



Blackboard

Blackboard Learning System™

CE 4.1 (MP) to CE Enterprise and CE Basic Upgrade Guide for Designers and Instructors

**Application Pack 1 for Blackboard Learning System — CE Enterprise License
(Release 6), Service Pack 1
Application Pack 1 for Blackboard Learning System — CE Basic License (Release
6), Service Pack 1**

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ABOUT THIS GUIDE

Welcome to the *Blackboard Learning System CT™ CE 4.1 (MP) to CE 6 Upgrade Guide for Designers and Instructors*. This guide provides an overview of the CE Enterprise (Release 6) interface and its new features. It also contains information about preparing your courses for migration to CE Enterprise, migrating your own courses to CE 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 upgrading from CE 4.1 with the Migration Pack (MP) to CE Enterprise (Release 6 or higher).

HOW TO USE THIS GUIDE

This guide includes the following chapters:

Chapter	Description
<i>Chapter 1: Becoming Familiar with CE Enterprise</i>	This chapter provides an overview of the CE Enterprise interface and its new features (as of release 6).
<i>Chapter 2: Preparing Your Courses for Migration</i>	<p>This chapter:</p> <ul style="list-style-type: none">contains a list of items that designers and instructors should do to prepare their courses for migration to CE Enterprise.should be read by designers and instructors who are migrating their own courses from CE 4.1 (MP) to CE Enterprise and by designers and instructors who are having their courses migrated to CE Enterprise by their administrator.

Chapter	Description
<i>Chapter 3: Migrating Your Courses to CE 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 CE Enterprise.should be read by designers and instructors who are migrating their own courses from CE 4.1 (MP) to CE 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 CE Enterprise.should be read by designers and instructors who migrated their own courses from CE 4.1 (MP) to CE Enterprise and by designers and instructors who had their courses migrated to CE 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 CE Enterprise and by designers and instructors who had their courses migrated to CE Enterprise by their administrator.

CONVENTIONS

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

The following conventions are used in Blackboard documentation:

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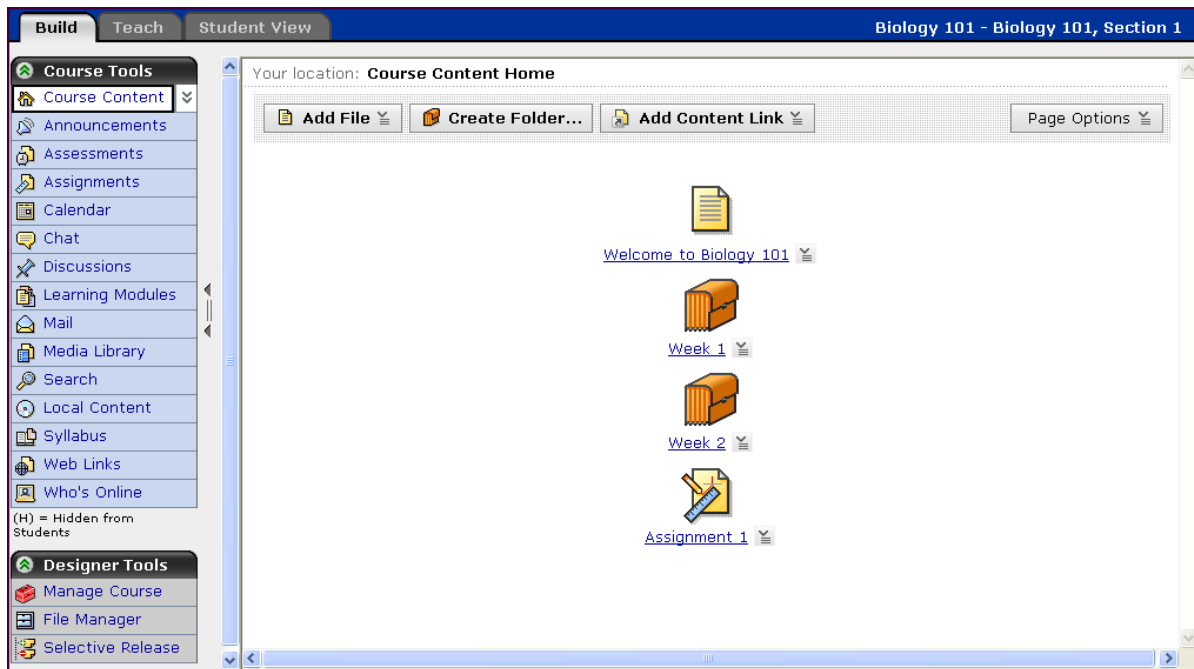
<angle_brackets>	<p>Unless appearing within HTML or XML code, <angle_brackets> indicate a placeholder or variable that should be replaced with an actual value as indicated by the text between them.</p> <p>EXAMPLE: <CE_install_dir> should be replaced with the actual directory where CE is installed.</p> <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>
bold	<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>
code	<p>Code appears in a shaded box.</p> <pre data-bbox="475 997 1417 1073">long personID = session.getSubject().getPersonID(); CalendarEntryVO[] entries = cal.getEntriesForUser(session, personID);</pre>
Courier font	<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>
<i>italic</i>	<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>
KEYSTROKE	<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: <code>c:\generic\admin</code></p> <p>When referring to file paths on a UNIX® operating system, slash marks (/) are used.</p> <p>EXAMPLE: <code>c:/generic/admin</code></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: <code>c:/generic/admin</code></p>
[square_brackets]	<p>In commands, optional parameters are in [square_brackets].</p> <p>EXAMPLE: <code>--glcId=identifier</code> for the institution this command applies to]</p>

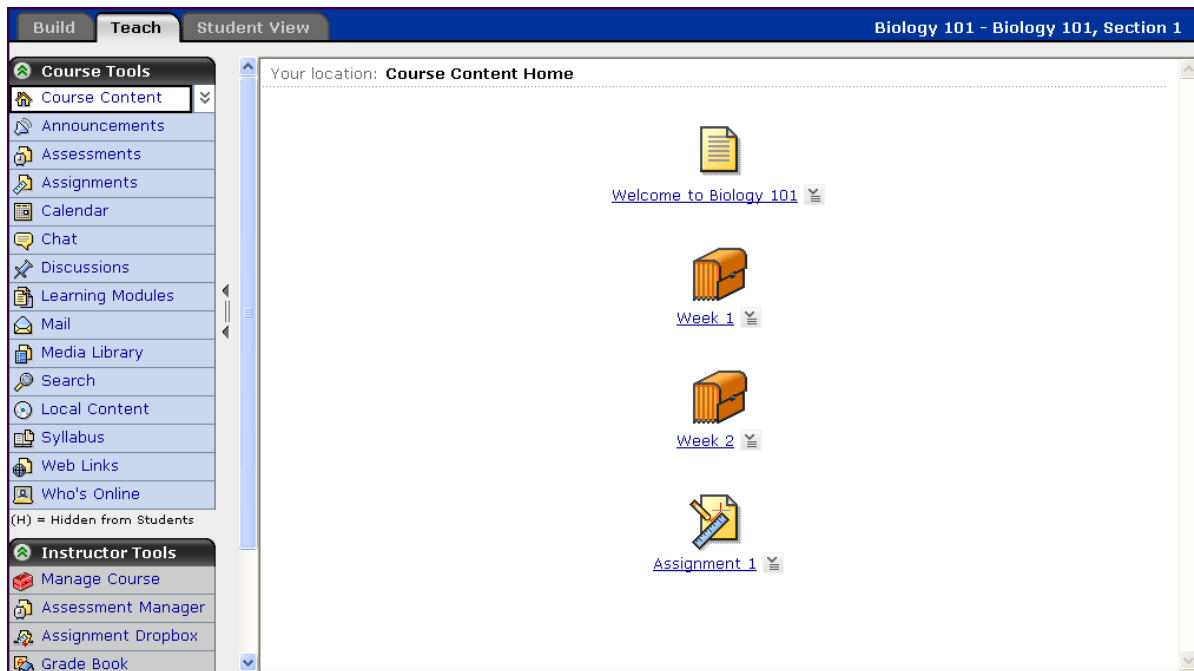
CHAPTER 1: BECOMING FAMILIAR WITH CE ENTERPRISE

In CE 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 CE 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

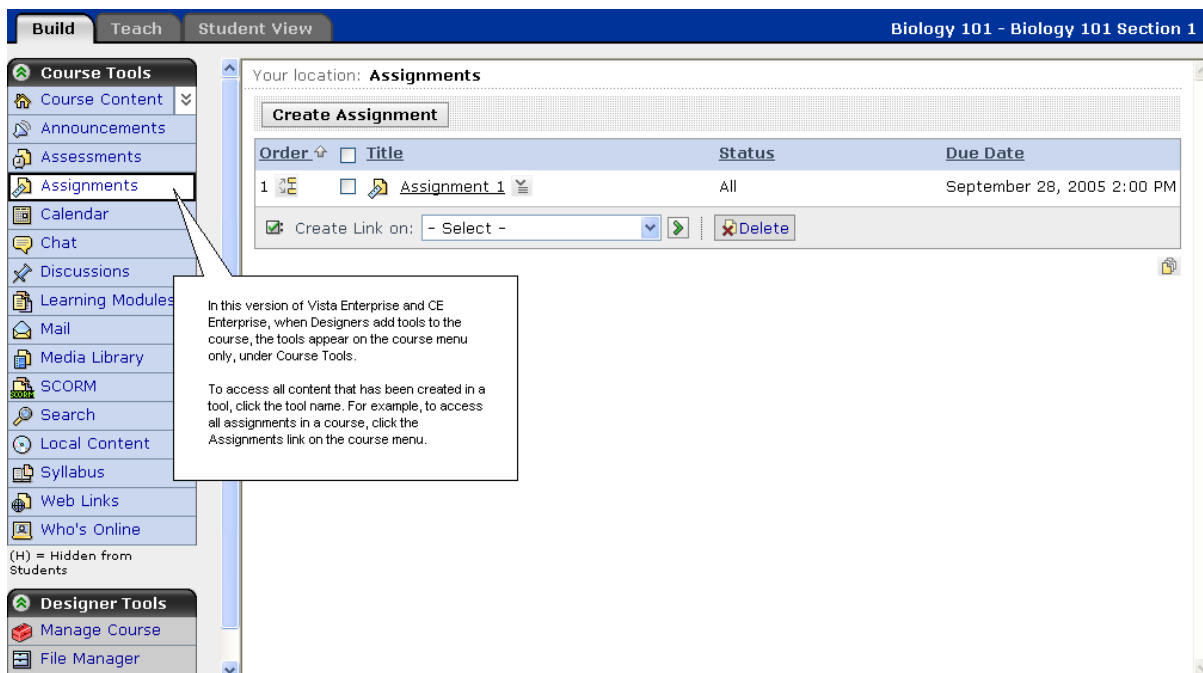
In CE Enterprise, the *Build* tab contains all of the tools and features that Section Designers use to design a course. *Course Tools* and *Designer Tools* appear on the course menu on the left side of the page and the home page of the course can be found in the *Course Content* area in the center of 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 CE 6 *Online Help*.

Designers Tools

Designers 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 CE 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.

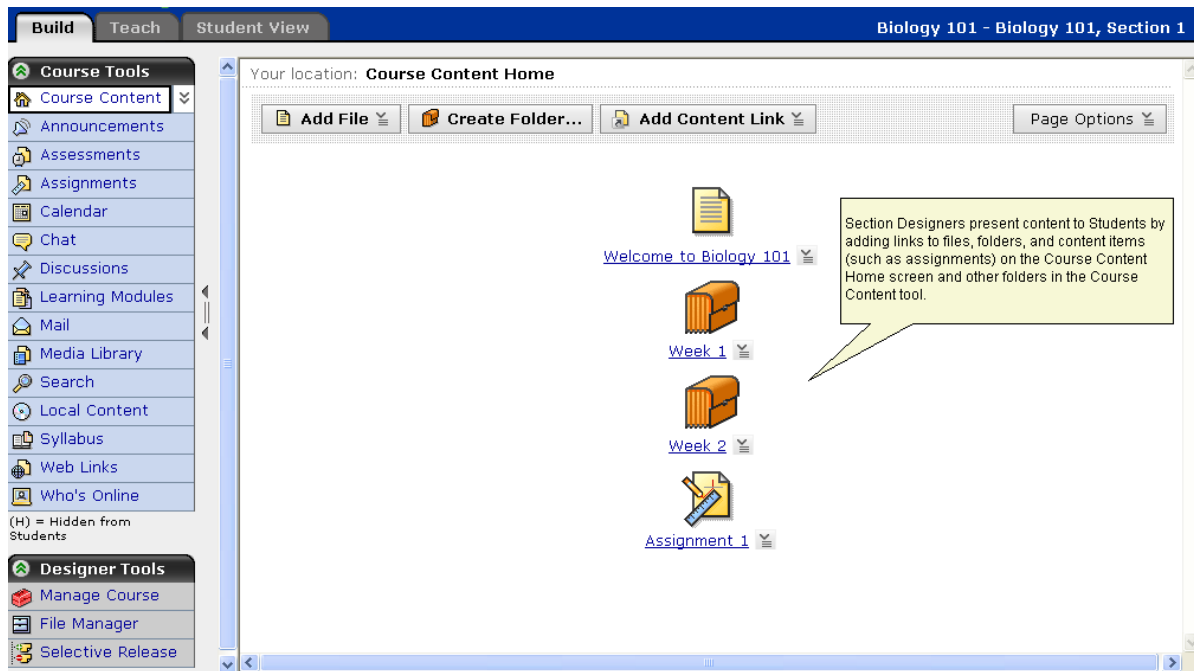
EXAMPLE: Section Designers can create folders to organize content for each week in the course.

- 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 CE Enterprise *Online Help*.

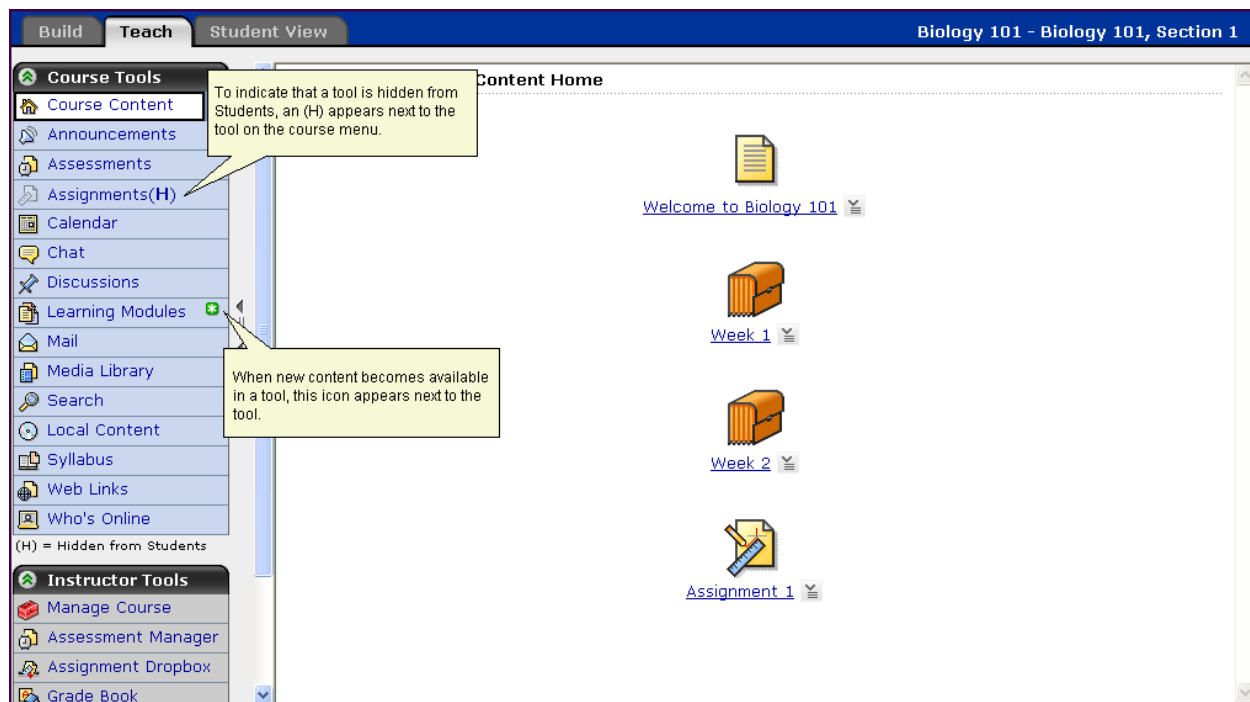
BECOMING FAMILIAR WITH THE INSTRUCTOR INTERFACE

In CE 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 CE 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 CE 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 CE Enterprise *Online Help*.

NEW FEATURES IN CE ENTERPRISE

The following table describes some of the new features in CE Enterprise (Release 6).

NOTE: This is not an exhaustive list.

For more information, use the Exploring WebCT tutorials

<http://tutorials.webct.com/exploring>) and the CE Enterprise *Online Help*.

Feature	Description
Distinct Designer and Instructor Roles	<p>In CE Enterprise, the designer and instructor roles are separate.</p> <p>Each Section Designer for a course can be given a distinct identity. Section Designers have access to all of the tools they need for course design, but do not have access to instructor tools, such as the <i>Grade Book</i> tool.</p> <p>Section Instructors have access to all of the tools they need to manage courses on an ongoing basis and interact with Students, but do not have access to designer tools.</p> <p>Individuals can be enrolled as one or both roles.</p>
Interactive Student View	<p>Section Designers and Section Instructors can now preview the course anytime to see exactly how it will appear to Students. Using the <i>Student View</i> tab, you can test the workflow and usability of the course.</p> <p>EXAMPLE: Immediately after Section Designers have created a quiz, they can test it by completing and submitting it, just as a Student will.</p>
New My Files Area	<p>Section Designers and Section Instructors have a <i>My Files</i> folder where they can store and manage content. The <i>My Files</i> area is private and cannot be accessed by other users.</p>
New Course Content Area	<p>In CE Enterprise, all folders can be easily accessed with a single click through the <i>Course Content</i> area. Folders can be used to organize and present materials, such as lecture notes and can now also include links to specific activities, such as an assignment or <i>Discussion</i> topic.</p>
New Link Annotations Feature	<p>Section Designers and Section Instructors can annotate links on course pages. For example, a Section Instructor could annotate the links in the <i>Course Content</i> area.</p>

Feature	Description
New Assessment Features	<p>The following are some of the new assessment features that are available in CE Enterprise:</p> <p><i>New Question Types:</i> Four new question types are available for quizzes, surveys, and self tests:</p> <ul style="list-style-type: none">• combination (multiple choice)• fill in the blank• jumbled sentence• true false <p><i>Additional Grading Options:</i> Two new grading options are available:</p> <ul style="list-style-type: none">• with grade by Student, Section Instructors can quickly see all responses to a particular question, allowing them to evaluate specific responses in the context of those provided by other Students• with anonymous grading, Section Instructors can evaluate Students' responses anonymously, helping to minimize the chance of bias
New Announcements Tool	<p>CE Enterprise includes an <i>Announcements</i> tool that allows Section Designers and Section Instructors to deliver important information to Students and/or Teaching Assistants. Announcements can be created in advance for delivery at a later time.</p>

Feature	Description
New Assignments Features	<p>The following are some of the new assignment features that are available in CE Enterprise:</p> <p><i>New Assignment Set Up Options:</i> Section Designers can create individual assignments, groups assignments, or custom assignments with different instructions for each individual or group receiving the assignment. Section Designers can also specify different options for returning assignments including responding only with text, with an attachment, or with a web link.</p> <p><i>Support for Iterative Assignment Review:</i> After Section Instructors receive an assignment submission, they now have the option of returning it to a Student or group without a grade but with comments and additional attachments (such as a marked up version of the original submission). Students can then re-submit the same assignment.</p> <p><i>Ability to Publish Assignment Submissions:</i> Section Instructors, and optionally Students, have the ability to publish complete assignment submissions so that the entire class can see them and learn from them.</p> <p><i>Easier Management of Assignment Submissions:</i> The <i>Assignment Manager</i> organizes assignments in one central location so that Section Instructors can easily see which assignments have been submitted, which have not been submitted, which have been graded, and which have been published.</p> <p><i>Support for Offline Assignment Review:</i> Section Instructors can select multiple assignment submissions, save them as zip files and download them for offline review. This saves time and makes it easier for Section Instructors to review and return assignments to Students.</p>
Integrated Chat and Whiteboard Tools	<p>In CE Enterprise, <i>Chat</i> and <i>Whiteboard</i> are combined into a single, integrated tool that offers a great degree of flexibility. Section Designers and Section Instructors have many new options when setting up <i>Chat</i> and <i>Whiteboard</i> rooms: the ability to mute or deny access or use the new handraise mode to manage participation, and the option to upload slides, save slides, and create slide shows using the <i>Whiteboard</i>.</p>
New Discussion Management Options	<p>CE Enterprise includes new discussion management options, including the ability to add instructions for each <i>Discussion</i> topic, edit postings, and re-order <i>Discussion</i> topics and categories.</p>
Discussion Grading Console	<p>CE Enterprise adds a central grading area to the <i>Discussions</i> tool, allowing Section Instructors to efficiently evaluate and grade Student participation in class discussions. Section Instructors can easily assemble and review a Student's posted messages, review a Student's total participation versus the class average, and assign a grade to each Student that is automatically recorded in the <i>Grade Book</i>.</p>

Feature	Description
New Group Manager Tool	The new <i>Group Manager</i> tool in CE 6 allows Section Instructors to create and manage class groups. Section Instructors can create groups and set up private group <i>Discussion</i> topics and <i>Chat</i> rooms. With the addition of group sign-up sheets, Students can be given the option of joining their own class groups.
New Learning Module Functionality	The <i>Content Module</i> functionality has been expanded to provide more robust <i>Learning Module</i> functionality, making it easier for Section Designers to present materials in an engaging manner. Now, specific activities, such as individual assignments and <i>Discussion</i> topics, can be included in learning modules so that Students can navigate through them using a defined sequence. Additionally, for convenient offline studying, Students can click the <i>Create Printable View</i> button to save or print the content of any learning module.
Enhanced Mail System	CE Enterprise includes an updated <i>Mail</i> system that incorporates a range of standard e-mail features, including the ability to send messages to groups. Users can also access a global view of mail categorized by course through <i>My Blackboard</i> .
New Media Library	The CE Enterprise <i>Media Library</i> tool extends the <i>Glossary</i> functionality with powerful multimedia capabilities. Section Designers can create a glossary of course terms or create multimedia collections of terms, definitions, and images related to specific course topics. These terms can be automatically linked to words throughout the course. Whenever a Student clicks on these terms, a pop-up window appears, displaying the definitions, which can include text, an image, and/or a media file.
New PeopleLinks Feature	Section Instructors, Teaching Assistants, and Students can click on a user's name anywhere it appears in a course and send a <i>Mail</i> message to that person.
SCORM Support	Section Designers can rapidly integrate SCORM content into their courses, giving them options for incorporating rich content to create dynamic learning experiences for their Students.
More Flexible Web Links	Previously called URLs, web links can now be annotated anywhere they are added to a course. Additionally, whenever a web link is added to a course, it is automatically added to a comprehensive <i>Web Links</i> page, giving Section Instructors a central place to access and review all web links used within a course.

Feature	Description
New Who's Online Tool	<p>CE Enterprise incorporates a <i>Who's Online</i> feature that allows course participants who are logged in to their course environment to see who else is logged in at a given time and chat with them.</p> <p>Section Instructors have the option of setting their online status to <i>Invisible</i> if they do not want to make their presence known at a given time.</p>
Efficient, Spreadsheet-style Grade Book	<p>Section Instructors can access the <i>Grade Book</i> from anywhere in a course. The <i>Grade Book</i> provides spreadsheet-style ease for organizing and managing information.</p> <p>EXAMPLE: Students' names are frozen in place as a Section Instructor scrolls through the <i>Grade Book</i>, making it easier to locate and view specific grades.</p>

NEW TOOLS IN CE ENTERPRISE

The following table describes the new tools that are available in CE Enterprise.

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

Tool	Description
<i>Course Content</i> tool	<ul style="list-style-type: none"> is the first tool under <i>Course Tools</i> on the course menu allows Section Designers to create and organize course content in a central location allows Section Instructors to manage course content in a central location
<i>Announcements</i> tool	<ul style="list-style-type: none"> allows Section Designers and Section Instructors to create and send text announcements to members enrolled in a course
<i>Assessments</i> tool	<ul style="list-style-type: none"> replaces the <i>Quizzes/Surveys</i> and <i>Self Tests</i> tools allows Section Designers to create quizzes, surveys, and self tests
<i>Assessment Manager</i> tool	<ul style="list-style-type: none"> replaces the <i>Submissions</i> screen in the <i>Quizzes/Surveys</i> tool allows Section Instructors to grade and manage Student submissions and run reports to see how Students perform in comparison to each other

Tool	Description
<i>Assignment Dropbox</i> tool	<ul style="list-style-type: none"> • replaces the <i>Submissions</i> screen in the <i>Assignments</i> tool • allows Section Instructors to grade and manage Student submissions
<i>Grade Book</i> tool	<ul style="list-style-type: none"> • replaces the <i>Manage Students</i> and <i>Manage Teaching Assistants</i> tools • can be used by Section Instructors to enter and manage grades for all Students
<i>Group Manager</i> tool	<ul style="list-style-type: none"> • allows Section Instructors to group members in a course • <i>Mail</i> messages can be sent to groups, and <i>Discussion</i> topics and <i>Chat</i> and <i>Whiteboard</i> rooms can be created for groups • allows Section Designers to create group assignments and assign them to groups
<i>Media Library</i> tool	<ul style="list-style-type: none"> • replaces the <i>Glossary</i> and <i>Image Database</i> tools • allows Section Designers to build a database of text, image, video, and audio entries
<i>Selective Release</i> tool	<p>provides Section Designers, Section Instructors, and Teaching Assistants with a central location to:</p> <ul style="list-style-type: none"> • set release criteria on all folders and content items, such as assignments, in the <i>Course Content</i> tool • specify whether folders and content items are hidden or visible to Students
<i>Tracking</i> tool	<ul style="list-style-type: none"> • replaces <i>Track Students</i> and <i>Track Pages</i> • can be used by Section Instructors to run reports on various Student activities in a course during a specified date range

CHAPTER 2: PREPARING YOUR COURSES FOR MIGRATION

Before you or your administrator migrates your courses to CE 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 CE 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 CE 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 CE 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 CE 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 CE 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 CE ENTERPRISE

If you are migrating your own courses to CE 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 CE Enterprise. For more information, see *Exporting Courses from CE 4.1 (MP)* on page 20.

After you have exported your courses from CE 4.1 (MP), your administrator has notified you that your courses have been created in CE 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 CE Enterprise. For more information, in this chapter, see *Importing Courses to CE Enterprise* on page 21.

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 CE Enterprise, you can import the content package to your course in CE 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.
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 CE Enterprise, you can import the content package to your CE Enterprise course. For more information, see *Importing Courses to CE Enterprise* on page 21.

IMPORTING COURSES TO CE 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 CE Enterprise, you can import the content package to your CE course.

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

1. Go to the CE 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 CE 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.

Chapter 3: Migrating Your Courses to CE Enterprise

Biology 101 - Biology 101, Section 1

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.
- ☐ **Import content from file**
Select this option to start importing course content from exported course file.

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

Biology 101 - Biology 101, Section 1

Build Teach Student View

Course Tools

Course Content

(H) = Hidden from Students

Designer Tools

Manage Course

File Manager

Selective Release

Course Tools

Course tools are all of the content, organizational, communication, and evaluation tools that you or another designer has added to the course menu. You use 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.

Designer Tools

Designer tools allow you to build and customize the course, manage files, and control the availability of content.

To read information about getting started in WebCT, click the **Help** link at the top of the screen.

6. Do one of the following:

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

Biology 101 - Biology 101, Section 1

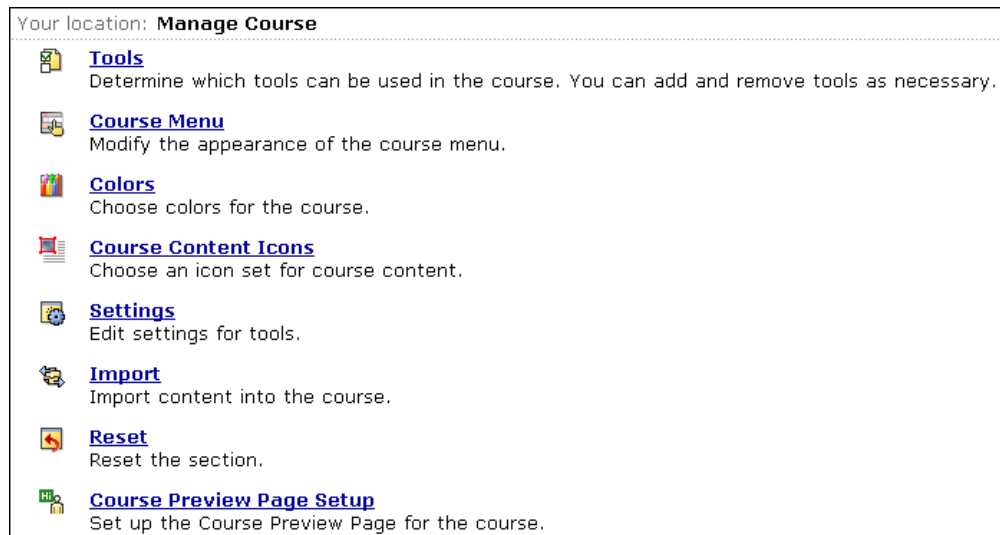
Assign Course Content

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.

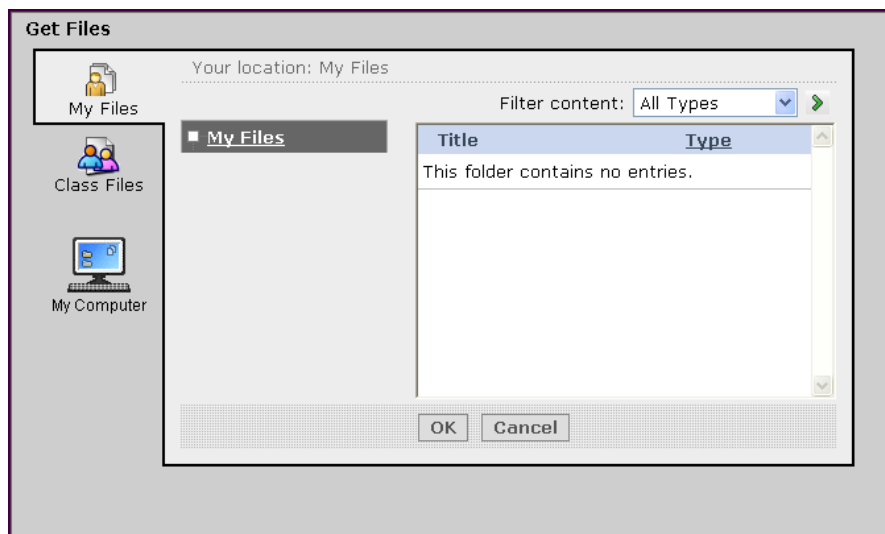
- ☐ **Set up a blank course**
Select this option to start designing this course without assigning content.
- ☐ **Copy content from another course**
Select from courses in which you are enrolled as a designer.
- ☒ **Import content from file**
Select this option to start importing course content from exported course file.

- 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 24.

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 CE Enterprise. This file describes where your course content appears after it is imported.

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 CE 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 CE Enterprise. You will want to familiarize yourself with these differences.

- NOTE:**
- To help you find content in your course after it is imported to CE 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 24.
 - 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 CE Enterprise.

This page, tool, or utility...	...becomes this in CE Enterprise	Details
Homepage	Course Content Home	<ul style="list-style-type: none"> Organizer pages migrate. 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 CE Enterprise. 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 CE 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 CE 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.
Organizer Pages	Folders	

This page, tool, or utility...	...becomes this in CE Enterprise	Details
<i>Assignments</i> tool	<i>Assignments</i> tool	<ul style="list-style-type: none"> • <i>Assignments</i> migrate and the <i>Assignments</i> tool is added to the course menu, under <i>Course Tools</i>.
<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 CE 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 CE 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>

This page, tool, or utility...	...becomes this in CE Enterprise	Details
<i>Content Module</i> tool	<i>Learning Modules</i> tool	<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"> Alternate forms of keywords, such as the plural (-s) or past tense (-ed) form of a keyword, are no longer linked. For example, if <i>apple</i> is a keyword, the word <i>apples</i> will no longer be linked. 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.
<i>Discussions</i> tool	<i>Discussions</i> tool	<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 CE Enterprise	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 CE 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 CE Enterprise.
<i>Language Selector</i> tool	-	<ul style="list-style-type: none"> The <i>Language Selector</i> tool does not exist in CE Enterprise. Depending on administrator settings, in CE 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 CE Enterprise	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 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 CE 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</i> tool	<i>Assessments</i> tool	<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</i> utility	-	<ul style="list-style-type: none"> The <i>Resume Course</i> utility does not exist in CE Enterprise.
<i>Search</i> utility	<i>Search</i> tool	<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</i> tool	<i>Assessments</i> tool	<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 CE Enterprise	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 CE Enterprise. You can use the <i>Announcements</i> tool in CE 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 CE 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.

This page, tool, or utility...	...becomes this in CE Enterprise	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 CE Enterprise. • 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 CE 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 CE Enterprise. • Take advantage of the new tools and functionality available in CE 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 CE 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
<i>Assignments</i> tool	<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.
<i>Calendar</i> tool	<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 CE Enterprise:</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>

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 CE 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 CE Enterprise. For more information, in the <i>Online Help</i> , see <i>Creating WebDAV Folders</i> .