|Course Migration to Brightspace | Instructor Checklist

Task	Tips	☐
Course Shell Verification		
For courses before Summer 2019, request conversion course.	Go to: https://tinyurl.com/pfwconvert	☐
Locate your migrated course in Brightspace.	Use Help Guide: [Login & Find Courses in Brightspace]() Course name looks something like this: **PFW-CRN#-Year/Semestercode_lastname**	☐
(Optional) Are you having difficulty identifying migrated courses?	Tip: Click the course link and explore **Content** to determine which course it is. It is also recommended that you create a list of your courses and the associated migrated names. Consider changing the banner text for the migrated course to help quickly identify the course next time you click and view it. To change the banner text: 1. Click **Course Home**. 2. Mouse-over the right corner area of the banner image. 3. Click the 3-dot icon that will appear when moused-over. 4. Select **Change Image**. 5. Mouse-over the image & click the button 'Use this image" to replace. 6. Note: Use the keyword Search box to find different images.	
Request development course shell.	Go to: https://tinyurl.com/pfwdev	☐
Copy Content		
Copy migrated course to development course.	Go to: Course Admin>Import/Export/Copy Components Tip: To prepare to copy, FIRST note the name of the migrated course, particularly the CRN# after **PFW-XXXXX.** This will help you search for the correct course if you have multiple migrated courses. Use Help Guide: [How to copy content to your Brightspace Course]()	☐
Review Migrated Content		
Review all topics in the Table of Contents & check for broken links.	Go to: Content>Use the arrows in the top-right corner to move through each topic in the viewer. Tip: When you see a broken link, either fix it right away OR click on the title and type/add "BROKEN" in the title to return & fix later.	☐

Reconnect broken third-party publisher links.	Go to: Content 1. Locate the module with the ‘Broken” link. 2. Click the **Upload/Create** button. 3. Select **External Learning Tools**. 4. Locate and select the LTI Link in the list. 5. Select **Save and Close**.	☐
Reconnect Kaltura and any other broken media links.	Go to: Content Tip: You have two options to repair the ‘Broken’ links: **Option 1: Link to Existing Activities** 1. Locate the module with the ‘Broken” link. 2. Click the **Upload/Create** button. 3. Select **Add Kaltura Media.** 4. Locate the Kaltura video and click the **</> Embed** button. 5. Click the **Insert** button. 6. Select **Save and Close**. **Option 2: Create a New File** Note: Use this option if your topic require additional information text to direct students before watching the media. 1. Locate the module with the ‘Broken” link. 2. Click the **Upload/Create** button. 3. In the dropdown menu, select **Create a File**. 4. Click in the ‘Enter a Title’ field and type a heading. 5. Click in the ‘Content’ field and type any introductory text to introduce the media. Make sure to hit return to place the cursor on the next line. 6. Click the ‘Insert Stuff’ button to readd the media. 7. Scroll down and select **Add Kaltura Media**. 8. Locate the Kaltura video and click the **</> Embed** button. 9. Click the **Insert** button. 10. Select **Save and Close**. **Option 3: Edit the Existing File (Least Recommended)** Note: Do not use this option if your topic includes additional information text to students about the media. 1. Select the dropdown arrow next to the topic name. 2. Select **Edit HTML**. 3. Click in the HTML window and highlight the error text/broken link information by using the ‘Control’ + ‘A’ on your keyboard 4. Hit the ‘Delete’ key on your keyboard. (HTML window should now be empty.) 5. Click the ‘Insert Stuff’ button to readd the media. 6. Scroll down and select **Add Kaltura Media**. 7. Locate the Kaltura video and click the **</> Embed** button. 8. Click the **Insert** button. 9. Select **Save and Close**. Use Help Guide: [Use Kaltura in Brightspace]	☐

If broken topics have been replaced with new topics, delete the broken link topics.	Go to: Content 1. Click the down-arrow next to the topic to delete. 2. Select **Delete Topic**.	☐
Build & Edit Course Content		
Add current syllabus.	Go to: Content>Syllabus 1. Click down-arrow to the right of ‘Syllabus’. 2. Click **Add an attachment**. 3. Click **My Computer** to add the current syllabus file.	☐
Add any additional content as needed.	Go to: Content Use Help Guide: [Create Modules & Add Content in Brightspace]()	☐
Update date restrictions as applicable (start dates, due dates & end dates).	Tip: You have three options to update all the course dates. **Option 1: Bulk edit dates in Content** 1. On the navbar, click **Content**. 2. On the **Table of Contents** page, click **Bulk Edit**. 3. For any topic or module that you want to add availability or due dates to, click **Add dates and restrictions**. 4. Do any of the following: 5. To add a start date, click **Add start date**. Enter your start date details. 6. To add a due date, click **Add due date.** Enter your due date details. 7. To add an end date, click **Add end date**. Enter your end date details. 8. Click **Update**. 9. Click **Done Editing**. **Option 2: Bulk edit dates in Manage Dates** The Manage Dates tool enables you to bulk edit due dates and availability dates of your course content. 1. On the navbar, click **Course Admin**. 2. Click **Manage Dates**. 3. Select the check box of the items for which you want to bulk edit dates. 4. Click **Bulk Edit Dates**. 5. In the **Bulk Edit Dates** dialog box, update the due dates and availability dates. 6. Click **Save**.	☐

	Option 3: Offset dates in Manage Dates The Manage Dates tool enables you to move start dates and end dates forward or backward by a specified number of days. You can use this to move course content forward to a new term. 1. On the navbar, click **Course Admin**. 2. Click **Manage Dates**. 3. Select the check box by any item for which you want to offset dates. 4. Click **Bulk Offset Dates**. 5. In the **Bulk Offset Dates** dialog box, enter your offset details. 6. Click **Save**.	
Update any other restrictions as applicable.	Note: The Bb Adaptive Release tool is the Release Conditions tool in Brightspace. Brightspace Help: How do release conditions work? Best Practices for creating release conditions	☐
Provide student orientation & help information.	For technical assistance, see the following resources and information: **Helpdesk Contact & Hours:** 260-481-6030 Kettler Hall, Room 206 Hours: Monday - Thursday: 7:30 a.m. - 7:00 p.m. Friday: 7:30 a.m. - 6:00 p.m. Saturday: Closed, for emergencies call 260-414-8711 Sunday: Closed **Helpdesk Online Resources** Submit a Helpdesk ticket Brightspace Help for Students Brightspace Pulse Mobile App Help for Students YouTube Playlist – Navigate Brightspace for Learners	☐
Content Display Options		
Confirm Completion Tracking setting.	Go to: Content>Settings>Completion Tracking • **Required: Automatic** (Automatically marked complete after student clicks on a content link or completes an activity such submitting an assignment, posting in discussion, or submitting a quiz.) • **Required: Manual** (Student manually checks a box indicating they reviewed the content or completed the activity.) • **Not Required** (No Completion Tracking available to student.) Note: Completion Tracking will provide progress indicators for learners as they complete course activities. Instructors can also see these indicators. Instructors can also set Completion Tracking an the individual topic level.	☐

<table>
<tr><th colspan="3">Review Migrated Assignments</th></tr>
<tr><td>Review all assignments & confirm settings.</td><td>Go to: Course Admin>Assignments

Note: Assignments that have SafeAssign enabled will move. However, SafeAssign is not available in Brightspace and originality checking will not be included as part of the assignment.</td><td>☐</td></tr>
<tr><td>Add additional assignments as needed.</td><td>Go to: Admin>Assignments

Use Help Guide:
Create an Assignment in Content</td><td>☐</td></tr>
<tr><th colspan="3">Review Migrated Rubrics</th></tr>
<tr><td>Review all rubrics & confirm settings.</td><td>Go to: Course Admin
1. Select Rubrics.
2. On the Rubrics page, click New Rubric.
3. In the Properties tab, enter your rubric details.
4. Click Save.
5. Do one of the following:
• If you created an analytic rubric, click the Levels and Criteria tab, and edit your criteria and levels.
• If you created a holistic rubric, click the Levels tab, and edit your levels.

Use Help Guide:
Creating, Linking & Using Brightspace Rubrics</td><td>☐</td></tr>
<tr><td>Reorder rating of rubrics.</td><td>Go to: Course Admin
1. Select Rubrics.
2. Click the dropdown arrow next to the rubric.
3. Select Edit.
4. Click the Reverse Level Order button.
5. Click Close.

Note: Rubrics created using the Bb Rubrics tool will be reordered with the highest rating column first and the lowest rating column last.</td><td>☐</td></tr>
<tr><td>If you created rubrics with a point range, they will need to be edited.</td><td>Note: The highest point range will be used. If a range is needed, use the highest number in the range for the point value and describe the range in the description area. When grading, the instructor can override the range to choose a lower point value.

Tip: Use caution when using ranges based on criteria in a rubric. Rubrics with ranges are less clear to a student and grading becomes more subjective within that range.</td><td>☐</td></tr>
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Review Migrated Discussions		
Review all discussions & confirm settings. area and include your introduction	Go to: Course Admin>Discussions	☐
Delete any migrated group discussions.	Go to: Course Admin>Discussions 1. Select **Discussions**. 2. Click on the down-arrow next to the discussion topic to delete. 3. Select **Delete** in the dropdown menu. 4. Click **Yes** to confirm. Note: If you set up groups in Bb, group discussions will migrate but these will be duplicates to any newly set up groups that you may do. It is recommended that you delete these group discussions and create new groups in Brightspace.	☐
Add additional discussions as needed.	Go to: Admin>Discussions Note: Journals, Blogs, & Wikis from Bb will not migrate. However, Discussions can be set up to create a similar experience. Contact CELT to explore options that will best fit your teaching/learning needs. Use Help Guide: Create a Discussion in Content Brightspace Help using the Discussions tool: Getting started with discussions	☐
Review Migrated Quizzes		
Review list of current quizzes and preview each quiz. Note any issues.	Go to: Course Admin 1. Select **Quizzes**. 2. Click the down-arrow next to the Quiz name. 3. In the dropdown menu, select **Preview**. 4. Click the **Start Quiz** button. 5. When finished, click the **Exit Preview** button.	☐
Edit any quiz questions as needed.	Go to: Course Admin>Quizzes 1. Click the down-arrow next to the Quiz name. 2. In the dropdown menu, select **Edit**. 3. On the Properties tab, click the **Add/Edit Questions** button. 4. Click on the quiz question to preview and make any needed edits. 5. Scroll down and click **Save** when finished. Note: Fill in the Blanks questions will need to be updated. Review the answer choices carefully. You will need to provide every possible answer that will be accepted.	☐

Review Quiz Library.	Go to: Course Admin>Quizzes 1. Click the **Question Library** button. 2. Click on each section (folder). 3. Click the down-arrow next to the quiz question. **4.** In the dropdown menu, select **Edit.** 5. Edit the question as needed. 6. Click **Save**.	☐
Review Randomizing Settings.	Brightspace Help: Random Set of Quiz Questions Note: Some question types in assessments will not transfer. These include: hotspot questions, file responses, ordering, or either/or question types. Existing random block questions which pull randomized questions from test pools will also not transfer.	☐
Review Quiz dates and restrictions.	Go to: Course Admin 1. Select Quizzes. 2. Click the **Restrictions** tab.	☐
Review Quiz Assessment settings.	Go to: Course Admin 1. Select Quizzes. 2. Click the **Assessment** tab. Brightspace Help: Add assessments to a quiz	☐
Review Quiz Submission View settings.	Go to: Course Admin 1. Select **Quizzes**. 2. Click the **Submission Views** tab. Use Help Guide: Manage Quiz Submission Views	☐
Setup Grades Tool		
Set up a Grading Scheme.	Go to: Grades 1. Click **Schemes** tab. 2. Click **New Scheme**. 3. In the **General** area, enter the scheme **Name**. 4. In the **Ranges** area, enter your scheme details. If you do not assign a value in the **Assigned Value %** field, the **Start %** is used as the default. 5. To add more levels to your scheme, click **Add Ranges**. 6. Click **Save and Close**.	☐

Set up Grade Wizard.	Go to: Grades 1. Click **Setup Wizard** 2. Click the blue **Start** button at the bottom of the page to begin the Grades wizard. 3. Choose a grading system from the following: • **Points:** This is the default grading scheme similar to Blackboard. • **Weighted:** You can create assignment groups and add weights e.g., *Discussions (20%); Quizzes (30%); and Research Papers (50%). NOTE:* Weights must equal 100%. • **Formula:** This scheme is only used in special cases where final grade is computed based on a custom formula e.g., If a user's score on any item is below 60%, then the user automatically fails the course. IF{ MIN{ [ITEM1.Percent], [ITEM2.Percent], [ITEM3.Percent] } < 60, 0, 100 } 4. Click the **Continue** button. 5. Select Final Grade release option: • **Calculated Final Grade**: Calculate final grade based on the grading formula (if applicable). • **Adjusted Final Grade**: Manually modify a student's grade before release. • **Automatically release final grade:** Final Grades are not released to students automatically until you publish them. 6. Select the **Continue** button. 7. Select Grade options for ungraded items: • **Drop Ungraded Items**: If a score is not entered for a grade item, they will not be calculated as part of students' cumulative scores. *NOTE:* Instructors must manually enter a score of "0" for uncompleted assignments. • **Treat Ungraded Items as 0**: If a score is not entered for a grade item, it will be calculated as "0" towards the final score. • **Automatically keep final grade updated**: Click the checkbox to keep students' final grades updated automatically. 8. Click the **Continue** button. 9. Choose **Default Grading Scheme**: The default scheme is %. You can select a different grading scheme from the list. 10. Click the **Continue** button. 11. Select the number of decimal places to display in the calculated grade. 12. Click the **Continue button.** 13. **Student View Display Options** determines what students see when they visit the Grades area. The default settings are recommended. 14. Click **Continue**. 15. Click **Finish** to save your changes.	☐

Review File Manager		
Are there any files that you still need to upload in the course?	Go to: Course Admin 1. Select **Manage Files**. 2. Click the link to **Upload**. 3. Click **Upload** button. 4. Browse and select the file(s) on your computer. 5. Click **Open**. 6. Return to Content and link the file in the appropriate location. Note: All files in Content Collection will not be migrate unless they were linked in Content.	☐
Additional Editing		
Review the order of the content.	Go to: Content 1. Click the **Bulk Edit** button. 2. Use the drag handles to reorder modules/topics as needed.	☐
Review the names of the content.	Go to: Content 3. Click the **Bulk Edit** button. 4. Click directly on the module/topic name to edit the title. 5. When finished, click outside of the title area to save it.	☐
Check visibility of all topics.	Go to: Content 1. Click the **Bulk Edit** button. 2. Use the 'Visible' icon to control visibility.	☐
Delete any unwanted topics.	Go to: Content 1. Click the **Bulk Edit** button. 2. Click the 'Remove Topic' Icon. 3. Confirm whether you want to keep the associated file or permanently delete it by selecting the appropriate radio button. 4. Click **Delete**.	☐
Add dates/restrictions as needed.	Go to: Content 1. Click the **Bulk Edit** button. 2. Below each topic, click Add dates and restrictions where needed.	☐
Review the course banner imag? Change the image if preferred.	Go to: Course Home 7. Mouse-over the right corner area of the banner image. 8. Click the 3-dot icon that will appear when moused-over. 9. Select **Change Image**. 10. Mouse-over the image & click the button 'Use this image" to replace. 11. Note: Use the keyword Search box to find different images.	☐
Copy Content to Official Course		
Locate the Official Live Course in Brightspace.	Tip: Use the Course Selector (waffle icon) to locate courses. Use Help Guide: [Login & Find Courses in Brightspace]	☐

Copy DEV course to Official Live Course.	Go to: Course Admin>Import/Export/Copy Components Use Help Guide: [How to copy content to your Brightspace Course]	☐
Prepare for Course Running		
Review Live Course for a final check.	Go to: Content>Use the arrows in the top-right corner to move through each topic in the viewer.	☐
Confirm course start & end date.	Go to: Course Admin>Course Offering Information Refer to 'Start Date' & 'End Date'.	☐
Confirm course active/inactive status.	Course Admin>Course Offering Information Refer to the 'Course is active' checkbox.	☐
Check Classlist statistics- Are the right numbers of students enrolled?	Go to: Classlist	☐
Create Groups as applicable.	Go to: Course Admin>Groups Brightspace Help using the Groups tool: Create group work areas for learners	☐
Add a welcoming message to your Course Home.	Go to: Course Home 1. Click on the down-arrown next to Announcements. 2. Select **New Announcement**. Tip: Annoucements are a great way to welcome your learners. Post a picture, record a video note or leave an audio clip. Use Help Guide: Create an Announcement in Brightspace Tip: Consider adding replace strings to personalize your welcome message. Note: Announcements created on your Course Home do not automatically email out to students. Students must set their notification setting to receive an alert. It is recommended to send important messages via email in addition to posting announcements on the Course Home.	☐
Welcome email to students.	Go to: Classlist>Email Classlist Tip: Consider setting an intelligent agent ahead of time to send the email for you.	☐