

This faculty guide will walk you through the steps you can take now to prepare your course for the upcoming migration to Brightspace. Taking the actions outlined in this document will help to make your migration to the new Learning Management System as smooth as possible.

We are highly recommending that ***you do not work in a live course*** when completing these steps. We have created a form for requesting a Blackboard course shell specifically for preparing for the migration. This is covered in more detail below.

REQUESTING AN EXPORT PREPARATION SHELL

The first step to cleaning up your course is to make a copy of your course in a shell that does not contain student data. We are referring to these shells as “Export Preparation” shells as they will contain the version of your course that is ultimately pulled into Brightspace. Since you will be deleting files in upcoming steps, working in a copy of the course that is not being accessed by students (or contains student data) is critical.

To request an Export Preparation shell for your course, please contact the Teaching Resource Center for a link to the request form. A blank shell will be created for you in which you can copy the version of the course you plan to clean up for migration. **Be sure to be using the copy of your course in the Export Preparation shell for the remaining steps in this document!**

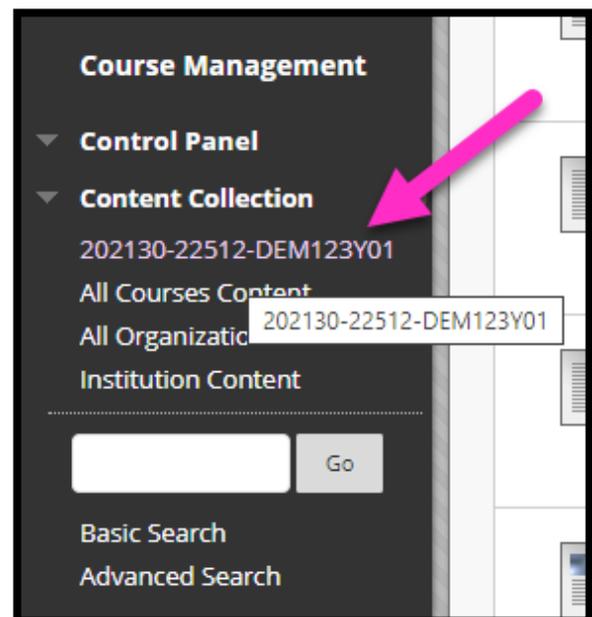
DELETING UNNEEDED FILES - THE CONTENT COLLECTION

The Content Collection is the “behind the scenes” repository that stores all of the files you have uploaded to Blackboard. You may be surprised to know that when you add and update files in your course each semester (ex: your course schedule or syllabus) Blackboard retains the previous version of your file in the **Content Collection**. This adds to the overall file size of the course and can cause issues when it comes time to migrate your course to Brightspace.

Accessing the Content Collection:

The Content Collection can be found in the **Course Management** area of your course. When you expand the **Content Collection** dropdown, the first option listed will be the ID of the course. **Click this ID link** to access the Content Collection window.

The Content Collection will open and display all files and folders that are saved in your course. You will most likely notice duplicates of the same file, or files from previous semesters that you no longer need saved in Blackboard. These are the files that you will be deleting.



Determining Files Not Being Used

Step 1: Is there an Accessibility Gauge for the file?

The Blackboard Ally Accessibility Checker can assist you in determining which files in your course may not be in use. If a file in the Content Collection has a **colored gauge icon** displayed in the Accessibility column, it typically indicates that the **course contains a link to that file**. Likewise, the absence of a gauge typically means that the file is not being used and is ok to delete. As you can see in the example below, there are several copies of the course outline that are not being used in the course.

Course Content: 202130-22512-DEM123Y01

The Content Collection provides central file storage for all content. When creating content for your course, you can link to items anywhere in the Content Collection. When you change an item in the Content Collection, all links to the item reflect those changes. Using the links in the **Control Panel**, you can access the content in your present course, in all courses you teach, in all of your organizations, or in all of the courses in the institution. [More Help](#)

Upload Create Folder Set Up Web Folder

FILE TYPE	NAME	EDITED	SIZE	ACCESSIBILITY	PERMISSIONS
Folder	202130-22512-DEM123Y01_ImportedContent_20220310022810	Mar 10, 2022 2:28:15 PM	7.82 KB		
Folder	202130-22512-DEM123Y01_ImportedContent_20220310022835	Dec 16, 2021 1:32:14 PM	878.2 KB		
Folder	._assoc	Dec 16, 2021 1:32:22 PM	340.9 MB		
Document	A Plagiarized Discussion of Plagiarism.doc	Dec 16, 2021 1:32:12 PM	36 KB		
PDF	BIT 173 Module 1 Assignment Sheet.pdf	Dec 16, 2021 1:32:12 PM	379.2 KB		
PDF	BIT 173 Spring 2015 Outline(1).pdf	Dec 16, 2021 1:32:12 PM	272.9 KB		
PDF	BIT 173 Spring 2015 Outline.pdf	Dec 16, 2021 1:32:12 PM	272.9 KB		
PDF	BIT 173 Spring 2016 Outline(1).pdf	Mar 10, 2022 2:38:02 PM	272.9 KB		
PDF	BIT 173 Spring 2016 Outline(2).pdf	Mar 10, 2022 2:38:21 PM	272.9 KB		
PDF	BIT 173 Spring 2016 Outline.pdf	Mar 10, 2022 2:37:46 PM	272.9 KB		
Document	BIT 173 Syllabus Spring 2015 (5)(1).docx	Mar 10, 2022 2:33:40 PM	25.4 KB		

This file is most likely not being used in the course

There is probably a link to this file somewhere within the course and it should not be deleted

Step 2: Double-check for links in the 360° View

While the presence or absence of the Ally Accessibility gauge is a good first indicator of whether a file is being used in a course, you should always double check to make sure there are no links to it prior to permanently deleting it from the course. This can be accomplished using the 360° View for the file. To access this view, click the drop-down arrow next to the file and select 360° View.

Scroll down in the 360° View window until you see the **Links** section. If there is something listed in that section, then the file is actively being used in the course and it should not be deleted. If nothing is listed in the Links section, then it is safe to delete the file, as it is not being used.

BIT 173 Spring 2015 Outline.pdf

BIT 173 Spring 2016 Outline(1).pdf

BIT 173 Spring 2016 Outline(2).pdf

BIT 173 Spring 2016 Outline.pdf

BIT 173 Syllabus Spring 2015 (5)(1).docx

BIT 173 Syllabus Spring 2015 (5)(2).docx

BIT 173 Syllabus Spring 2015 (5)(3).docx

BIT 173 Syllabus Spring 2015.docx

BIT 173 Syllabus Spring 2015.pdf

Open

360° View

Edit Settings

Overwrite File

Permissions

Alignments (None)

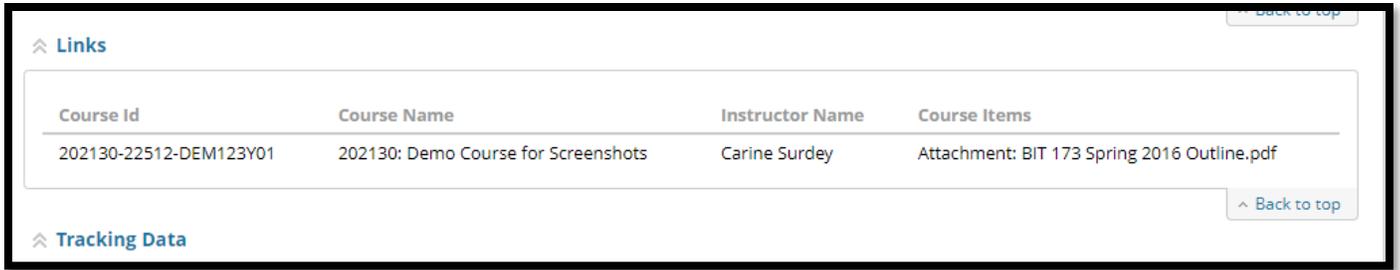
Download Package

Copy

Move

Delete

Example of a file that SHOULD NOT BE DELETED:



Course Id	Course Name	Instructor Name	Course Items
202130-22512-DEM123Y01	202130: Demo Course for Screenshots	Carine Surdey	Attachment: BIT 173 Spring 2016 Outline.pdf

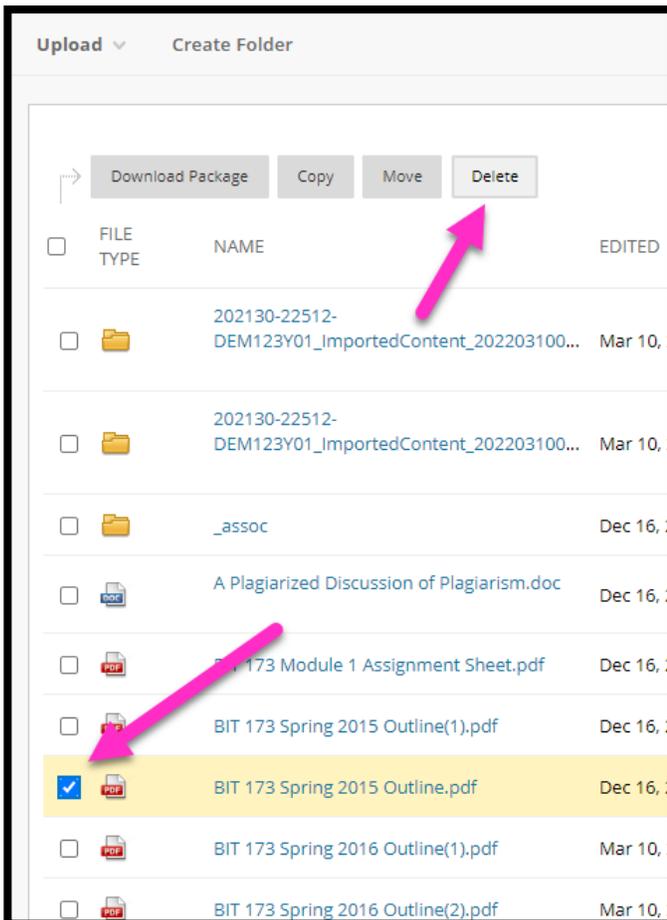
Example of a file that is OK to delete (Not being used in the course):



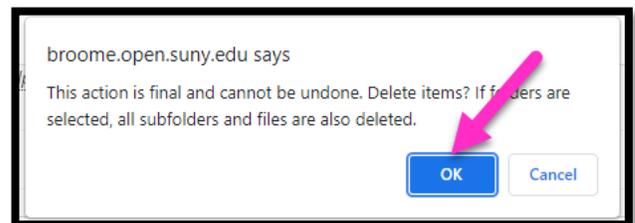
No links available.

Deleting Unneeded Files

Once you have determined that a file is no longer needed, deleting the file is very easy. Simply put a **checkmark** next to the file in the Content Collection and click the **Delete** button.



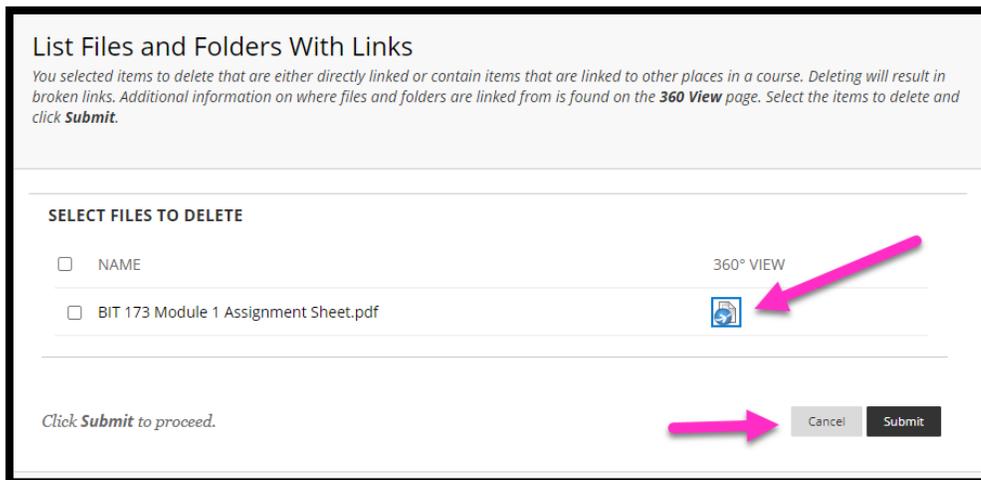
If the file is not linked anywhere in the course, you will receive a confirmation prompt to make sure you really want to delete the file. Click **OK**.



You should be taken back to the main Content Collection listing of files.

Please Note: If you receive a second notification screen after clicking OK, it means that the file is actively linked in the course and should not be deleted. More information on this follows on the next page!

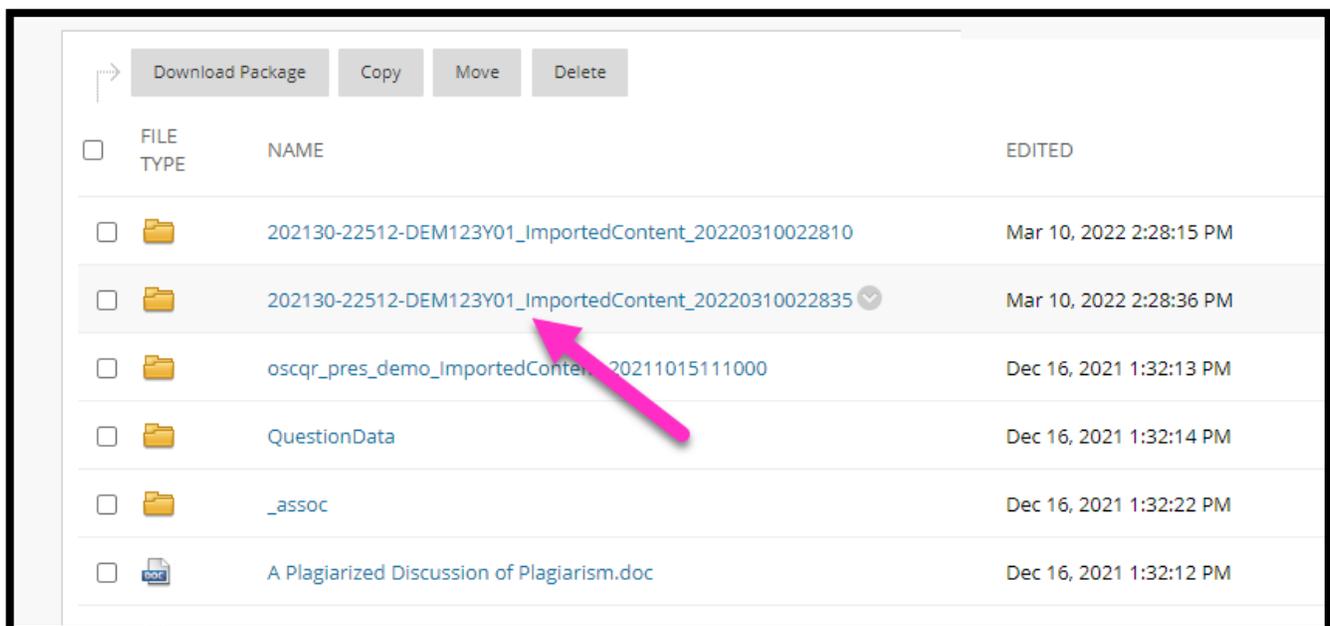
If you receive the following message after clicking delete, it means that the file is still actively linked within the course and should not be deleted! You can use the **360° View** icon to determine where in the course the file is used. You should then click **Cancel** and not delete the file.



Folders in the Content Collection

In addition to the listing of files, you may also notice several folders within your Content Collection. Many of these folders contain unused content from previous semesters, or in some cases house artifacts left over from previous LMS Migrations (Angel, WebCt, etc.). You should open each of these folders (and subfolders) and remove the unused files within them following the same steps as above. To open a folder, simply click on its name.

When the folder is empty (or you have determined that the course does not link to any of the files within it) you can delete the folder using the same process as for deleting a file. As with the deletion of files, you will receive the option for the 360° View if the folder contains files that are currently being used in the course.



CAUTION! You should never delete an entire folder from the Content Collection before verifying that there are no files within it that are linked in the course!

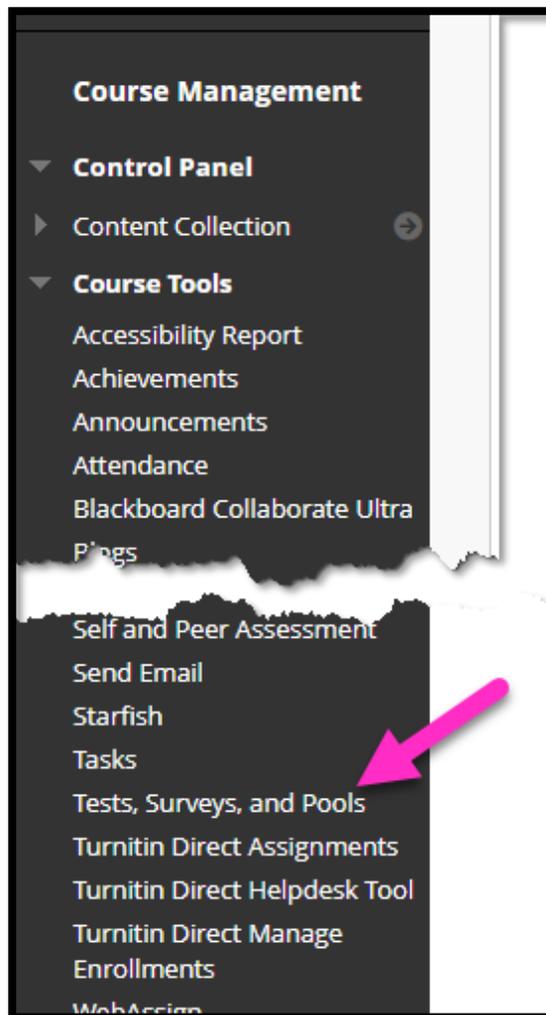
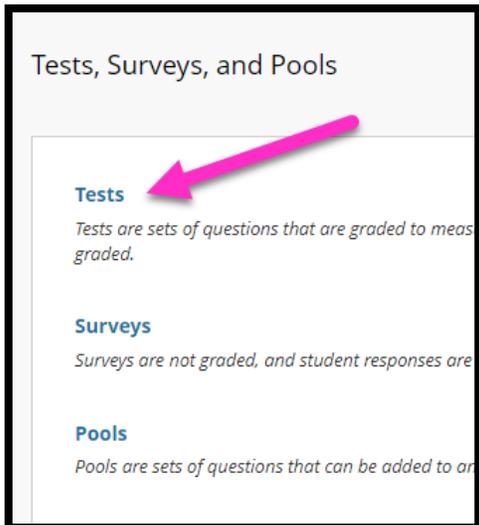
DELETING UNNEEDED QUIZZES, TESTS, AND POOLS

Another focus of your cleanup should be your Test, Surveys, and Pools area in Blackboard. When courses migrate to Brightspace, it brings all quizzes, tests, and surveys whether or not they are being used in the course. It is recommended that this area be cleaned up prior to migration. The process for doing this is below.

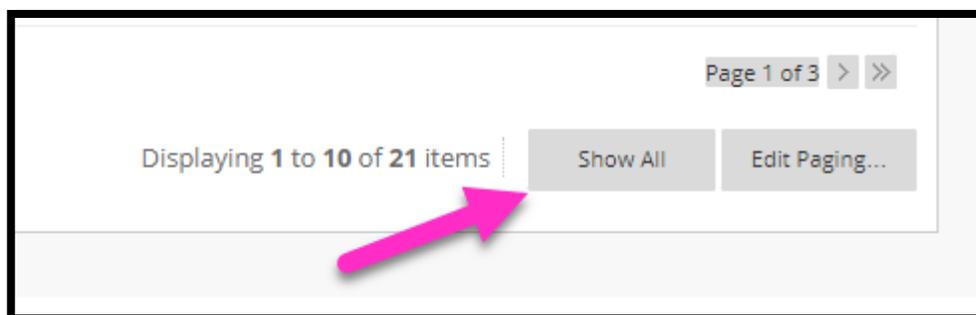
Identify Quizzes and Tests Not Being Used

The easiest way to determine if a quiz or test is not being used in a course is to see if it is deployed to a content area or module folder. This can be done through the Tests, Surveys, and Pools area of the Course Management area in Blackboard. To access this area, expand the **Course Tools** menu under Course Management and click on **Tests, Surveys, and Pools** (it will be toward the bottom of the list).

Select **“Tests”** to bring up a list of all tests and quizzes in the course.



There may be several pages of tests and quizzes to display. It is best to click the **Show All** button in the lower right corner of the screen to bring up all tests and quizzes that exist in the course. This will allow you to easily scan what you have and determine which quizzes or tests are not being used in the course.



In looking at your listing of quizzes and tests, you may notice several that are out of date or duplicates of other quizzes and tests. If they are no longer being used, they should be deleted. Quizzes and tests that aren't being used in the course will have the word "No" in the **DEPLOYED** column.

Once you determine that a quiz or test is not deployed to a content area in the course, you can click the dropdown menu next to the quiz or test name and select **Delete**.

Tests

Tests are a means of assessing student performance. You have the option to build a test or import a test. [More Help](#)

Build Test Import Test

NAME ▾	DEPLOYED	DATE LAST EDITED
Syllabus quiz	No	March 25, 2022 2:46 PM
Syllabus Quiz	Course Information	March 25, 2022 2:48 PM
Quiz 7 	No	March 25, 2022 2:46 PM
Quiz 3 	No	March 25, 2022 2:20 PM
Quiz #	No	March 25, 2022 2:20 PM
M8 Q1	Module 8: Integrating Social Media and Optimizing Your Website	March 7, 2022 12:46 PM
M7 Q1	Module 7: Video, Audio and Programming Web Pages with JavaScript	March 7, 2022 12:45 PM
M6 Q1 This Quiz covers material in both Units I and J of the Html5 and CSS3 textbook	Module 6: Advanced CSS Styling and Web Forms	March 7, 2022 12:45 PM
M4Q1 This Quiz covers material in both Units G and H of the Html5 and CSS3 textbook	Module 4: Lists, Tables and Page Layout With HTML and CSS	March 7, 2022 12:45 PM
M3 Q1	Module 3: Working With Links and Images	March 7, 2022 12:46 PM
M2 Q1	Module 2: Getting Started With CSS and Formatting Text	March 7, 2022 12:46 PM
M1 Q1	Module 1: Introduction to Creating a Web Site	March 7, 2022 12:46 PM

Note: A dropdown menu is open for 'Quiz 3' with options: Edit, Export, Copy, Delete. A pink arrow points to the 'Delete' option. Another pink arrow points to the 'No' in the 'DEPLOYED' column for 'Quiz 7'.

Continue deleting all quizzes and tests that are not deployed in the course if you no longer need them.

Accessing the Question Pools

Like quizzes and tests, question pools will migrate to the Brightspace Question Library whether or not the questions are being used in the course. It is therefore best to clean up the pools to remove those that are outdated or will no longer be used prior to migration.

To access the listing of question pools in your Blackboard course, follow the same steps for accessing the Tests area: Select **Tests, Surveys, and Pools** from the Course Tools area under Course Management, but this time select the **Pools** option.

Tests, Surveys, and Pools

Tests
Tests are sets of questions that are graded to measure student learning.

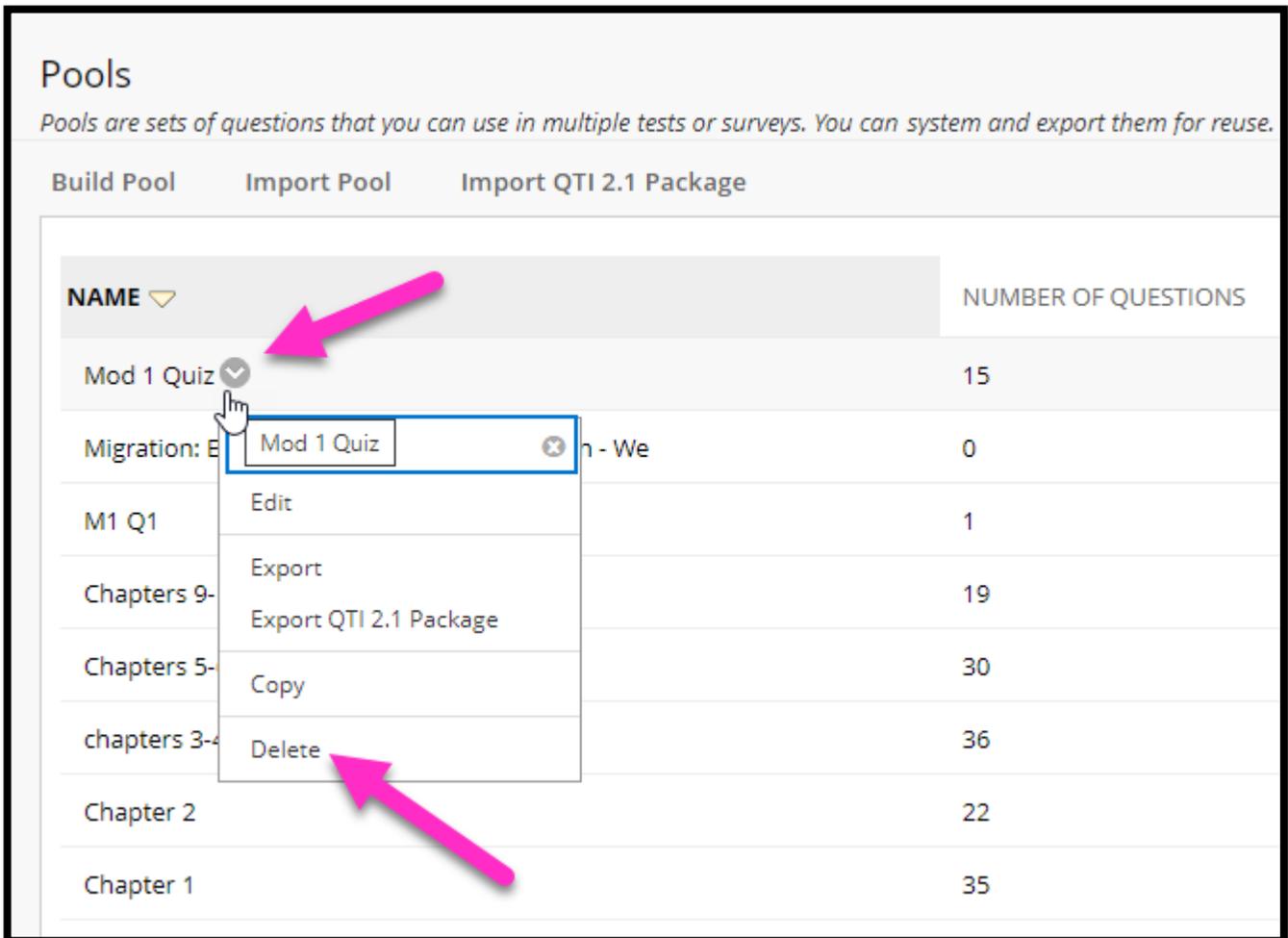
Surveys
Surveys are not graded, and student responses are not tracked.

Pools
Pools are sets of questions that can be added to any test or survey.

Note: A pink arrow points to the 'Pools' section.

Deleting Unused Question Pools

Blackboard will not allow you to delete a question pool if it has questions in it that are linked to a quiz or test in the course. To determine if a question pool can be deleted, simply click on the chevron next to the pool name to bring up the shortcut menu. If you see the option to **Delete**, it means that no questions in that pool are being used in the course.

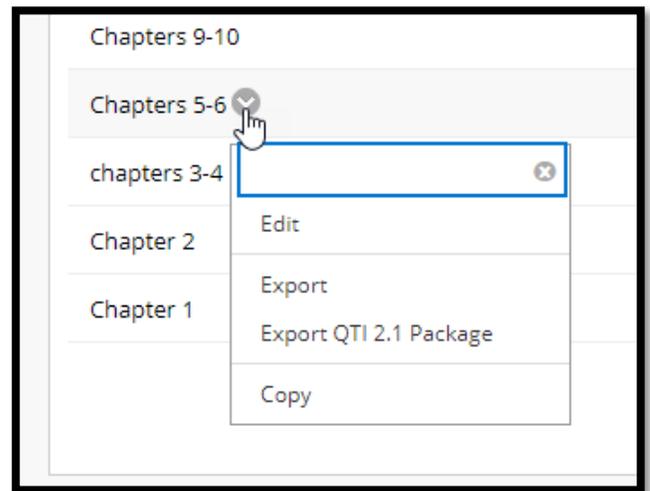


The screenshot shows the 'Pools' management interface. At the top, there are buttons for 'Build Pool', 'Import Pool', and 'Import QTI 2.1 Package'. Below is a table with columns for 'NAME' and 'NUMBER OF QUESTIONS'. A dropdown menu is open for the 'Mod 1 Quiz' row, showing options: 'Mod 1 Quiz', 'Edit', 'Export', 'Export QTI 2.1 Package', 'Copy', and 'Delete'. Two pink arrows point to the chevron icon and the 'Delete' option.

NAME	NUMBER OF QUESTIONS
Mod 1 Quiz	15
Migration: E... n - We	0
M1 Q1	1
Chapters 9-	19
Chapters 5-	30
chapters 3-4	36
Chapter 2	22
Chapter 1	35

If the pool does contain questions that are currently being used in a quiz or test, the Delete option will not appear:

NOTE: After deleting unused quizzes, tests, and pools, you should take another look at your Content Collection. There may be additional files you can delete if your questions used images or had embedded files!



The screenshot shows a close-up of the dropdown menu for 'Chapters 5-6'. The menu options are: 'Chapters 5-6', 'Edit', 'Export', 'Export QTI 2.1 Package', and 'Copy'. The 'Delete' option is not visible, indicating that the pool is currently in use.

OTHER THINGS YOU CAN DO NOW TO PREPARE FOR MIGRATION

Cleaning up your Content Collection and Tests, Surveys, and Pools areas are just two of the things you can do now to prepare your Blackboard course for migration. Below are some additional steps you can take to save you cleanup work in Brightspace later on.

- Go through all of your modules and look for any references to Blackboard and/or navigation instructions that are Blackboard specific. Update the references where you can and note the areas in the course where you will need to update instructions to students based on where things will be located once the course is migrated to Brightspace.
- Check links to external websites and remove or update any broken links.
- If you used Collaborate Ultra to store videos that you will need in the future, be sure to download them and save them locally prior to migration. We will not have access to Collaborate once we are on Brightspace.
- Copy any instructions or information you may need from Blackboard Groups, Wikis, Blogs, and Journals and paste them in a Word or Google document so that you can access them after migration. Wikis, Blogs, and Journals do not migrate to Brightspace.
- Delete all Groups, Wikis, Blogs, and Journals from the course as well as links to these tools from within the Content area (after saving the instructions in a separate document)
- If you used the SUNY Broome Template, delete the “Course Design Tips (for Faculty only)” content area on the Course Menu. The information included in this area will be located elsewhere in Brightspace.
- Organize all content in the “Course Content” area to be within Module folders. Courses migrate best if all information is contained within Module folders and the Course Content area does not contain direct links to individual documents or activities not associated with a module. If you have a lot of direct links in the root of the Course Content area, you can move them to a temporary folder (ex: “Extra Stuff”) and then relocate them to a more permanent location once the course is migrated. The goal is to have only a listing of folders appear when you click the Course Content link.
- Delete any unused Grade Center columns (including hidden columns).

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Please visit the Online@SUNYBroome website (www.sunybroome.edu/online) for additional information pertaining to distance education. The site contains information for Students, Faculty, and Chairs. A repository of informational/instructional documentation is included on the site as well as a listing of training opportunities and frequently asked questions.

