regroup the links.

d. Examine the folders on Home Page to see if you would like to add a link on Course Menu to point to the folders.

Icons on the Home Page or a folder in Vista, such as “folder” icons or Learning Module icons, are not shown in Course Menu. You may add a link on the Course Menu to point to the folder or the learning module.

e. Add More Course Links in Course Menu – “Welcome”

Example, you use a “Welcome” folder in Vista, but there is no Welcome link on Course Menu. You add the “Welcome” link to the Course Menu. – The Welcome folder is internal in the course; it is called a Course Link.

+ Create Course Link>Click on Browse button>Look for an item you would like to add.>Choose the item and check Available to Users>click on Submit.

We recommend you add the Help link to the Course Menu - in a migrated course, the help folder at the Home Page in Vista does not have a link on Course Menu in Blackboard Learn.

f. Delete Empty Links in Course Menu

Delete only the “blank” links on the Course Menu. A blank link means that when you click on the link on Course Menu, you do not see any item shown in the Content page. Some blank links are from the system template and some blank links are the unused tools in Vista. Examples of the blank links are: Syllabus, Getting Started, Course Content, and Help & Tech Support

4. Work in Announcements, Discussions, Assignments, and Assessments in Edit on Action Menu.

a. Announcements

- i. The announcement messages you posted in Vista are kept in the migrated course. You may either delete them or make them unavailable.
- ii. Delete announcement messages. Click on the action icon next to a message and choose Delete.
- iii. Make an announcement unavailable. Click on the action icon next to a message and choose Edit. Choose a date when you would like to see the announcement posted. Click on Submit.
- iv. Edit an announcement and make it available. Click on the action icon next to a message and choose Edit. Edit the message. Choose No Date Restricted (or choose a display date). Click on Submit.

*If you would like to reuse the announcement messages, you will make it unavailable first by choosing a later date to display. Then whenever you would like to turn on the announcement, edit it and choose No Date Restricted.

b. Discussions

- i. Decide if you would like to keep the questions in the Description box. Make sure direct your students how to view discussion questions.
 1. Yes - when you change questions or topic titles, you need to change in Discussions on the Course Menu and other places that are linked to a discussion board (in all weekly Learning Module).
 2. No –
 - copy the questions to a MS Word file. Post your questions on a Forum as a message. – If you choose this method to provide discussion questions, you should delete the questions on the description box on each of the discussion boards.
 - In Course Menu or a Learning Module, add an Item or a File to keep the discussion questions.
- ii. Make changes on a Discussion Forum: Topic Title, descriptions, Grade Points, Release dates, etc.
Click on the Action icon next to a discussion forum Title and select Edit. Make changes, click on Submit.
If you choose a date/time in Display After, the board is available at the date/time. If you choose a date/time in Display Until, the board will be “invisible” after the date/time. - We suggest you not set this date/time because students may need to review discussion posts to prepare for exams or other class work.
- iii. Lock a discussion Board: in Edit page, check Force Moderation of Posts. Click on Submit. This setting will prevent students from posting a message visible to all. The message posted by a student can be reviewed by instructor. You will decide whether to “publish” the message to the board to allow others to view. To check

the messages, go to the discussion board, click on Moderate Forum button at upper left. You will see the messages posted after you have checked Force Moderation of Posts.

iv. Delete Discussion Posts

Messages posted on a discussion forum are migrated over. You will delete the messages.

Go to a forum and click on Select All box (Upper Left corner). Click Delete.

- c. Assignments – drop boxes, change description and due dates in Edit on Action Menu. The information in Description Box of an Assignment goes with the page where you enter the information. In other words, if you have entered the assignment instruction in Description in the Assignment link on the Course Menu, the description will not be carried over to the Assignment linked to a week module. Therefore, we recommend you either use one link to an assignment or change information in the Description in all places that are linked to the Assignment.
- d. Assessments – “Test” - change instruction and available dates in **Edit Test Options** on Action Menu.
- i. In the same way, the Description entered in a test at one place does not carry over to the test linked in another place. In other words, if you have entered instruction in Description box in a test in Course Menu, the instruction does not show in the test linked to a weekly learning module.
 - ii. If you would like to add or correct questions/answers, use Edit Test on the Action menu next to a test.
 - iii. To import a test, you have two places to import, Test or Pool.
 1. Control Panel>Tests, Surveys, and Pools> Test>Import Test, the test you imported need to be linked to a place in your course. – Deployed.
 2. Control Panel>Tests, Surveys, and Pools> Pool>Import Pool. You will need to create a test in Test page by choosing the questions from the Pool you imported. Then you will link the test to a place in your course.

5. Review Import Log

You may review the import log to see if you have missed anything shown in the Import Log.

Control Panel>Packages and Utilities>Import Package/View Logs>Select and open the log file to review details.

6. More Migration Tips

Refer to the system migration handout for other tools such as Grade Center, Web Links, etc.

Course Migration Timelines

For Faculty currently using Blackboard Vista

Timeline for moving to the new version of Blackboard – Blackboard Learn

- **Summer 2012** courses will be taught in Blackboard Vista.
- **Stop** making changes to fall, winter, and spring courses in Blackboard Vista on **May 31st**. These courses will be copied to Blackboard Learn throughout the month of June and early July.
- **July 18th** you will have access to Blackboard Learn for Fall 2012, and your Fall 2012 courses as well as those copied from Vista will be available.
- If you have gone to Learn training and asked for a course (s) to be moved from Vista to Learn through the migration link or had a practice shell created, you can continue to work on those course(s) in Blackboard Learn through **June 27th**. After that they will be available again on **July 18th** along with your Fall 2012 courses.

For Faculty currently teaching in Blackboard Learn (roll-out)

- **Summer 2012** courses will be taught in the current location of Learn.
- **Stop** making changes to fall, winter, and spring courses in the current location of Learn on **June 27th**.
- **July 18th** you will have access to the newest version of Blackboard Learn, and your Fall 2012 courses will be available as well as those you taught as part of the roll-outs.