

Getting Started with . . . Courses Moved from CE8

- 1 Content** Content is stored in folders. The top-level folders that appear on the Course Menu are called Content Areas. Folders can include more than just content, they can hold links, tools, and other objects. It is possible to place Assignments and Tests in the same folder as content.
- 2 Control Panel** The Control Panel is the interface for managing the content, features, and appearance of a course. It is accessible to users based on the privileges assigned to their Course Role. Students do not see the Control Panel. The Control Panel can be edited directly on the content page or menu.
- 3 Course Menu** The Course Menu appears on the left side of a course page. This is the primary navigation for all course users. The menu can be changed and reordered to any format. It holds buttons or text links to Content Areas, Tools, and links. The Course Menu is usually arranged by subject or the order in which Students progress through the course.
- 4 Edit Mode** The Edit Mode button allows you to change the view of content on screen from the instructor's view (Edit Mode: On) to the student's view (Edit Mode: Off). While in Edit Mode users can add, rename, reorder, or delete content.
- 5 Log File** A detailed log file appears in the course after the import. Check under Packages and Utilities to view the log. It shows the places where data from the CE course were not brought over or was brought over incompletely.

The screenshot displays the Blackboard course interface for 'Astronomy (master)'. The top navigation bar includes 'My Institution', 'Courses', 'Community', 'Services', and 'System Admin'. The 'Courses' tab is active, showing 'Astronomy (master)' and 'Unit 1: Astronomy Overview'. The 'Edit Mode' button is set to 'ON'. On the left, the 'Course Menu' (labeled 3) lists various course elements like Announcements, Orientation, Course Information, Units, Assignments, Assessments, Groups Page, Discussion Board, Collaboration, Tools, External Links, Glossary, Workshop Resources, and Lesson Plans. Below the menu is the 'COURSE MANAGEMENT' section, which includes 'Files', 'Control Panel' (labeled 2), and 'Packages and Utilities'. The 'Control Panel' lists options like Course Tools, Evaluation, Grade Center, Users and Groups, and Customization. The 'Packages and Utilities' section (labeled 5) includes options like Bulk Delete, Check Course Links, Course Copy, Export/Archive Course, Import Course Cartridge, Import Package / View Logs, and Move Files to Course Files. The main content area (labeled 1) shows 'Unit 1: Astronomy Overview' with a 'Build Content' button (labeled 4) and a 'Discover Content' button. The content area lists several items: 'Introduction' (with a description of astronomy), 'Learning Objectives' (listing tasks like listing planets and identifying Jovian and Terrestrial planets), 'What Do You Know?' (a survey), 'The Planets' (a content item for a workshop), 'Solar System Tour' (an interactive virtual tour), 'Astronomy Scavenger Hunt' (with an attached file 'astroscavint.pdf'), and 'Assignment: Planet Paper' (a 1500 word essay assignment).

Getting Started with . . . Courses Moved from CE8

Subsystem	What You Need to Know	What to do after the Course is moved
Log File	The log file tracks instances where data from the CE course is not moved completely to the Blackboard Learn Course. Review the log file to see what happened during the move and which areas of the	<ol style="list-style-type: none"> 1. From the Control Panel, click Packages and Utilities. 2. Click Import Package / View Logs. 3. Select the log file from the import of the CE course.
Course Menu	Course Menu Items from the CE course appear below the default Course Menu Items. Areas in CE Course that were reserved for a singular type of content are converted to Content Areas. Content Areas are folders that appear on the course menu. For example, Assignments becomes a Content Area that can hold any type of content or tools, not just Assignments. Once in the Blackboard Learn Course, Assignments can be moved out of the Assignments Content Area and added to other places in the Course. Content and activities can be grouped together.	<ol style="list-style-type: none"> 1. Review the Content Areas listed in the Course Menu. 2. Decide how to best present content and tools to Students in the Course Menu, now that they be included in the same areas. 3. Use the Course Menu controls to add content areas, links, dividers, and headings.
Course Content	Most course content will move and be found in the content area that matches where the content was found in CE 8. Some of the properties for content items are different; for example, if the CE item has a Description field and an Instructions field, these will be combined. Attached files that are stored in the File Manager are stored with the content item. If a file is attached to multiple content items, it will be replicated and attached to each content item.	<ol style="list-style-type: none"> 1. Review the log to see any issues that may have occurred when moving content items. 2. Browse through the content areas to make sure content is displaying correctly.
Assignments	Assignments are moved into a content area called Assignments. All Assignments have a column in the Grade Center.	<ol style="list-style-type: none"> 1. Open the Assignments Content Area. 2. Check the dates, availability, and other properties of each Assignment. 3. Decide if you want Assignments to appear in other Content Areas. You can move the Assignments so that they appear with related content.
Blogs and Journals	Blog entries and Journal entries do not move to Blackboard Learn. Only the shell of the Blog or Journal moves so it can be offered to a new set of Students.	Look at how to use blogs and journals in the course. Blackboard Learn has blogs and journals at the course level, the group level, and at the individual level.

Getting Started with . . . Courses Moved from CE8

Groups	<p>Groups are moved when a CE 8 Course is moved to a Blackboard Learn Course; however, memberships in those Groups are not included. The groups will be empty and Students must be assigned to the Groups. Each group will have its own Discussion Board forum. Individual Discussion topics within the groups are converted to Course-level forums.</p> <p>Discussion Boards are located under Tools on the Control Panel.</p>	<ol style="list-style-type: none"> 1. Set Group Creation Settings to define how groups are created and what features they have. These settings are not moved from CE. 2. Go into Discussion Boards and identify any group discussion board topics that were converted to Course discussion forums. You can recreate those topics inside the individual group forums, reuse them at the course level, or delete them from the course.
Selective Release	<p>Selective Release Rules, if possible, are mapped to Adaptive Release Rules in Blackboard Learn. Only Selective Release Rules that are structured a certain way move over. In most cases, customized rules do not convert or come over in an incomplete form.</p>	<ol style="list-style-type: none"> 1. Check the import log to see which rules did not come over in the move and those that did not come over completely. 2. Find those items where the rule did not come over in the move, and recreate the rule using Adaptive Release.
Announcements	<p>All Announcements are moved to the Blackboard Learn Course and are available to all Course users. Course Announcements are not delivered to users based on role. All users see Announcements.</p>	<ol style="list-style-type: none"> 1. Review Announcements. 2. Delete or revise Announcements as needed prior to delivering the Course to a new set of Students.
Calendar	<p>Course Calendar Events are moved from a CE 8 Course to a Blackboard Learn Course, but Personal Calendar Events are not moved. Students are not allowed to post public events in the Blackboard Learn Course Calendar. Users have a separate personal calendar for personal events. Recurring events are moved as individual events, so each occurrence is managed separately. All day events are given a start and end time that span the day, but there is no option for all day events.</p>	<ol style="list-style-type: none"> 1. Review Calendar entries. 2. Delete or revise entries as needed prior to delivering the Course to a new set of Students.
Chat and Whiteboards	<p>CE 8 Whiteboards and combinations of Chat and Whiteboards map to Blackboard Virtual Classrooms. CE 8 Chat Rooms map to Blackboard Learn Chat Sessions. If CE 8 Chat Rooms were linked to the menu or content pages, the links are moved to Course Links in Blackboard Learn.</p>	
Discussions	<p>Topics are moved to Blackboard Learn and are called Forums. Because User data is not moved, only the first message in each thread is moved. These messages are displayed as posts by "Anonymous."</p> <p>The first message in each thread should be edited or removed if it is not appropriate to include in the new course.</p>	<ol style="list-style-type: none"> 1. Open each Discussion Forum and Edit the settings. Some settings come over, but other settings do not have a match. 2. Decide where in the course you want to place discussions. Each Forum can be accessed through the Discussions area or a link can be placed to the Discussion within the content folders.



Getting Started with . . . Courses Moved from CE8

Links	CE 8 Web Links are renamed External Links in Blackboard Learn and come over as a Content Type. External Links do not use categories. Category data is not moved to Blackboard Learn. If a Web Link is used in multiple places in the Course, a separate External Link will be created for each instance. Making a change to one instance will not update the External Link everywhere that it appears.	Test links to make sure they are still valid before making the course available to students.
Glossary	The Blackboard Learn Glossary does not allow HTML or file attachments. CE 8 Glossary Items are moved to Blackboard as Content Items and stored in a separate Content Area.	<p>Read through the Glossary and look for references to images or file attachments. Since these are not a part of the new Glossary, remove these references.</p> <p>Look through the Glossary Content Area and decide how to make use of the content in the Course. You may want to add items to the Content Area to make a more robust Glossary, or you may want to add terms to the Glossary tool.</p>
Grade Center	<p>The CE 8 Gradebook is significantly different from the Blackboard Learn Grade Center. Many new features and functions in the Grade Center do not have a corresponding function in the CE 8 Gradebook.</p> <p>Non-standard formulas for calculating columns do not move to the new course. Only Grade columns, not Student scores, are moved.</p>	<ol style="list-style-type: none">1. Review calculated columns and make sure they are defined correctly.2. Explore the Grade Center, and experiment with Smart Views to customize what you see.3. Review the Gradeable items and make sure that the settings are correct.
File Manager	<p>File Manager files are stored with the content item where they display. The File Manager itself is also moved over in one of two ways:</p> <ol style="list-style-type: none">1. For some, file manager files will be added to the content collection (requires content management capabilities to be enabled).2. For others, the file manager source files (remember: file manager files are attached to the content items where they appear) are moved to the course but are hidden from view. To access the File Manager directory, you must export the course and access the files in the PPG folder that appears in the package.	<ol style="list-style-type: none">1. Check the content items to make sure file attachments are there.2. If you want to maintain once copy of a file and use it in many places in the course, either add it to the content collection (requires content management capability) or create a content item for the file and use course links to share it in other places.3. Export the course and save the PPG folder so you can access those files later. Remember, the files already appear in the course where they displayed in the CE course, the PPG folder holds the original files from the File Manager.
Media Library	CE 8 Image Databases and Media Libraries are moved to Content Areas in Blackboard Learn. Because CE 8 Courses can have multiple Image Databases and multiple Media Library Collections, each existing database or library becomes its own separate folder in the Content Area in the Course.	Use the content folders as repositories and link to items from other places in the courses.



Getting Started with . . . Courses Moved from CE8

Learning Modules	<p>Blackboard Learn does not have an equivalent for the Table of Contents in CE 8 Learning Modules. Each item in the Learning Module will appear at the same level. All Learning Modules will appear in a Content Area named Learning Modules. Some content will be changed to appear as links. For example, an Assignment that is part of a CE Learning Module will be moved to the Assignments Content Area and a link to the Assignment will appear in the Learning Module.</p>	<p>Review Learning Modules and remove references to the table of contents that are no longer relevant. Test the links and make sure that they work. Remember, if the item is unavailable in its actual location, a link to the item will not work for Students. You can copy and paste content from a linked item into the text editor so that the content is displayed inline and not as a link.</p>
Tests	<p>Quizzes in CE 8 become Tests in Blackboard Learn. Surveys in CE 8 remain Surveys in Blackboard Learn. The Question Database is not moved. Instead, questions are recreated as a pool of questions. As part of the move, the Assessments area in the CE 8 Course is moved to Blackboard Learn as a Content Area named Assessments. After the move, you can deploy Tests and Surveys to any Content Area, show Assessments next to content, or use the Assessments area to store all Tests and Surveys as in CE 8.</p>	<ol style="list-style-type: none">1. Check the log to see if any questions were not converted fully or need attention.2. Check any calculated formula questions. An error will be logged if the equation cannot be moved.3. Check Jumbled Sentence questions. Blackboard Learn does not support duplicate variables.4. As well, check Fill-in-the-blank and Short Answer questions. These questions may not move over completely.5. Investigate the new question types and incorporate them into your tests.

Getting Started with . . . Courses Moved from CE8

Glossary

Content Area	Content Areas are Course or Organization areas dedicated to displaying content items. Users must have the appropriate application to open any content item file attachments. Learning Units, assessments, and links to tools may also be added to content areas.
Contextual Menu	Contextual menus are drop-down lists that provide access to additional actions associated with an item. The menu is accessed via an Action Link.
Course Cartridges	Course Cartridges are created by textbook publishers. Course Cartridges are content packages of materials that are imported into course or organization Web sites. Instructors must obtain a download key from the publisher to get this content, and students may need to obtain an access key to view the content.
Grade Center	The Grade Center is a customizable feature for tracking and analyzing performance. It interfaces with Assessments, Assignments, and the Discussion Board automatically.
Modules	Modules are containers for content. Module pages can hold several modules and users can reorder them and even choose which ones they see. Module pages can appear within courses.
Learning Modules	A Learning Module is a set of Content Items with an accompanying path for progressing through the items. The path can be set so that students must view content sequentially or to permit students to view the content in any order. All types of content, such as items, Assignment, and Assessments may be included in a Learning Module.
Availability	Availability determines whether or not content or features are accessible to users. Availability, in most cases, is time sensitive.
Help	The Help icon appears in the top frame. The Help icon can be set by the System Administrator to point to institution resources for providing assistance to users.
Action Link	An action link is an indication of the presence of a contextual menu enabling the user to perform actions related to a specific item.
List View	The List View of the Menu items displays the names of the file system.
Folder View	The Folder View of the Menu items displays the tree structure of the file system. This view also provides the ability to expand and collapse folders.
Text Editor	The WYSIWYG Editor, can be turned on or off. When the Text Editor is enabled, you can add links, attach files and images, or format text. When the Text Editor is disabled, you can edit in plain text.
Multi-Select Box	The multi-select box is a widget for selecting multiple items from a set.
View Results	The View Results controls are used to edit how many items appear on a page following a search.
Course Menu Item	Course Menu Items include links to a tool, external links, internal links, or elements used to help organize the menu. Course Menu items are separate from Content Area Items.