

This migration checklist provides the essential information required to prepare migrated modules for teaching in Blackboard Learn in September 2011. Further support is available at training events and from the *Blackboard Learn Information Point* at www.ulster.ac.uk/bbinfo.

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.



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.



3 Review Course Tools

Compare this with how your course tools were embedded within your WebCT 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.



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.



5 Check Links

Check web links throughout your course. Absolute links - that linked to a definite item within WebCT, 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.



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.



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 Ulster copyright guidelines. Details available at: ulster.ac.uk/copyright and via the Copyright Guidelines handout.



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.



9 Request Module Access

When you are satisfied that your module is ready for teaching in September 2011, you need to request access to it, so that it is available for the AY 2011/12 with the correct CRN number. This can be requested from the end of August, using the Module Access Request form at: <http://athens.ulster.ac.uk/ModuleAccessRequest/>



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, *Blogs*, *Contacts*, *Early Warning System*, *Journals*, *Mashups*, *Notifications*, *Performance Dashboard*, *Tasks*, *SafeAssign*, *Scholar*, *Wikis*, *What's New*.

Lost functionality

Who's Online, *Notes*, *My Progress*, *Local Content*, *Search*, *Student Tracking*, *Templates*, Printer friendly version of course content, HTML text editor, discussion categories.

Edit Mode

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

Edit Mode is: ON

Terminology

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

Possible Course Enhancements

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 your course content with several display options available.

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

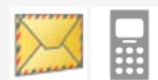
Staff Efficiency



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 VLE



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 will become available in AY 2011/12, which will allow course content to be accessed via a mobile or handheld device.

Blackboard Learn is an expandable system, allowing additional third party tools to be embedded to enhance functionality.