



Blackboard

Blackboard Learning System™

CE 4.1 (MP) to Vista Enterprise Migration Guide for Designers and Instructors

**Application Pack 2 for Blackboard Learning System — Vista Enterprise License
(Release 4)**

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ABOUT THIS GUIDE

Welcome to the *Blackboard Learning System™ CE 4.1 (MP) to Vista Enterprise Migration Guide for Designers and Instructors*. This guide provides an overview of the Vista Enterprise interface. It also contains information about preparing your courses for migration to Vista Enterprise, migrating your own courses to Vista Enterprise, finding course content after migration, and getting migrated courses ready for Students.

INTENDED AUDIENCE

This guide is intended for designers and instructors who are migrating from CE 4.1 with the Migration Pack (MP) to Vista Enterprise (Release 4 or higher).

HOW TO USE THIS GUIDE

This guide includes the following chapters:

Chapter	Description
<i>Chapter 1: Becoming Familiar with Vista Enterprise</i>	This chapter provides an overview of the Vista Enterprise interface.
<i>Chapter 2: Preparing Your Courses for Migration</i>	This chapter: <ul style="list-style-type: none">contains a list of items that designers and instructors should do to prepare their courses for migration to Vista Enterprise.should be read by designers and instructors who are migrating their own courses from CE 4.1 (MP) to Vista Enterprise and by designers and instructors who are having their courses migrated to Vista Enterprise by their administrator.

Chapter	Description
<i>Chapter 3: Migrating Your Courses to Vista Enterprise</i>	<p>This chapter:</p> <ul style="list-style-type: none"> • contains instructions for exporting courses from CE 4.1 (MP) and importing courses to Vista Enterprise. • should be read by designers and instructors who are migrating their own courses from CE 4.1 (MP) to Vista Enterprise.
<i>Chapter 4: Finding Your Course Content After Migration</i>	<p>This chapter:</p> <ul style="list-style-type: none"> • contains details about where to find course content after it is imported to Vista Enterprise. • should be read by designers and instructors who migrated their own courses from CE 4.1 (MP) to Vista Enterprise and by designers and instructors who had their courses migrated to Vista Enterprise by their administrator.
<i>Chapter 5: Getting Migrated Courses Ready for Students</i>	<p>This chapter:</p> <ul style="list-style-type: none"> • contains a list of items that Section Designers and Section Instructors should do to ensure migrated courses are ready for Students. • should be read by designers and instructors who migrated their own courses from CE 4.1 (MP) to Vista Enterprise and by designers and instructors who had their courses migrated to Vista Enterprise by their administrator.

CONVENTIONS

For ease of reading, "Vista Enterprise" refers to Blackboard Learning System Vista Enterprise.

The following conventions are used in Blackboard documentation:

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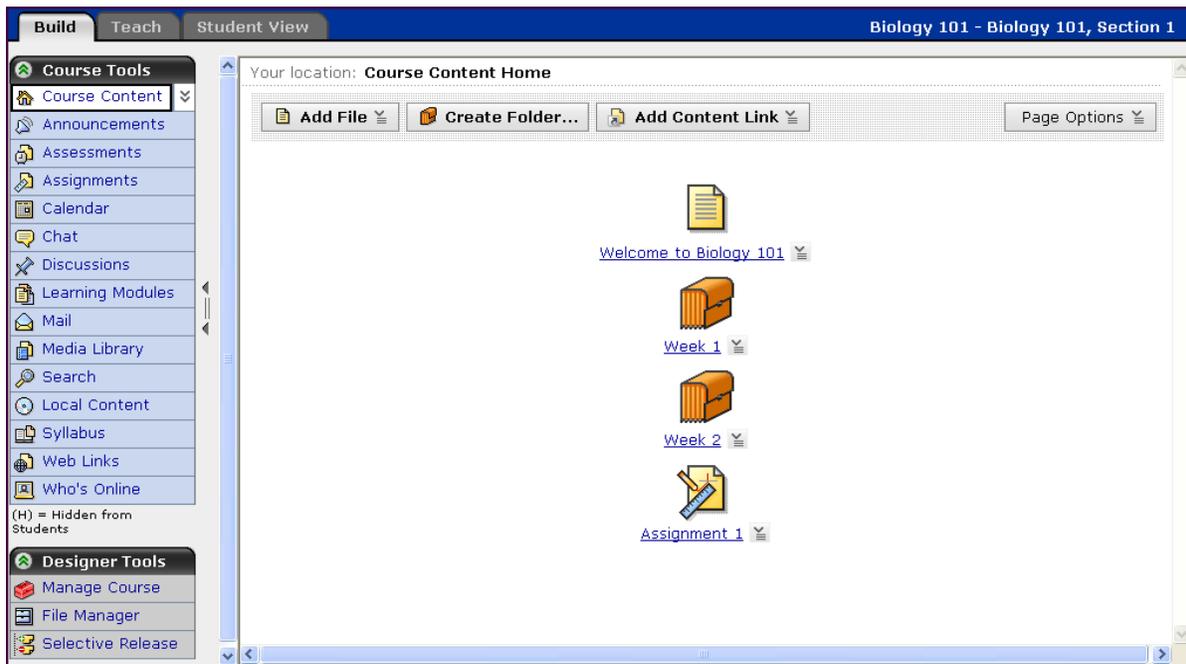
<p><angle_brackets></p>	<p>Unless appearing within HTML or XML code, <angle_brackets> indicate a placeholder or variable that should be replaced with an actual value as indicated by the text between them.</p> <p>EXAMPLE: <vista_install_dir> should be replaced with the actual directory where Vista Enterprise is installed.</p> <p>In HTML code, HTML tags are in <angle_brackets>.</p> <p>In XML code, XML elements are in <angle_brackets>.</p> <p>In sentences, both XML elements and objects are in <angle_brackets>.</p> <p>EXAMPLE: The <person> object contains....</p>
<p>bold</p>	<p>Elements that users click in a graphical user interface, such as buttons, icons, and tabs, are in bold.</p> <p>EXAMPLE: Click OK.</p>
<p>code</p>	<p>Code appears in a shaded box.</p> <pre data-bbox="477 999 1422 1073">long personID = session.getSubject().getPersonID(); CalendarEntryVO[] entries = cal.getEntriesForUser(session, personID);</pre>
<p>Courier font</p>	<p>E-mail addresses, file names, code within a sentence, and text in the console are in Courier font.</p> <p>EXAMPLE: A confirmation message appears: >Do you want to overwrite (y/n)?</p> <p>EXAMPLE: \$ORACLE_HOME/</p>
<p><i>italic</i></p>	<p>Text in a graphical user interface, such as a screen name or column label, is in <i>italic</i>.</p> <p>EXAMPLE: The <i>Welcome</i> screen appears.</p> <p>References to Blackboard documents are in <i>italic</i>.</p> <p>EXAMPLE: For more information, see the appropriate version of the <i>Administrator's Guide</i>.</p>
<p>KEYSTROKE</p>	<p>Keystrokes are in UPPERCASE.</p> <p>EXAMPLE: Type your name and press ENTER.</p>

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slashes	<p>When referring to file paths on a Windows® operating system, backslashes (\) are used.</p> <p>EXAMPLE: c:\generic\admin</p> <p>When referring to file paths on a UNIX® operating system, slash marks (/) are used.</p> <p>EXAMPLE: c:/generic/admin</p> <p>When referring to file paths on either a Windows operating system or a UNIX operating system, slash marks (/) are used.</p> <p>EXAMPLE: c:/generic/admin</p>
[square_brackets]	<p>In commands, optional parameters are in [square_brackets].</p> <p>EXAMPLE: [--glcId=identifier for the institution this command applies to]</p>

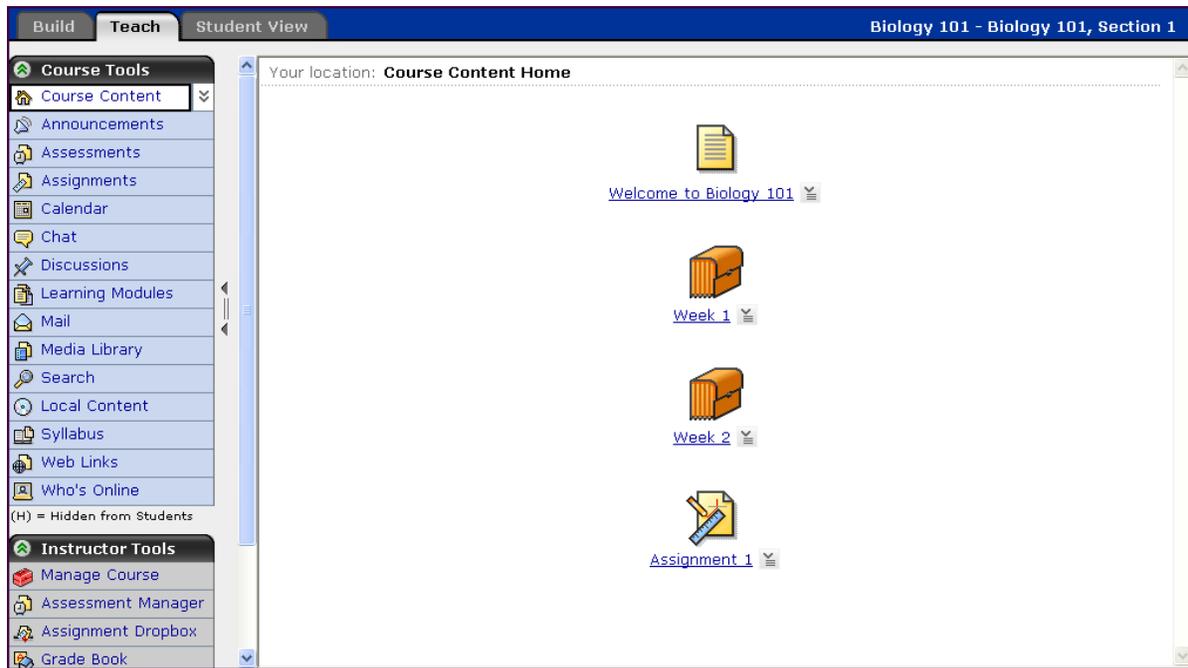
CHAPTER 1: BECOMING FAMILIAR WITH VISTA ENTERPRISE

In Vista Enterprise, all tasks associated with designing and organizing course material are located on the *Build* tab and can be performed by users who are enrolled as Section Designers in the course.



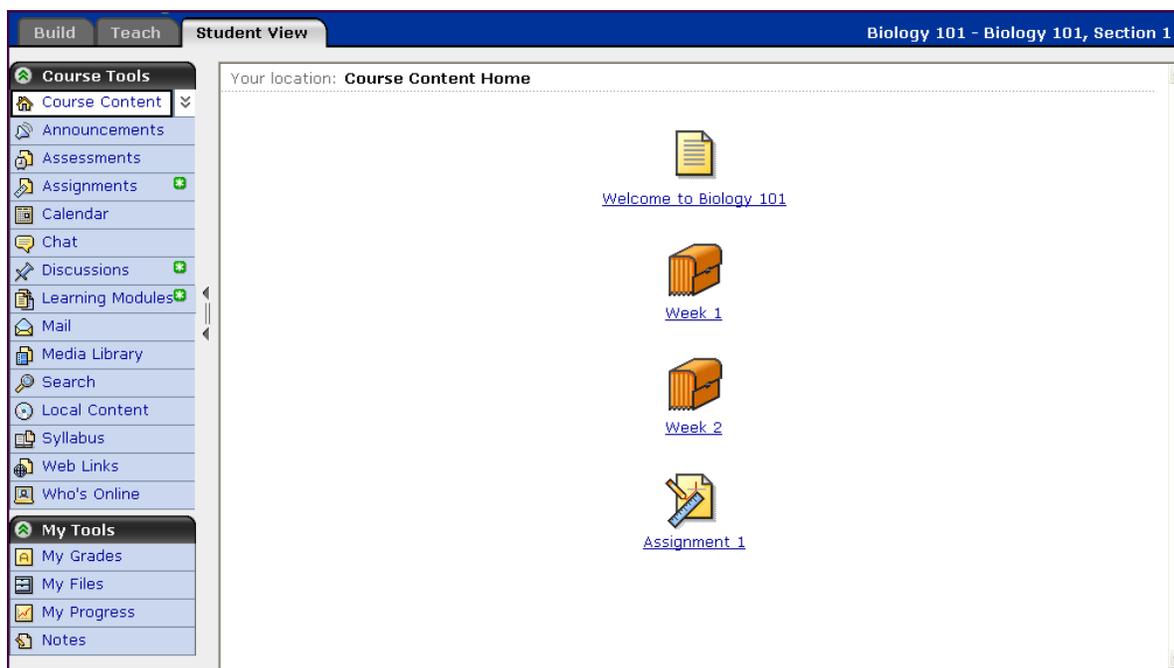
All tasks associated with interacting with Students and evaluating their work are located on the *Teach* tab and can be performed by users who are enrolled as Section Instructors in the course.

Chapter 1: Becoming Familiar with Vista Enterprise



Users who are enrolled in courses as both Section Designers and Section Instructors can see and perform tasks on both the *Build* and *Teach* tabs.

The *Student View* tab can be used by both Section Designers and Section Instructors to preview and test the usability of content in the course. This tab displays exactly what Students who are enrolled in the course will see.



BECOMING FAMILIAR WITH THE DESIGNER INTERFACE

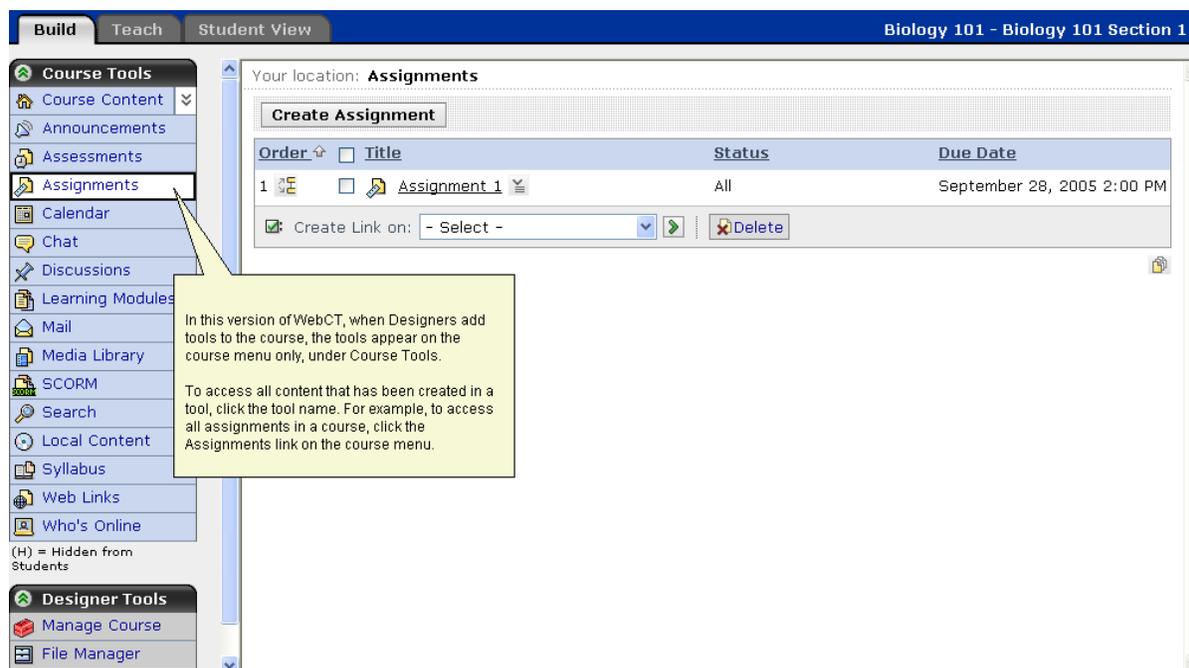
In Vista Enterprise, the *Build* tab contains all of the tools and features that Section Designers use to design a course. *Course Tools* and *Designer Tools* appear on the course menu on the left side of the page and the home page of the course can be found in the *Course Content* area in the center of the page.

Course Tools

When Section Designers add content, organization, communication, and evaluation tools to the course, they appear on the course menu only, under *Course Tools*.

This provides:

- Section Designers with a central location where they can create and access all content and learning activities.
- Section Instructors with a central location where they can present and manage content and learning activities.
- Students with a central location where they can view content and perform learning activities.



For more information about course tools, use the Exploring WebCT tutorials (<http://tutorials.webct.com/exploring>) and the Vista Enterprise *Online Help*.

Designer Tools

Designer tools include *Manage Course*, *File Manager*, and *Selective Release*. These tools are used by Section Designers to do the following:

- add and remove tools from the course menu (*Manage Course*)
- hide and show tools on the course menu (*Manage Course*)
- choose course colors and icons (*Manage Course*)
- edit tool settings (*Manage Course*)
- import course content (*Manage Course*)
- back up and reset courses (*Manage Course*)

NOTE: Depending on administrator settings, Section Designers may not be allowed to back up courses.

- manage files (*File Manager*)
- control the visibility of content and selectively release content to Students (*Selective Release*)

For more information about designer tools, use the Exploring WebCT tutorials (<http://tutorials.webct.com/exploring>) and the Vista Enterprise *Online Help*.

Course Content

The *Course Content* tool is used to organize and present content to Students in meaningful ways. The *Course Content Home* screen is the first screen in the *Course Content* tool. It is the first area that Students see when they enter the course.

In the *Course Content* tool, Section Designers can create content folders (formerly called organizer pages) and use them to organize content.

From the *Course Content Home* screen, Section Designers can:

- add files by creating text or HTML files, or by uploading files from their computer.
- create content folders to further organize content.

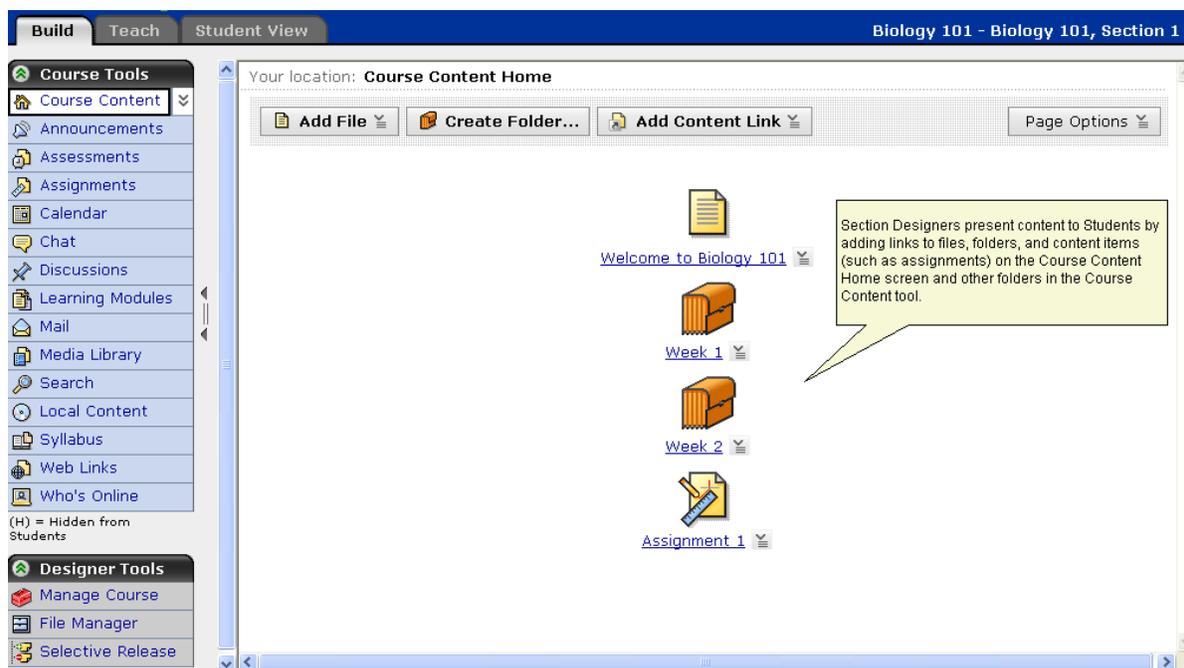
EXAMPLE: Section Designers can create folders to organize content for each week in the course.

- add links to content created in other course tools.

EXAMPLE: If several assignments have been created in the *Assignments* tool, Section Designers can add links to them from the *Course Content* tool.

- use the *Page Options* menu to change the appearance of the *Course Content Home* screen or any content folders.

EXAMPLE: Section Designers can use the *Page Options* menu to add headers and background images.



For more information about the *Course Content* tool, use the Exploring WebCT tutorials (<http://tutorials.webct.com/exploring>) and the Vista Enterprise *Online Help*.

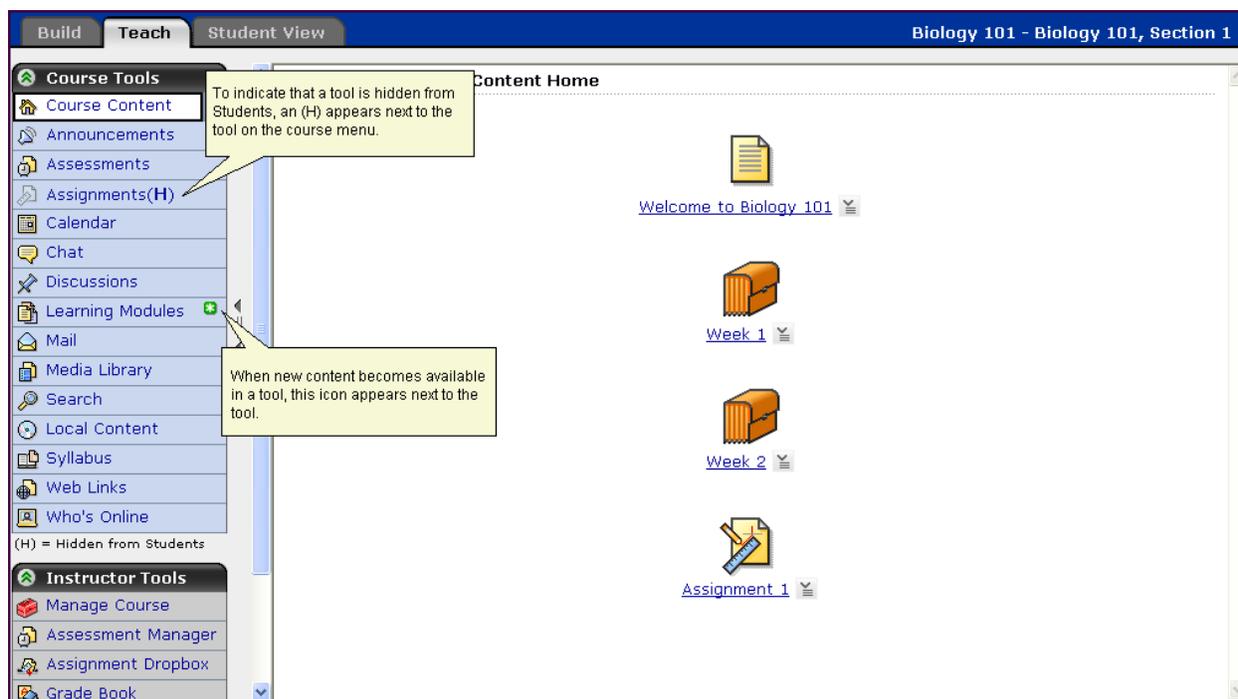
BECOMING FAMILIAR WITH THE INSTRUCTOR INTERFACE

In Vista Enterprise, the *Teach* tab contains tools and features that Section Instructors use to present content, interact with Students, and evaluate their work. *Course Tools* and *Instructor Tools* appear on the course menu on the left side of the page and the home page of the course can be found in the *Course Content* area in the center of the page.

Course Tools

Course tools are all of the content, organizational, communication, and evaluation tools that a Section Designer has added. A designer uses these tools to create content and learning activities. Section Instructors use these tools to present content and learning activities to Students. Students use these tools to view content and perform learning activities.

If new content becomes available in a course tool, a *New items available* icon appears next to the tool. If a tool is hidden from Students, the tool link is marked with *(H)* and does not appear for Students.



For more information about course tools, use the Exploring WebCT tutorials (<http://tutorials.webct.com/exploring>) and the Vista Enterprise *Online Help*.

Instructor Tools

Instructor tools can include *Manage Course*, *Assessment Manager*, *Assignment Dropbox*, *Grade Book*, *Group Manager*, *Tracking*, *Notes*, and *Selective Release*. These tools can be used by Section Instructors to do the following:

- add and remove tools from the course menu (*Manage Course*)
- hide and show tools on the course menu (*Manage Course*)
- choose course colors and icons (*Manage Course*)
- edit tool settings (*Manage Course*)
- back up and reset courses (*Manage Course*)

NOTE: Depending on administrator settings, Section Instructors may not be allowed to back up courses.

- deliver assessments, including quizzes, self tests, and surveys, to Students (*Assessment Manager*)
- view and mark assignments submitted by Students (*Assignment Dropbox*)

- view, enter, and manage grades for Students (*Grade Book*)
- place Students into groups if you want them to work collaboratively (*Group Manager*)
- create reports on various Student activities in the course (*Tracking*)
- create and print course notes (*Notes*)
- control the visibility of content and selectively release content to Students (*Selective Release*)

For more information about instructor tools, use the Exploring WebCT tutorials (<http://tutorials.webct.com/exploring>) and the Vista Enterprise *Online Help*.

Course Content

The *Course Content* tool is the first tool under *Course Tools* on the course menu. The *Course Content Home* screen is the first screen of the *Course Content* tool.

Depending on how the course was designed, Section Instructors can access the following from the *Course Content Home* screen:

- *Files*. Files contain course material, such as course requirements, lessons, or reading lists.
- *Content Folders*. Content folders are used to further organize course material.

EXAMPLE: If course material is organized chronologically or by topic, you may see several content folders, each containing the appropriate material to be used at a specific time or for a certain subject area.

A content folder can exist within another content folder.

- *Content Links*. Content links are links to items in the course tools.

EXAMPLE: If there are assignments in the *Assignments* tool and quizzes in the *Assessments* tool, you can access the assignments and quizzes by clicking content links to them. This allows you to access a variety of content from a central location. You are not required to go to each course tool to access different content items.

For more information about the *Course Content* tool, use the Exploring WebCT tutorials (<http://tutorials.webct.com/exploring>) and the Vista Enterprise *Online Help*.

CHAPTER 2: PREPARING YOUR COURSES FOR MIGRATION

Before you or your administrator migrates your courses to Vista Enterprise, we recommend that, for each course, you complete the following list of to do items. This will help to ensure that your course is ready for migration.

Course Area	To Do Item
<i>Chat tool</i>	<p>Clear all <i>Chat</i> logs (<i>Chat</i> logs do not migrate to Vista 4). This will decrease the file size of your course and decrease the time it takes to export it from CE 4.1 (MP) and import it to Vista Enterprise.</p> <p>For more information about clearing <i>Chat</i> logs, see the CE 4.1 (MP) <i>Online Help</i>.</p>
Entire course	<ul style="list-style-type: none"> • Delete any files or content that you do not want to migrate to Vista Enterprise. This will decrease the file size of your course and decrease the time it takes to export it from CE 4.1 (MP) and import it to Vista Enterprise. • If you have absolute links (in files or to tools) that reference the CE 4.1 (MP) server (for example, <code><a href="http://<ce_4.x_server>/webct/images/image.gif">Image File</code>) you need to update these links. These links will not work when your course is imported to Vista Enterprise. <p>You can update these links before or after your course is migrated.</p>
<i>Manage Files</i>	<ul style="list-style-type: none"> • Delete any files that you no longer need. • If you are migrating a course that was originally created using CE 2.x or earlier, in each folder, make sure each file has a unique name. (In CE 2.x and earlier, in a folder, it was possible to create more than one file with the same name.) <p>If two or more files in a folder have the same name, do one of the following:</p> <ul style="list-style-type: none"> • edit the file names so that each file has a unique name • move the files so that each file with the same name is in a different folder

CHAPTER 3: MIGRATING YOUR COURSES TO VISTA ENTERPRISE

If you are migrating your own courses to Vista Enterprise, after you have read chapter 2 of this guide and prepared your courses for migration, you can export the entire contents of each course for import to Vista Enterprise. For more information, see *Exporting Courses from CE 4.1 (MP)* on page 14.

After you have exported your courses from CE 4.1 (MP), your administrator has notified you that your courses have been created in Vista Enterprise, and you have been enrolled as a Section Designer in each course to which you want to import content, you can import your courses to Vista Enterprise. For more information, in this chapter, see *Importing Courses to Vista Enterprise* on page 15.

EXPORTING COURSES FROM CE 4.1 (MP)

Use the following procedure to export the entire contents of your course into a content package.

NOTE: Student-generated content, such as *Discussion* and *Mail* messages, do not migrate.

After your administrator notifies you that your course has been created in Vista Enterprise, you can import the content package to your course in Vista Enterprise.

1. In the course you want to migrate, click **Control Panel**. The *Control Panel* appears.
2. Click **Manage Course**. The *Manage Course* screen appears.
3. Click **Export Content**. The *Export Content* screen appears.

Export Content

Select Content to Export

Export course
Export entire course for import into **WebCT CE 6.0**

Quizzes, Surveys and Question Database
Export all quizzes and surveys in the course and all questions in the Question Database

Content Module
Export a **single** content module, and all of its content
Content Module:

Select a Destination
Select from the list of folders in Manage Files. The content package will be exported to the selected folder.

Destination folder:

Download the content package to my computer after export

4. Under *Select Content to Export*, select *Export course*.
5. Under *Select a Destination*, do the following:
 - a. From the *Destination folder* drop-down list, select the folder to which you want to export the content package.
 - b. Select *Download the content package to my computer after export*.
6. Click **Continue**.
7. If the *Add Metadata* screen appears, complete the fields on the screen.

NOTE: Adding metadata is not a required step of migrating content.

For more information, in the CE 4.1 (MP) *Online Help*, see *Adding Metadata to Content Packages*. To navigate to this help topic, in the *Online Help* index, click **Export Content**. In the topic, *Exporting Your Entire Course*, click **Adding Metadata to Content Packages**.

8. The *Export Content* screen appears and the contents of your course start exporting.

When the entire contents of your course have been exported, your browser's file download dialog box appears. Make your selections to save the file. The file starts downloading to your computer.

When the file finishes downloading, the *Export Confirmed* screen appears and the content package is exported to the selected location.

IMPORTANT: You may see some warnings on the screen. For example, you may see a warning that a file that is referenced in the course does not exist (the file may have been deleted, causing a broken link in the course). If you do see warnings, we recommend that you print the page. This information may help you identify issues in your migrated course.

The file name of the content package is in the format

<course_ID>_COURSE_yyyymmddhhmmss.zip, where yyyymmddhhmmss is the date and time that the content package was created.

After your administrator notifies you that your course has been created in Vista Enterprise, you can import the content package to your Vista Enterprise course. For more information, see *Importing Courses to Vista Enterprise* on page 15.

IMPORTING COURSES TO VISTA ENTERPRISE

After you have exported the entire contents of a course as a content package and your administrator has notified you that your course has been created in Vista Enterprise, you can import the content package to your Vista Enterprise course.

IMPORTANT: You must be enrolled as a Section Designer in each course to which you want to import content.

1. Go to the Vista Enterprise URL that your administrator provided. The *Institution Listing* screen

appears.

2. Click the name of your institution. The *Entry Page* screen appears.
3. Click **Log In**. The *Log In* screen appears.
4. Enter your user name and password, and click **OK**.

NOTE: You may be able to enter the user name and password that you use to log in to CE 4.1 (MP) or your administrator may have provided you with a new user name and/or password to log in to Vista Enterprise.

The *My Blackboard* screen appears. In the *Course List* channel, a link displays for each course in which you are enrolled.

5. In the *Course List* channel, click the name of the course to which you want to import the content package.

If this is the first time you are entering the course, the *Assign Course Content* screen appears.

The screenshot shows a web interface titled "Assign Course Content" for "Biology 101 - Biology 101, Section 1". The page contains the following text and options:

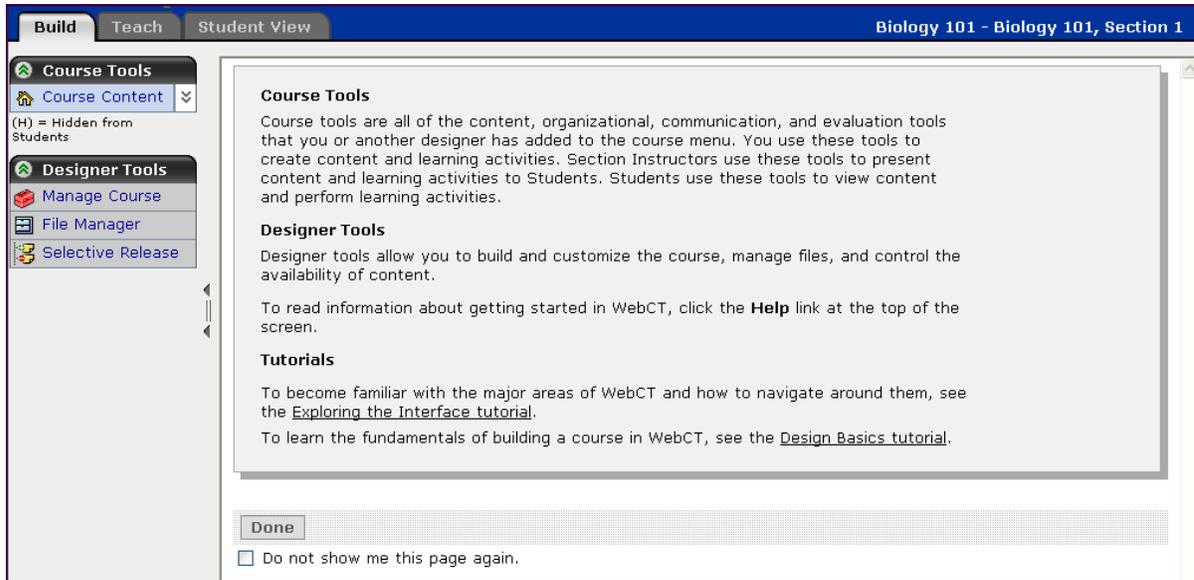
Assign Course Content
Biology 101 - Biology 101, Section 1
You can assign content to this course from another course or start designing this course without assigning content. Select one of the options below and click Continue.

- Set up a blank course**
Select this option to start designing this course without assigning content.
- Copy content from another course**
Select from courses in which you are enrolled as a designer.
- Assign a template to this course**
Select from templates that have been associated with this course by an administrator.
- Import content from file**
Select this option to start importing course content from exported course file.

At the bottom of the form are two buttons: "Continue" and "Cancel".

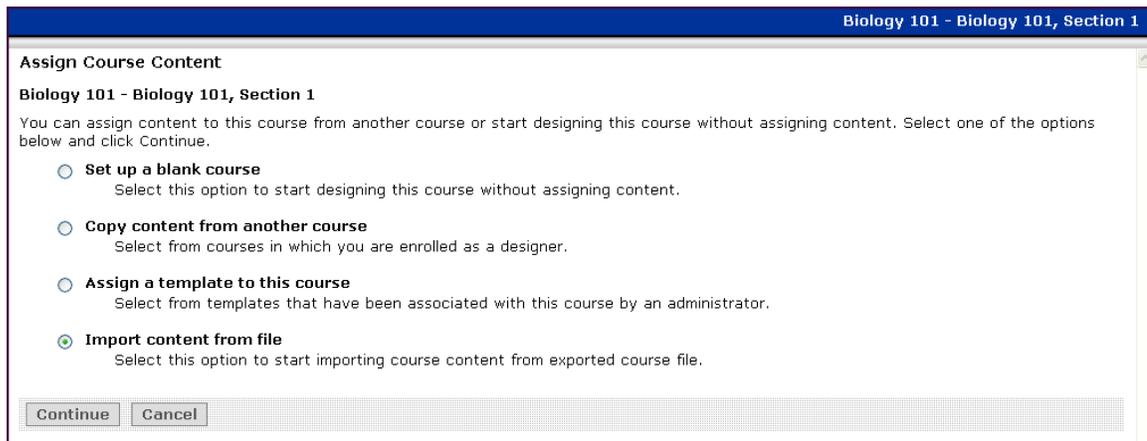
If you have previously entered the course, the course entry screen appears.

Chapter 3: Migrating Your Courses to Vista Enterprise

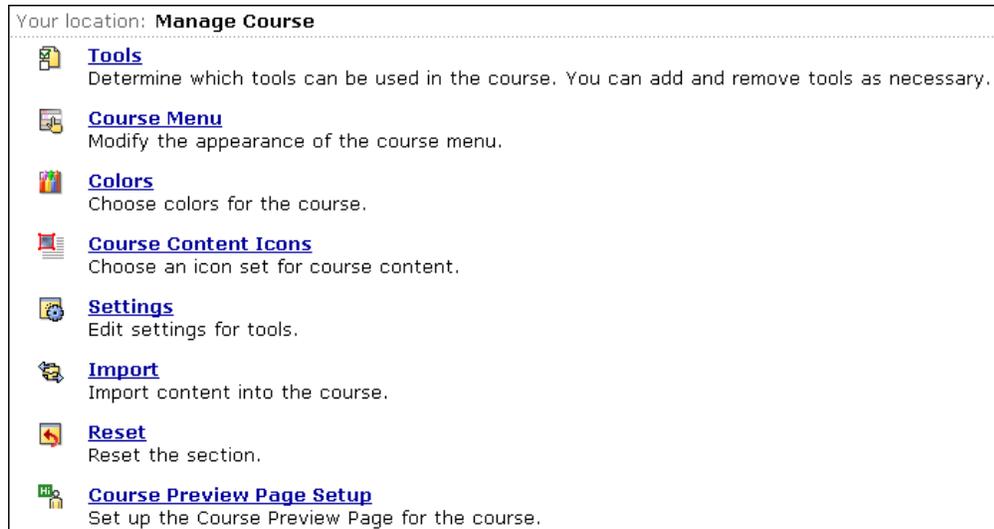


6. Do one of the following:

- From the *Assign Course Content* screen, select *Import content from file* and click **Continue**.

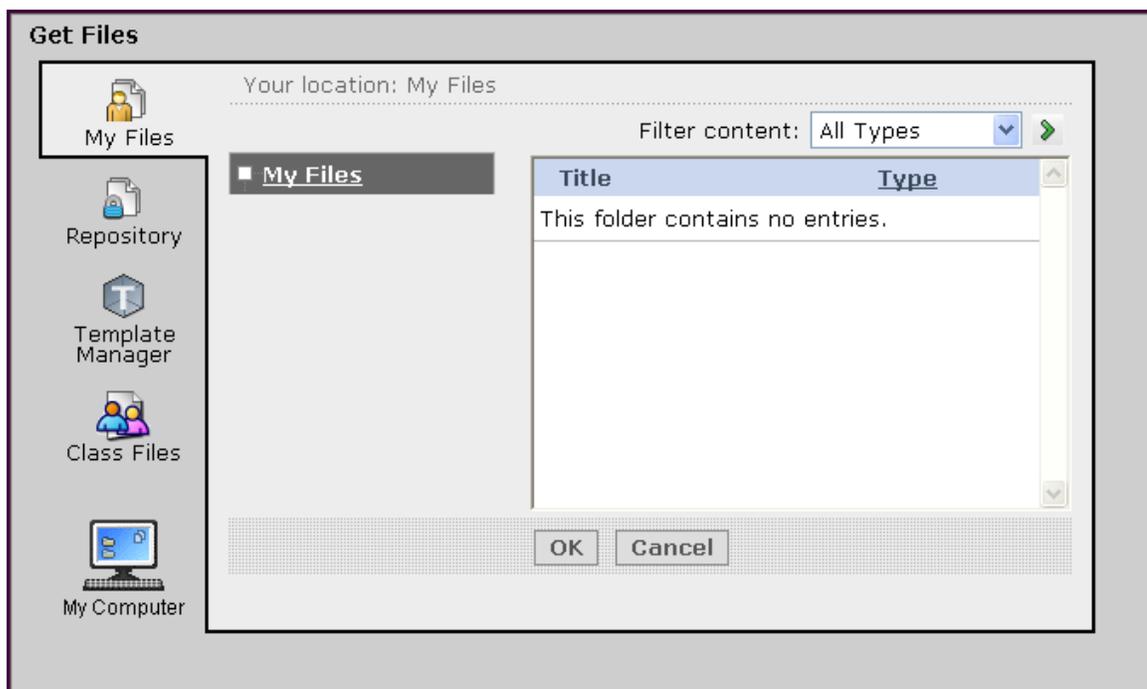


- From the course entry screen:
 - a. Under *Designer Tools*, click **Manage Course**. The *Manage Course* screen appears.



b. Click **Import**.

The *Content Browser* pop-up window appears.



7. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer*

screen appears.

8. Locate and select the zip file containing the course content package. The *Content Import in Progress* screen appears, listing details of the import in progress.

Content Import in Progress
This task could take several minutes to more than an hour depending on the complexity and size of the content being imported.

Import activities:
You are currently importing **BIO101_COURSE_20050321140204.zip**

Unpacking content package (could take several minutes).
Content package unpacked. Starting to import resources.
Found new folder. Start processing...
Found new file. Start Processing...
File processing done.
Found new Chat/Whiteboard room(s). Start processing...
Chat/Whiteboard room "Room 1" created.
Chat/Whiteboard room "Room 2" created.
Chat/Whiteboard room "Room 3" created.
Chat/Whiteboard room "Room 4" created.
Chat/Whiteboard room(s) processing done.
Found new discussion category. Start processing...
Discussion topic "Main" created.
Discussion topic "Notes" created.
Discussion category processing done.
Found new assignment project(s). Start processing...
Assignment "Student Homepages" created.

NOTE: Depending on the amount of content in the content package you are importing, the file may take a while to import.

9. After the content package imports, if you want to view a log that contains details about the import process:
 - a. Click **View Import Log**. The *Import Log* pop-up window appears.

IMPORTANT: We recommend you print this log. It may help you identify issues in your migrated course.

- b. When you are finished viewing the log, click **Close**. The *Import Log* pop-up window closes.

10. Click **Return**. The course entry screen appears.

During import, a file was created titled *Content Import Log*. This file describes where your course content appears after it imports. If you want to view the *Content Import Log*, see *Viewing the Content Import Log* on page 19.

After your course is imported, there are a list of items to do to ensure your migrated course is ready for Students. For more information, see *Chapter 5: Getting Migrated Courses Ready for Students*.

VIEWING THE CONTENT IMPORT LOG

A file is created when a CE 4.1 (MP) course content package is imported into Vista Enterprise. This file describes where your course content appears after it is imported.

Chapter 3: Migrating Your Courses to Vista Enterprise

1. Under *Course Tools*, click **Course Content**. The *Course Content Home* screen appears.
2. From the *Course Content Home* screen, locate the *Content Import Log* link. The title of the link will look similar to the following: *<Course_ID> Course Content Import Log yyyy-mm-dd hh:mm:ss*, where *yyyy-mm-dd hh:mm:ss* is the date and time the content was imported.
3. Next to the *Content Import Log* link, click the *ActionLinks* icon. A menu appears.
4. Click **Preview**. The file appears in a new browser window.
5. If you want to print the *Content Import Log*:
 - a. From your browser's *File* menu, click **Print**. Your browser's *Print* dialog box appears.
 - b. Make your selections to print the *Content Import Log*.
 - c. When you are finished printing the *Content Import Log*, close the browser window.
6. The link to the *Content Import Log* is not visible to Students but if you want to remove the link from the *Course Content Home* screen:
 - a. Next to the *Content Import Log* link, click the *ActionLinks* icon. A menu appears.
 - b. Click **Remove Link**. A confirmation message appears.
 - c. Click **OK**. The link is removed.

CHAPTER 4: FINDING YOUR COURSE CONTENT AFTER MIGRATION

After your course has been migrated to Vista Enterprise, you will want to see where your migrated content appears. Some features and functionality in CE 4.1 (MP) do not map directly to identical functionality in Vista Enterprise. You will want to familiarize yourself with these differences.

- NOTE:**
- To help you find content in your course after it is imported to Vista Enterprise, you can view the *Content Import Log* that is created during import. The *Content Import Log* contains details about where your course content appears after it is imported. For more information, see *Viewing the Content Import Log* on page 19.
 - Student-generated content, such as *Mail* and *Discussions* messages, and *Calendar* entries, do not migrate.

The following table describes where all course content appears after it is imported to Vista Enterprise.

This page, tool, or utility...	...becomes this in Vista 4	Details
Homepage	Course Content Home	<ul style="list-style-type: none"> Organizer pages migrate.
Organizer Pages	Folders	<ul style="list-style-type: none"> Upper and lower textblocks migrate and are called headers and footers, respectively. Banner text migrates and becomes part of the header. Default banners do not migrate. Custom icons migrate. Column layout migrates. Some table attributes do not migrate: the <i>Table border width</i>, <i>Table spacing</i>, <i>Table padding</i>, and <i>Table background color</i> attributes do not exist in Vista 4. Links to content items, such as content modules and quizzes, migrate. <p>NOTE: If selective release criteria was set on a link to a content item, the link is hidden from Students (the word <i>Hidden</i> appears next to the link to indicate the item is hidden). In Vista Enterprise, selective release criteria are set on a content item, not on a link to the item. Because of this, selective release criteria does not migrate.</p> <ul style="list-style-type: none"> Links to tools, such as the <i>Calendar</i> tool are now on the course menu, under <i>Course Tools</i>, instead of on organizer pages. In Vista Enterprise, if you want, in a folder or learning module, you can add links to specific content items, such as a specific assignment. <p>NOTE:</p> <ul style="list-style-type: none"> If selective release criteria were set on a link to the tool, the tool is hidden from Students (the letter <i>H</i> appears next to the tool name). If all of the links on an organizer page do not migrate, the organizer page does not migrate. For example, if an organizer page contains links to the <i>Calendar</i> and <i>Index</i> tools only, the organizer page does not migrate.
Assignments tool	Assignments tool	<ul style="list-style-type: none"> Assignments migrate and the <i>Assignments</i> tool is added to the course menu, under <i>Course Tools</i>.

Chapter 4: Finding Your Course Content After Migration

This page, tool, or utility...	...becomes this in Vista 4	Details
<i>Calendar</i> tool	<i>Calendar</i> tool	<ul style="list-style-type: none"> • The <i>Calendar</i> tool is added to the course menu, under <i>Course Tools</i>.
<i>CD-ROM</i> utility	<i>Local Content</i> tool	<ul style="list-style-type: none"> • CD-ROM entries migrate and can be accessed from the <i>Local Content</i> tool. • The <i>Local Content</i> tool is added to the course menu, under <i>Course Tools</i>.
<i>Chat</i> tool	<i>Chat</i> tool	<ul style="list-style-type: none"> • All general purpose chat rooms migrate and the <i>Chat</i> tool is added to the course menu, under <i>Course Tools</i>. • In Vista Enterprise, in a folder or learning module, you can add links to a specific <i>Chat</i> room.
<i>Compile</i> utility	-	<ul style="list-style-type: none"> • The <i>Compile</i> utility does not exist as a separate utility in Vista Enterprise. • The following tools include a Create Printable View button that allows you to create a printable view of compiled content: <ul style="list-style-type: none"> • <i>Calendar</i> tool • <i>Discussions</i> tool • <i>Learning Modules</i> tool • <i>Mail</i> tool • <i>Notes</i> tool • <i>Syllabus</i> tool <p>In the <i>Syllabus</i> tool, the button is called Printable Version.</p>

Chapter 4: Finding Your Course Content After Migration

This page, tool, or utility...	...becomes this in Vista 4	Details
<p><i>Content Module</i> tool</p>	<p><i>Learning Modules</i> tool</p>	<ul style="list-style-type: none"> • All content modules, including all content in the table of contents, migrates and the <i>Learning Modules</i> tool is added to the course menu, under <i>Course Tools</i>. • Links from an organizer page to a content module migrate. • If there were <i>Glossary</i> keyword links in pages of content, these links migrate. <p>NOTE:</p> <ul style="list-style-type: none"> • Plural (-s) and past tense (-ed) forms of keywords are no longer linked. For example, if <i>apple</i> was a keyword, the word <i>apples</i> will no longer be linked to the <i>Glossary</i> keyword. • Keywords are no longer linked if they display on two different lines. For example, the keyword <i>Dalai Lama</i> is not linked if it displays on two different lines. <ul style="list-style-type: none"> • If there were action menu links in a content module, these links migrate: <ul style="list-style-type: none"> • To access links to files, and audio and video clips, click the File link in the action menu. • To access links to quizzes and self tests, click the Assessments link in the action menu. • To access links to URL-type links, click the URL link in the action menu. • To access the glossary, click the Media Library Collection link in the action menu.
<p><i>Discussions</i> tool</p>	<p><i>Discussions</i> tool</p>	<ul style="list-style-type: none"> • All discussion topics migrate and the <i>Discussions</i> tool is added to the course menu, under <i>Course Tools</i>. • If a discussion topic contained messages, the message text from the first message posted by an instructor is now the topic description. • If there was a link from an organizer page to a specific discussion topic, the link migrates.

Chapter 4: Finding Your Course Content After Migration

This page, tool, or utility...	...becomes this in Vista 4	Details
<i>Glossary</i> tool	<i>Media Library</i> tool	<ul style="list-style-type: none"> • Each keyword in the <i>Glossary</i> migrates and is an entry in a <i>Media Library</i> collection titled <i>Glossary</i>. • The <i>Media Library</i> tool is added to the course menu, under <i>Course Tools</i>. • Links from an organizer page to the <i>Glossary</i> migrate and become links to the <i>Glossary</i> collection.
<i>Image Database</i> tool	<i>Media Library</i> tool	<ul style="list-style-type: none"> • All image databases migrate. Each image database becomes a collection in the <i>Media Library</i> tool. • The <i>Media Library</i> tool is added to the course menu, under <i>Course Tools</i>. • In Vista Enterprise, in a folder or learning module, you can add links to a specific <i>Media Library</i> collection.
<i>Index</i> tool	-	<ul style="list-style-type: none"> • Index entries do not migrate. • The <i>Index</i> tool does not exist in Vista 4.
<i>Language Selector</i> tool	-	<ul style="list-style-type: none"> • The <i>Language Selector</i> tool does not exist in Vista Enterprise. • Depending on administrator settings, in Vista Enterprise, you may be able to select the course language: on the course menu, under <i>Designer Tools</i> or <i>Instructor Tools</i>, click Manage Course. Click Settings, and under <i>Administration</i>, click International.
<i>Mail</i> tool	<i>Mail</i> tool	<ul style="list-style-type: none"> • The <i>Mail</i> tool is added to the course menu, under <i>Course Tools</i>.
<i>Manage Files</i>	<i>File Manager</i> tool	<ul style="list-style-type: none"> • All folders and files migrate. • The <i>File Manager</i> tool is added to the course menu, under <i>Designer Tools</i>.
<i>My Grades</i> tool	<i>My Grades</i> tool	<ul style="list-style-type: none"> • The <i>My Grades</i> tool is added to the course menu. To access the <i>My Grades</i> tool, click the Student View tab. On the course menu, under <i>My Tools</i>, click My Grades.
<i>My Progress</i> tool	<i>My Progress</i> tool	<ul style="list-style-type: none"> • The <i>My Progress</i> tool is added to the course menu. To access the <i>My Progress</i> tool, click the Student View tab. On the course menu, under <i>My Tools</i>, click My Progress.

Chapter 4: Finding Your Course Content After Migration

This page, tool, or utility...	...becomes this in Vista 4	Details
<i>Question Database</i>	<i>Question Database</i>	<ul style="list-style-type: none"> • All questions and all question categories migrate and can be accessed from the <i>Question Database</i> in the <i>Assessments</i> tool. • The <i>Assessments</i> tool is added to the course menu, under <i>Course Tools</i>. <p>NOTE: If you migrate multiple choice questions in which the <i>Scoring</i> setting was set to <i>All or nothing</i> and the <i>Allow negative score</i> setting was set to <i>Yes</i>, when migrated, the <i>Allow negative score</i> setting will be changed to <i>No</i>. In this version of Vista Enterprise, for multiple choice questions, if you select the <i>All or nothing</i> grading scheme, the <i>Allow negative score</i> setting can only be set to <i>No</i>.</p>
<i>Quizzes/Surveys tool</i>	<i>Assessments tool</i>	<ul style="list-style-type: none"> • All quizzes and surveys, including all questions, migrate and can be accessed from the <i>Assessments</i> tool. • The <i>Assessments</i> tool is added to the course menu, under <i>Course Tools</i>. • All questions are added to the <i>Question Database</i>. • Links from an organizer page to a specific quiz or survey migrate. • If there was a link from an organizer page to a specific subset of quizzes and surveys, a folder (organizer page) is created that contains links to those quizzes and surveys.
<i>Resume Course utility</i>	-	<ul style="list-style-type: none"> • The <i>Resume Course</i> utility does not exist in Vista Enterprise.
<i>Search utility</i>	<i>Search tool</i>	<ul style="list-style-type: none"> • The <i>Search</i> tool is added to the course menu, under <i>Course Tools</i>.
<i>Self Test tool</i>	<i>Assessments tool</i>	<ul style="list-style-type: none"> • All self tests, including all questions, migrate and can be accessed from the <i>Assessments</i> tool. • The <i>Assessments</i> tool is added to the course menu, under <i>Course Tools</i>. • All questions are added to the <i>Question Database</i> tool. • Links from an organizer page to a specific self test migrate.

Chapter 4: Finding Your Course Content After Migration

This page, tool, or utility...	...becomes this in Vista 4	Details
Single Pages	Files in the <i>File Manager</i> tool	<ul style="list-style-type: none"> • Single pages migrate. • Links from an organizer page to a single page migrate.
<i>Student Homepages</i> tool	An assignment	<ul style="list-style-type: none"> • Content in the <i>Student Homepages</i> tool migrates and becomes an assignment titled <i>Student Home Pages</i>. • The <i>Assignments</i> tool is added to the course menu, under <i>Course Tools</i>. • Links from an organizer page to <i>Student Homepages</i> migrate. These links now go to the <i>Student Home Pages</i> assignment.
<i>Student Presentations</i> tool	An assignment	<ul style="list-style-type: none"> • Content in the <i>Student Presentations</i> tool migrates and becomes a group assignment titled <i>Student Presentations</i>. • The <i>Assignments</i> tool is added to the course menu, under <i>Course Tools</i>. • All group names and descriptions migrate to the new <i>Group Manager</i> tool. Section Instructors can access the <i>Group Manager</i> tool from the course menu on the <i>Teach</i> tab. • Links from an organizer page to <i>Student Presentations</i> migrate. These links now go to the <i>Student Presentations</i> assignment.
<i>Student Tips</i> tool	-	<ul style="list-style-type: none"> • Student tips do not migrate. • The <i>Student Tips</i> tool does not exist in Vista Enterprise. You can use the <i>Announcements</i> tool in Vista Enterprise to send tips to Students.
<i>Syllabus</i> tool		<ul style="list-style-type: none"> • All <i>Syllabus</i> data, except course information and instructor information, migrates. <p>NOTE: In Vista Enterprise, course and instructor information is pre-populated with system-generated information.</p> <ul style="list-style-type: none"> • The <i>Syllabus</i> tool is added to the course menu, under <i>Course Tools</i>. • Links from an organizer page to the <i>Syllabus</i> migrate.

Chapter 4: Finding Your Course Content After Migration

This page, tool, or utility...	...becomes this in Vista 4	Details
<i>URL</i>	<i>Web Links</i> tool	<ul style="list-style-type: none">• URLs migrate and can be accessed from the <i>Web Links</i> tool.• The <i>Web Links</i> tool is added to the course menu, under <i>Course Tools</i>.• Links from an organizer page to a URL migrate.
<i>Whiteboard</i> tool	<i>Chat</i> tool	<ul style="list-style-type: none">• The <i>Whiteboard</i> tool is integrated with the <i>Chat</i> tool in Vista 4.• The <i>Whiteboard</i> migrates and becomes a room in the <i>Chat</i> tool called <i>Whiteboard</i>.• The <i>Chat</i> tool is added to the course menu, under <i>Course Tools</i>.

CHAPTER 5: GETTING MIGRATED COURSES READY FOR STUDENTS

After your courses have been migrated to Vista Enterprise, for each course, we recommend that you complete the following list of to do items. This will help to ensure that each migrated course is ready for Students.

Course Area	To Do Item
Entire course	<ul style="list-style-type: none"> • Use the <i>Student View</i> tab to test all links and content in your course as a Student. For example, complete and submit each migrated assessment, complete and submit each migrated assignment, and test <i>Mail</i> by sending a message. • Update or delete any date-sensitive content from the course. For example, text that says <i>Spring 2005 Semester</i>. • Check the format of each folder and make sure the content displays as expected. • Update or delete any text that references and any images that include the CE 4.1 (MP) user interface. • If you have absolute links (in files or to tools) that reference the CE 4.1 (MP) server (for example, <code><a href="http://<ce_4.x_server>/images/image.gif">Image File</code>) you need to update these links. These links will not work in Vista Enterprise. • Take advantage of the new tools and functionality available in Vista Enterprise. For example: <ul style="list-style-type: none"> • You use can use the new <i>Announcements</i> tool to deliver important information to Students and Teaching Assistants. • Section Designers can add four new question types to quizzes, surveys, and self tests: combination (multiple choice), fill in the blank, jumbled sentence, and true false. • Section Designers can now add individual assessments, assignments, <i>Chat</i> rooms, <i>Discussion</i> topics, <i>Media Library</i> collections, and web links to learning modules.

Course Area	To Do Item
Course menu	<p>If there were selective release criteria set on tools in your course in CE 4.1 (MP), the tools are now hidden from Students and there are no release criteria set on them.</p> <p>In Vista Enterprise, you set release criteria only on content items, such as assignments, not on tools. You can temporarily hide tools from Students and then, if you want, set them to show.</p> <p>Review the course menu and decide whether you want to show or hide any of the tools on the course menu. If you want to hide or show tools on the course menu:</p> <ol style="list-style-type: none"> 1. Under <i>Designer Tools</i> or <i>Instructor Tools</i>, click Manage Course. The <i>Manage Course</i> screen appears. 2. Click Course Menu. The <i>Menus</i> screen appears. For more information on modifying the course menu, from this screen, on the logo bar, click Help.
<i>Assessments</i> tool	<p>If quizzes, surveys, and self tests were migrated, ensure you review the properties (settings) of each assessment:</p> <ol style="list-style-type: none"> 1. Under <i>Course Tools</i>, click Assessments. The <i>Assessments</i> screen appears. 2. Next to the assessment title, click the <i>ActionLinks</i> icon. A menu appears. 3. Click Edit Properties. The <i>Edit Assessment Properties</i> screen appears. For more information on editing assessment properties, from this screen, on the logo bar, click Help.

Course Area	To Do Item
<p><i>Assignments</i> tool</p>	<p>If assignments were migrated, ensure you review the properties (settings) of each assignment:</p> <ol style="list-style-type: none"> 1. Under <i>Course Tools</i>, click Assignments. The <i>Assignments</i> screen appears. 2. Next to the assignment title, click the <i>ActionLinks</i> icon. A menu appears. 3. Click Edit Properties. The <i>Edit Assignment</i> screen appears. For more information on editing assignment properties, from this screen, on the logo bar, click Help.
	<p>If content in the <i>Student Homepages</i> tool was migrated, ensure you add instructions to the <i>Student Homepages</i> assignment that was created:</p> <ol style="list-style-type: none"> 1. Under <i>Course Tools</i>, click Assignments. The <i>Assignments</i> screen appears. 2. Next to the assignment titled <i>Student Homepages</i>, click the <i>ActionLinks</i> icon. A menu appears. 3. Click Edit Properties. The <i>Edit Assignment</i> screen appears. 4. Edit the instructions. For more information, from this screen, on the logo bar, click Help.
	<p>If content in the <i>Student Presentations</i> tool was migrated, ensure you add instructions to the <i>Student Presentations</i> assignment that was created:</p> <ol style="list-style-type: none"> 1. Under <i>Course Tools</i>, click Assignments. The <i>Assignments</i> screen appears. 2. Next to the assignment titled <i>Student Presentations</i>, click the <i>ActionLinks</i> icon. A menu appears. 3. Click Edit Properties. The <i>Edit Assignment</i> screen appears. 4. Edit the instructions. For more information, from this screen, on the logo bar, click Help.
<p><i>Calendar</i> tool</p>	<p>Review and, if necessary, edit <i>Calendar</i> settings:</p> <ol style="list-style-type: none"> 1. Under <i>Course Tools</i>, click Calendar. The <i>Calendar</i> screen appears. 2. Click Calendar Settings. The <i>Calendar Settings</i> screen appears. For more information on editing the settings, from this screen, on the logo bar, click Help.

Course Area	To Do Item
<i>Discussions</i> tool	<p>If discussion topics were migrated, topic descriptions may have been created automatically for these topics (if there were messages in a migrated topic, the message text of the first message posted by an instructor is now the topic description). Review and, if necessary, edit the descriptions to ensure they are appropriate:</p> <ol style="list-style-type: none"> 1. Under <i>Course Tools</i>, click Discussions. The <i>Discussions</i> screen appears. 2. Next to the topic title, click the <i>ActionLinks</i> icon. A menu appears. 3. Click Edit Properties. The <i>Edit Topic Properties</i> screen appears. 4. Add or edit the description. For more information, from this screen, on the logo bar, click Help.
<i>Group Manager</i> tool	<p>If <i>Student Presentations</i> groups were migrated from your CE 4.1 (MP) course, when Students are enrolled in your course, ensure Section Instructors add Students to these groups:</p> <ul style="list-style-type: none"> • From the <i>Teach</i> tab, under <i>Instructor Tools</i>, click Group Manager. For more information about adding members, in this screen, on the logo bar, click Help.
<i>Mail</i> tool	<p>If users were allowed to forward <i>Mail</i> messages to external e-mail addresses in your course in CE 4.1 (MP), you need to set this up in Vista 4:</p> <p>NOTE: Depending on administrator settings, this feature may not be available.</p> <ol style="list-style-type: none"> 1. Under <i>Designer Tools</i> or <i>Instructor Tools</i>, click Manage Course. The <i>Manage Course</i> screen appears. 2. Click Settings. The <i>Settings Management</i> screen appears. 3. Under <i>Tools</i>, click Mail. The <i>Mail</i> screen appears. 4. Next to <i>Allow Mail messages to be forwarded to an external e-mail address</i>, select <i>true</i>. 5. Click Save Values. The <i>Course Content Home</i> screen appears.
<i>Question Database</i> tool	<p>If any calculated questions were migrated that did not contain formula variables, the question title is appended with the phrase <i>NEEDS_REVIEW</i>. Ensure you add formula variables to these questions.</p>
<i>Selective Release</i> tool	<p>If selective release criteria were set on links to content items in your CE 4.1 (MP) course, the items are hidden from Students. Use the <i>Selective Release</i> tool to set release criteria for these items. For more information, in the <i>Online Help</i>, see <i>Setting Release Criteria for Items</i>.</p>

Chapter 5: Getting Migrated Courses Ready for Students

Course Area	To Do Item
Links to external programs	If you had links to external programs, such as a library system, in your CE 4.1 (MP) course, you will need to add these links to your course. After your administrator adds these external programs to Vista Enterprise, you can add links to these programs on <i>Course Content Home</i> or any content folder in the <i>Course Content</i> tool.
WebDAV	If you had web folder connections to folders in your course, you will have to create the web folders in Vista Enterprise. For more information, in the <i>Online Help</i> , see <i>Creating WebDAV Folders</i> .