This migration checklist provides the essential information required to prepare migrated modules from Bb Vista 8 for teaching in Blackboard Learn 9.1 (PILOT) in September 2012. Further support will be available through training events at your college and online at http://mylearn.hct.ac.ae.

Migrating a Course from Vista to Learn – Quick Overview

Backing up your Vista Course →→→→→
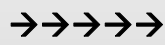
1. Find your course in Vista (http://bbvista.hct.ac.ae)
2. In the Course Manager of the course choose → Backup → Backup your Course
3. Refresh the page to view your course backup file (xxxx.bak)
4. Save the backed up file to 'My Files' folder of Vista
5. Go to Content Manager
6. Find the back up and download it to your computer (e.g. in a folder like My Documents)
7. Your Vista Course is ready to be restored into Bb Learn 9.1

→→→→→ Restoring your Vista Course into Bb Learn 9.1

1. Choose your course shell in Learn 9.1 (http://mylearn.hct.ac.ae)
2. In the Control Panel of this course choose Packages and Utilities → Import Package/View Logs
3. Select 'Import Package' option from the right hand part of the course screen
4. Click the 'Browse' button to find you Vista Course that you have backed up (xxxx.bak) on your computer (e.g. from a folder like My Documents)
5. Select ALL or Choose the relevant Course item s from the check boxes available to you
6. Finally click the 'Submit' button to restore your course
7. Refresh your course after a minute or two (restoring time will vary depending upon how large your Vista course is…)

NOTE: Some tweaking may be needed to your restored Course environment before the Learn 9.1 course is finished and ready for your students to access.

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1 ## Check the migration Log File

Available from the *Control Panel → Packages and Utilities → Import Package / View Logs*. Download and print off the log file to check details about migration. Pay particular attention to Errors and Fatal Errors. Work through these issues to check and correct each element of your course.

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2 ## Revise Course Menu

Review the *Content Areas* listed on the left *Course Menu*. Reorder items by using the up/down arrows (at left) ↕ to drag and drop items. *Add new menu items* ➕ using the drop down + menu. Use the *Content menu item options* (right chevron arrows) ⌄ to *delete*, *rename* and *show/hide menu items*.

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3 ## Review Course Tools

Compare this with how your course tools were embedded within your Vista course (including home page, course menu, Tools menu link and course content). Make necessary changes to ensure that all tools are available as required, including *Discussions, Assignments, Tests, Groups*, etc.

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4 ## Update Dates & Times

Set up adaptive release rules using the *Action Link* menu to the right of each course item. ⌄ Check *Calendar* and *Announcement* items.

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5 ## Check Links

Check web links throughout your course. Absolute links - that linked to a definite item within Bb Vista 8, will need to be updated. Check that any links to content (e.g. Word docs, PDFs, etc.) in the *Course Collection* of the *Control Panel* are displaying correctly and edit as necessary.

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6 ## Check Assessment Functionality

Check *Assignments, Tests, Question Database* and *Grade Centre* functionality. Consult the log file, looking out for any changes in question types or errors about calculated formula. In the *Grade Centre* check calculated columns and review the settings of *Gradable* items.

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7 ## Review Course Content

Check that all the content is displaying as expected. Check *Learning Modules* - content and menu system. You must also ensure that your content complies with the HCT copyright guidelines.

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8 ## Consider Course Enhancements

New tools and functionality are available in Blackboard Learn 9.1. Perhaps you would like to consider enhancing your course during this review process. Some possible enhancements are suggested overleaf.

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Warning

Be careful when deleting any course content items, in case you might need them again, as it might be deleted permanently. If in doubt, it is best to hide items instead.

New tools

Alerts, Contacts, Early Warning System, Journals, Mashups, Notifications, Performance Dashboard, Tasks, Google Scholar, Wikis, What's New, Course Themes.

Lost functionality

Who's Online, Notes, Printer friendly version of course content.

Edit Mode

Use Edit Mode ON/OFF to easily navigate from student to instructor view.
Edit Mode is: **ON**

LEARN MORE ABOUT **Blackboard learn+ 9.1**

Terminology

Bb Learn	Bb Vista
Adaptive release	Selective release
Course Collection	File Manager, My Files
Collaboration	Chat / Whiteboard
Control Panel	Designer Tools
Discussion Board	Discussions
Email (external email)	Mail
Glossary	Media Library
Grade Centre	Grade Book, Assessment Manager, Assignment Dropbox
Groups	Group Manager
Messages (internal Bb Learn mail)	Email
My Places	My Settings
Review Status	Tracking
Rubrics	Grading Forms
Tests	Quizzes
Tests, Surveys and Pools	Assessments
Visual Editor	HTML Creator

Bb VISTA 8 → Bb LEARN 9.x
http://mylearn.hct.ac.ae

Bb Learn 9.x PILOT… → **Extended PILOT, Banner + CEye Integration, Faculty Training, Mentoring & Certification, Course Migration…** → **Bb Learn 9.x default LMS, Vista decommissioning…**

HCT BLACKBOARD UPGRADE PATH
(FEB 2012 – SEPT 2013)

HIGHER COLLEGES OF TECHNOLOGY

Blackboard learn⁺ 9.1

Monitor Student Engagement

Important course information is collated and easily accessible via the *Dashboard*. This shows instructors *Alerts* (including *Early Warning Systems*), *Needs Attention and What's New*. Students are shown *To Do* and *What's New*.

Early Warning System rules can be set up to monitor learner engagement and allow instructors to act upon this, e.g. monitor vulnerable students who haven't accessed the course area in the last seven days.

Communication & Engagement

Communication tools available include *Discussion Boards*, *Blogs*, *Journals* and *Wikis*. These tools can encourage dialogue and collaboration within the course, e.g. regular low-stake discussion tasks could encourage time-on-task and student engagement.

These tools provide a record of engagement and effort, which is useful for students and instructors. They also offer students flexibility and choice – allowing them to contribute at a time and place that suits them.

Group work / Collaboration

The *Groups* tool in Blackboard Learn offers new opportunities for student collaboration. The tool provides a private area for learners to collaborate on group activities.

They can make use of the Blackboard Learn communication tools (*Blogs*, *Wikis*, etc.), share files, email each other and personalise the look and feel of the area. This allows the group to develop a learning community and shows evidence of group work.

Peer Feedback

The new *Self and Peer Assessment* tool allows students to initially submit a piece of work within a certain timeframe. Within a subsequent timeframe the students can view their own, and their peer submissions. They can evaluate self and peer submissions and justify their evaluation, using rubrics and model answers to help with this.

The instructor can view the student submissions and evaluations and grade the activity appropriately.

Audio Feedback

The *Wimba Voice Tools* will be available in Blackboard Learn. These include *Voice Boards, Voice Direct, Recorder, Email, Podcaster* and *Presentation*. Audio feedback could be given to your students using these voice tools – perhaps general class feedback using the *Recorder* or personalised feedback using *Voice Email*.

Audio feedback is personal and quicker for the instructor to create. It provides students with a record of feedback (raising awareness that feedback has been given), which they can listen to several times.

Assessing Learners

Everything to do with administrating and marking assessments is available to instructors via the *Grade Centre*. Students can access their grades from *My Grades*.

Smart Views of the Grade Centre can be customised to collate the information that instructors require. This becomes a menu item in the Grade Centre menu on the Control Panel.

Grading is available from within tools, including *Discussion Boards*, *Blogs*, *Journals*, *Wikis*, and *Groups* tool.

Interactive Course Content

Mashups can be added from the '*Build Content' Action Menu*. *YouTube* videos, *SlideShare* presentations and *Flickr* photos can be searched from within Blackboard and then previewed or selected. These can then be embedded directly into you course content with several display options available.

This can provide interactivity to course content, which can engage students and appeal to differing learning styles.

Note - Compliance with HCT Copyright Guidelines is required.

Staff Efficiency

Content can be easily reused within Blackboard Learn. Course items can be easily copied and pasted within a course area. Documents can be easily copied within course areas in the *Content Collection* (if permissions allow).

The searchable *Question Database* allows for questions to be easily reused, by linking to the original, or copying and editing the question in your course area. Multiple choice questions (MCQs) can be reused many times and can provide students with automatic feedback so that they can self-correct.

Beyond the LMS

The *Email* tool in Blackboard Learn can be sent to and replied from an external email address (determined by institutional default). Notifications to students can be sent outside the VLE by email.

Mobile Learn platform is being investigated by the ETIC team. Plans are to introduce Mobile Learn in a future Academic Year. Mobile Learn extension of Blackboard Learn LMS will allow course content to be accessed via a mobile or handheld device (e.g. iPad)

Blackboard Learn is an expandable system, allowing additional third party tools to be embedded to enhance functionality (managed by ETIC at CS).

SUPPORTING TECHNOLOGIES

Respondus VERSION 4.0

LockDown Browser™

StudyMate®

Blackboard collaborate»

Live Classroom Teach and meet live online

Wimba Create

SoftChalk

Google Scholar BETA

safe assign by Blackboard