Reviewing Migrated Courses

The migration from Blackboard Vista to Desire2Learn represents more than a year of work on the part of Desire2Learn, University System of Georgia, and your institution’s technical and functional staff. Reviewing the migrated courses prior to teaching is the last stage of the migration process. Only instructors can perform this step as only instructors know their courses.

Most courses and their content should migrate successfully requiring few modifications. However, it is important for the instructor to review each of his or her courses in order to ensure that all the necessary content is there and is organized as desired. The information below is offered as a guide for this process.

REMINDER: No teaching will be done in the Migrated Courses Department as students will not be enrolled in the Migrated Department. Students will be enrolled only in the Banner created course offering shells.

**Post-Migration Checklist**

**Copy Migrated Content into a D2L Course Offering**

Prior to the beginning of the semester and after Banner created course offering shells are available, instructors must copy the content from each of the courses in the Migrated Department into its corresponding Banner created course offering shell under the appropriate department. The **naming convention for a Banner created course offering** shell is: *(course title) (section number) (term) CO*, Example: 3D Design Section B Fall 2012 CO. CO indicates Course Offering. **All course offerings must have content applied before the official start date.**

Please see the **How to Copy Content into D2L Course Offerings handout** on the specific process of copying your migrated content into your official course offerings or a development course offering.

**Confirm the Copy**

You may want to open two browser windows, one for the Vista course and one for the D2L course, for comparison.

1. Is all the content there? Check Content, Discussions, Dropbox, and Quizzes. If something appears to be missing, look in Managed Files. The content may be there, but needs to be re-linked.
2. Are images and media in place? (Media files in questions may not migrate and may need to be exported from Vista and then imported into D2L.)
3. Create a check list of items that need to be done during the routine clean up and preparing for the next term.

**Routine Clean Up**

1. Remove outdated references, for instance, to WebCT or Blackboard Vista or Online Support Center and replace as appropriate with Desire2Learn and the Desire2Learn Help Center.
   a) In Manage Content search for keywords e.g., Vista. NOTE: Search will only find search terms in titles of modules, pages and documents, not in the body.
2. Delete files you know won’t be used again.
3. When a course without Modules is migrated, D2L creates modules for it. Are the modules organized and labeled the way you want them?
   a) In Manage Content, select all content. Click on Edit Multiple Items to edit all titles on one page.

**Prepare for Next Term**

1. Are there any broken links?
2. Are media files labeled and displayed correctly?
3. Are News items still relevant? Are the release dates up-dated?
4. Are Rubrics created and associated where necessary?
5. Are Quicklinks used appropriately to help students navigate throughout the course?
6. Are due dates up-to-date and displayed in the course calendar?
   a) Use Manage Dates to do this all at once instead of manually modifying dates on each item.
7. Are Restrictions correct for Content, Discussions, Dropbox, & Quizzes?
8. Are students unable to view hidden components?
9. Grades
   a) Use the Grades Setup Wizard to set up your Gradebook if it is not already there.
   b) Are Grade Items created for all gradable activities such as Discussions, Dropbox, and Quizzes?
   c) Are associations for Quizzes, Dropbox Assignments, and Discussion Topics correctly set under Manage Grades?
   d) Are Gradebook settings such as Points and Weights set correctly?
   e) Does the Final Grade for each Grade Item add up correctly?
   f) Are Calculated Items associated with the correct Grade Items?
   g) If Drop the Ungraded Items is chosen, change the name of Final Calculated Grade to Current Grade in the Course.
10. Discussion Topics and Forums
   a) Are Forum and Topic descriptions correct?
   b) Are Group restrictions set?
   c) Do you need to add instructions or an initial posting?
11. Dropbox Assignments
   a) Does each assignment have a Dropbox folder?
   b) Is it linked to the content area where appropriate?
   c) Are instructions correct?
12. Quizzes
   a) Are Point Values correct? (Check matching and ordering questions especially.)
   b) Are answers and feedback correct? (Use Preview to check this.)
   c) For Practice Quizzes disconnect the Grade Item from the Quiz on the properties tab then remove the Grade Item.
   d) Jumbled sentence questions must be converted to multiple selection items.
   e) Set Timing and Options if students exceed time limit. (AutoSubmit ensures students cannot exceed the time limit.)
   f) Are Submission Views correct? (Under Quizzes, click on a quiz, choose Submission View tab.)

**Faculty can retrieve materials from Vista through the following dates:**

<table>
<thead>
<tr>
<th>Implementation Group</th>
<th>Faculty/Student Access Denied</th>
</tr>
</thead>
<tbody>
<tr>
<td>IG2 (GoVIEW)</td>
<td>February 2013</td>
</tr>
<tr>
<td>IG3 (BlazeVIEW)</td>
<td>TBD</td>
</tr>
</tbody>
</table>

If access to materials in Vista is needed after faculty access has been removed, faculty may request the institutional administrator to access the content.

**Administrators can retrieve materials from Vista through the following dates:**

<table>
<thead>
<tr>
<th>Implementation Group</th>
<th>Administrator Access Denied</th>
</tr>
</thead>
<tbody>
<tr>
<td>IG2 (GoVIEW)</td>
<td>May 2013</td>
</tr>
<tr>
<td>IG3 (BlazeVIEW)</td>
<td>TBD</td>
</tr>
</tbody>
</table>
GeorgiaVIEW Vista will be decommissioned December 31, 2013. After this date Information Technology Services will no longer have access to Vista content. In December 2013, Vista content will be archived and distributed to the institutions. Institutions will thereafter be responsible for maintaining it and arranging access to it through a vendor should that be necessary. Institutions will also receive CSV files for each Vista 8 section including enrollments and grades.