If your Blackboard course was imported into the Brightspace Learning Management System, you should be happy to know that the majority of standard Blackboard content migrates nicely. There are a few Blackboard-specific tools that do not migrate and others that migrate, but function a bit differently in Brightspace. These are the items that will be addressed in this Brightspace guide, and will need to be adjusted prior to the course going live to students.

Please note: Not all of the steps in this document will apply to all courses.

General Brightspace Housekeeping and Course Layout

As part of the migration process, you will need to go to your converted (migrated) course to do some clean up in Brightspace before it can be accessed by students. Since no two courses are alike, your unique course may need tweaks in different areas such as the course layout/structure, assignment dates, and/or the Grade Book.

While we strived to provide comprehensive instructions about how to correct any migration issues, you may find some things that you are unsure of how to correct. In these cases, please complete as much of the post-migration work as you can and for what is left, please fill out an Instructional Designer Support form. An Instructional Designer will work with you to resolve issues so your course will be ready for students.

LOGIN TO BRIGHTSPACE AND LOCATE YOUR "CONVERSIONS SEMESTER" COURSE(S)

To login to Brightspace, it will be similar to how you logged into the CPD Brightspace training.

- Go to mylearning.suny.edu (https://mylearning.suny.edu)
- Click on the Network Login.
- Login using your Broome credentials at the login screen (you may first need to select Broome from the SUNY Secure Login page).
- Once successfully logged in, you will be taken to the "My Courses" area of Brightspace.
- You will see tabs titled "All;" "Conversions Semester;" and "CPD Pilot Semester" just above the tiles of courses. You can look for your converted course in "All" or click on "Conversions Semester" to access your converted Brightspace course or courses. If you wish to review any material from the asynchronous CPD training, go to "CPD Pilot Semester."
- Click on the title of the course you will be working on to open the link to that course.

ADJUST THE COURSE LAYOUT (MOVE THOSE MODULES!)

The original SUNY Broome Template was designed to align with the standards of the SUNY Online Course Quality Review (OSCQR) rubric, while conforming to the restrictions of the Blackboard Learning Management System.

In order to take advantage of this new design, you may need to relocate some of your materials post-conversion. This is very simple to do this using the **Brightspace Course Builder**! The Course Builder provides a visual overview of the structure of your entire course allowing you to reorganize your materials using drag and drop.
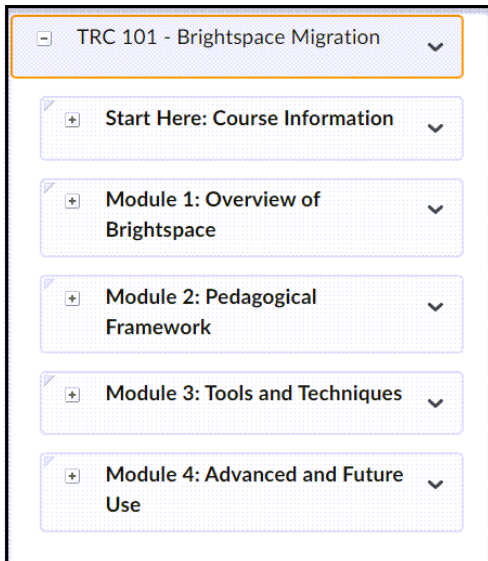
Accessing the Course Builder

The Course Builder will be under "Faculty Tools" in the course Nav Bar. A
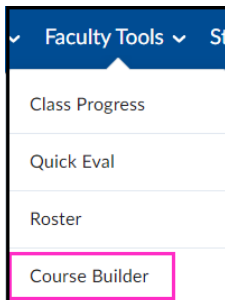
Using the Course Builder

1. Create a structure of the course using modules
    - The structure of the course is based on the migrated materials (folders and content).
    - Brightspace is designed to support modularized content. You may choose to title modules "Module 1," "Module 2," and so on. You may prefer to title them by Week, Chapter, or Topic. Do not place all content and activities at the root of the Table of Contents as this leads to extreme scrolling in the course.


   - You can move back and forth between the Course Builder and Content to preview your course layout by selecting between them as you work with the Course Builder.
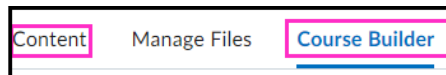
   - "Flatten the Hierarchy"
       - Submodules (also known as subfolders) can be confusing in Brightspace navigation, so avoid large numbers of nested submodules (folders).
       - Students should not have to click more than three times to access content or activities in your course.

- Moving content can be done through the standard click-and-drag method or by using the "Move Up; Move Down; Move To" from the drop-down menu
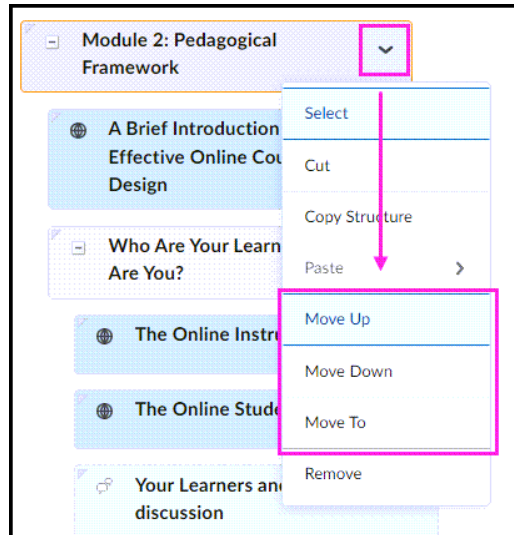
2. Additional Tips for Organization
   - Review content in Course Builder for organization. Remember, fewer submodules make it easier for students to navigate in the course.
   - Brightspace courses will have a description for each module (folder). Sometimes migrated folder descriptions may need to be reviewed and edited.

REMOVE ALL REFERENCES TO BLACKBOARD AND OTHER UNUSED TOOLS

Practically all of our courses at SUNY Broome contain references to Blackboard whether it be on the syllabus, within attached instructions provided to students, or within the content itself. You will want to be sure to find and update these references and instructions to reflect the change to Brightspace. We encourage you to use the Find (Ctrl +F) feature to search for references to Blackboard on every page.

Don't forget about any Word Documents or PDFs that you have in your course! Updating Word Documents: You will have to download any Word documents. Edit them to remove any reference to Blackboard. Then upload the document back into Brightspace.

- PDF Documents: To edit text within a pdf document, you need to use Adobe Acrobat DC (not just Adobe Reader). You can get this software by accessing the Adobe Creative Cloud Suite and downloading Adobe Acrobat DC. Gain access to the Adobe Creative Cloud Suite by contacting ITS.

- Remove references to any other tools you no longer use, such as Examity.
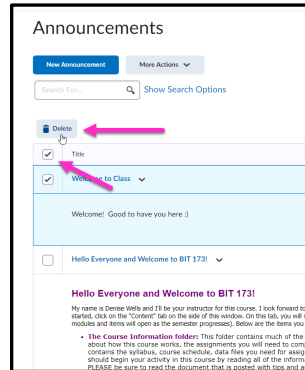
ANNOUNCEMENTS

If all of your Announcements migrated from Blackboard, you will want to clean them up and only keep the ones you plan to reuse. This is very easy to do in Brightspace.

To-Do List:
1. Click on the link to the Announcements area in the Navbar to bring up a listing of all announcements in the course.

2. Select all Announcements you wish to delete (making sure those you reuse semester-to-semester are left unchecked) and click the **Delete** link.

3. For those Announcements you wish to use semester after semester, click the chevron next to the Announcement Headline and select **Edit**.
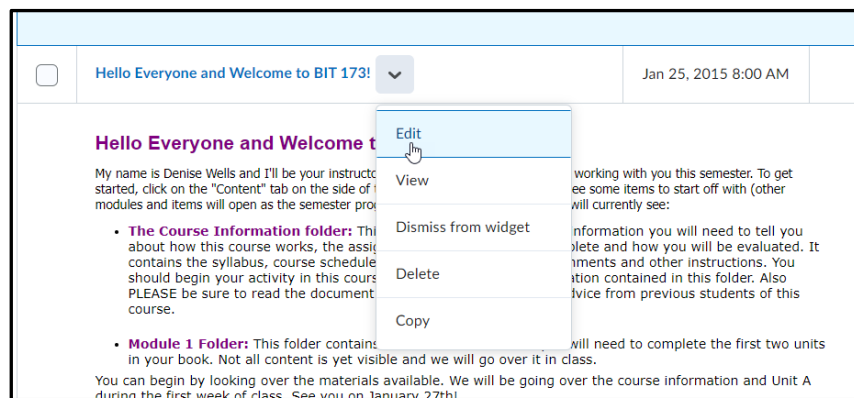
4. **Uncheck the "always show start date"** checkbox in settings. This will allow you to reuse the announcement every semester without confusing students with an old date.
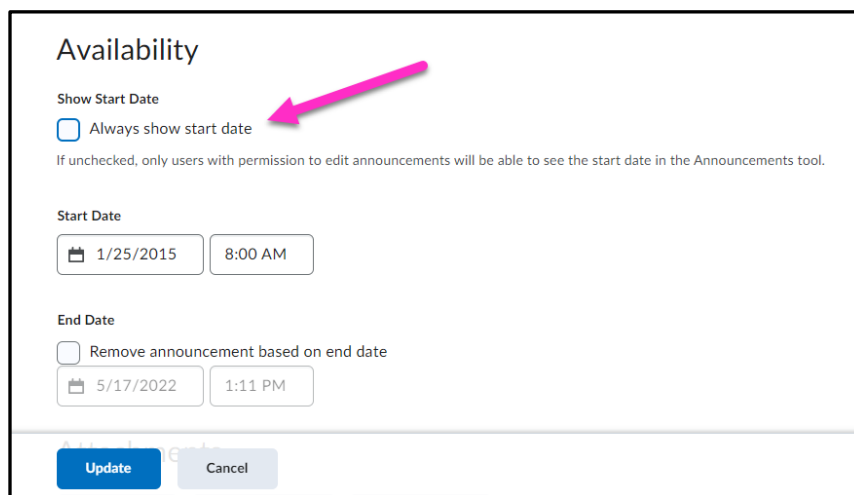
Course Content Clean-Up

While the majority of content migrates nicely, there are a few things to note with certain content types. Below we outline each type of content you might have and the migration result you can expect.

PAGES

Pages of content are called Files (Web Pages) in Brightspace and they migrate nicely.

To-Do List:
1. Click on the link to each page in your course and verify that the content has come over properly.
2. Use the HTML Editor to adjust any formatting issues that may exist in the migrated page.
3. Run an accessibility check on EVERY **File** (formerly: Page) of your course.

Bonus:
- If you would like to use Brightspace to its full potential, you can explore the Brightspace Document Templates. Simply create a new page using one of these templates and paste your existing content into it.
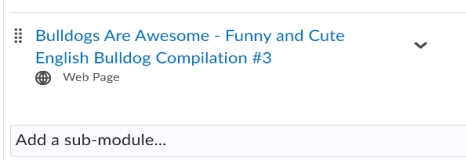
ITEMS

Content that was created using the Item tool in Blackboard will migrate, but they do so as **Files** (Web Pages). However, the migrated Item's content will look different in Brightspace than it did in Blackboard. Only a link with the Item title will appear on the content page. Users must click the link in order to see the text that was included in the Blackboard Item or access any files that were attached to the Blackboard Item.
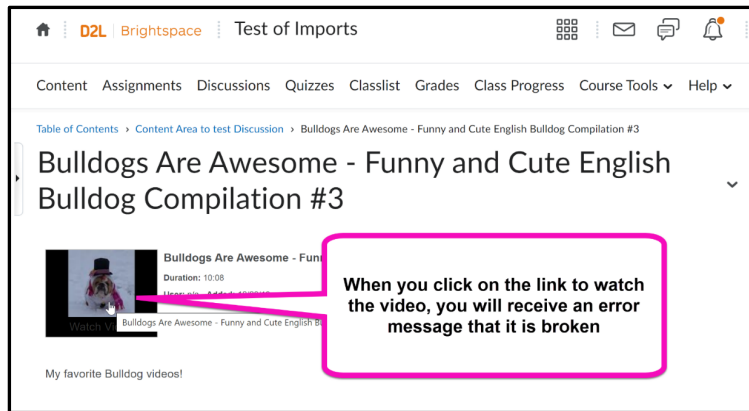
To-Do List:
1. Click on the link to each migrated File (formerly: Item) in your course and verify that the content has come over properly.
2. Test any links to attachments that were associated with the original Blackboard Item.
3. Run an accessibility check on EVERY **File** of your course.

## LINKS TO EMBEDDED YOUTUBE VIDEOS

If you used the **Mashups tool** in Blackboard to embed a YouTube video, you will need to fix the link to the video after your course has been migrated to Brightspace. At first glance, it will appear as if your video has migrated properly as a web page, but when you click on the YouTube video in order to play it, you will receive a message. See below:

When you click on the link to watch the video, you will receive an error message that it is broken

To Do List:

1. Go through all content areas of your course and identify the broken links to YouTube videos.

2. Click the **Edit HTML** button beneath the Brightspace webpage that contains the link to the YouTube video.
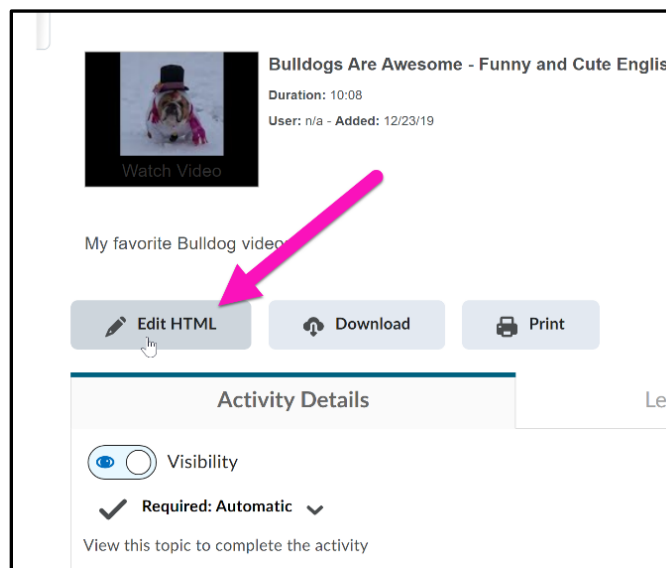
3. You will see a popup appear prompting you to "**Watch Video.**" Click on the "**Edit Link**" pencil icon in this popup. (Note: If the popup disappears before you click the Edit Link button, you can simply return to your content page and repeat the steps to Edit HTML to bring it back)
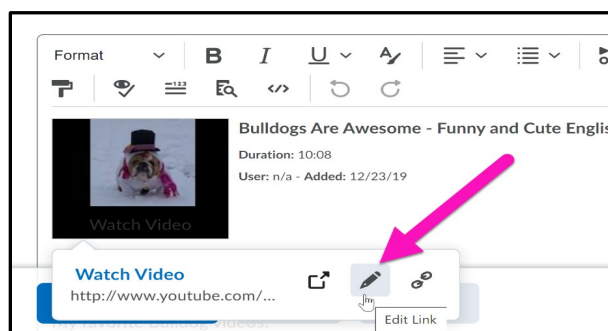
4. A box will appear with the Title and URL to the video. **Select the entire URL** for the YouTube video and **right click** to bring up the shortcut menu. Click **Copy**. (Alternatively, you can select the URL and use the Ctrl+C on the keyboard)
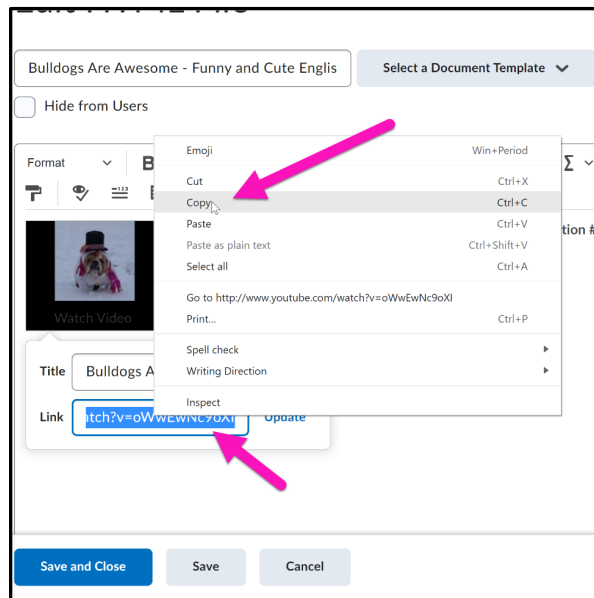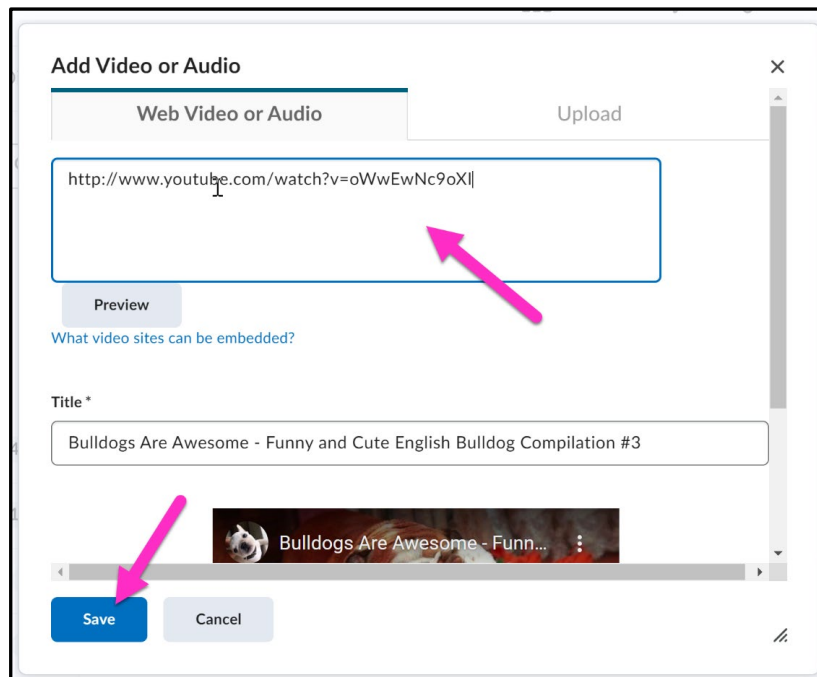

You will now need to rebuild your embedded link. To do this:

1. Navigate to the content area in which you would like to embed the YouTube Video, click the **Upload/Create Button**, and select **Video or Audio.**
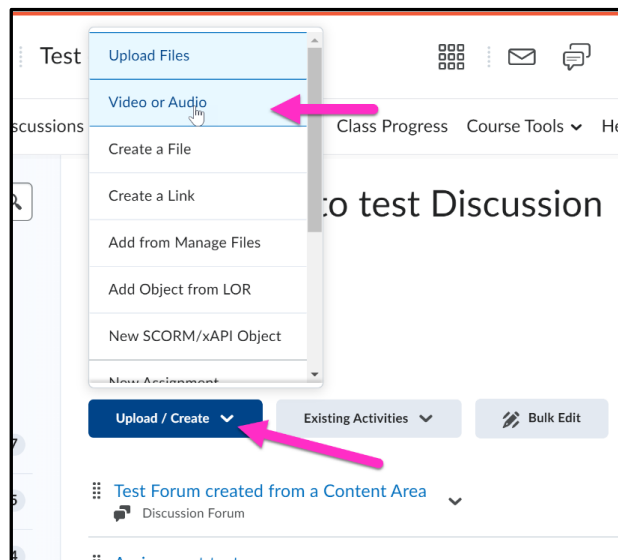
2. Use **Ctrl+V** on the keyboard to paste the URL that you copied in the previous step into the URL text box. Click **Save**.

The action is complete. You should see the video embedded in your Content area and you can now delete the original video link that came over from Blackboard.

LEARNING MODULES

The content that was included in the Blackboard Learning Module will migrate, but in a much different format. Since there is no tool in Brightspace comparable to the Learning Module in Blackboard, the Learning Module content is converted to individual Brightspace Topics and sub-modules form the structure. **Content migrated from Learning Modules will require major reorganization** as Brightspace functions most efficiently and provides the best student experience with no more than 2 levels within the folder structure.

To-Do List:
1. Use the Course Builder tool within Brightspace to flatten the hierarchy. Sub-modules/folders can be confusing in Brightspace navigation, so avoid nesting modules/folders excessively.

2. Students should not need to click more than twice to access a piece of content.

3. All gradable activities that once existed within a Learning Module should be moved to the main root of the module.

Gradable Activities Cleanup

DISCUSSIONS

Discussions migrate nicely from Blackboard to Brightspace. There are some differences in organization, however, that you need to be aware of.

Brightspace uses Discussion *Forums* to house discussion questions that are related or similar to one another. These questions are known as Discussion *Topics*. You can think of the Forum as being the bucket or container for the discussion Topics (questions) pertaining to a specific module, chapter, or other grouping.

When courses migrate from Blackboard to Brightspace, a Discussion Forum and a Discussion Topic will be created for *each* Discussion you had in Blackboard. While this will be functional, you may want to rename and reorganize your Forums and Topics to take advantage of the Brightspace discussion capabilities.
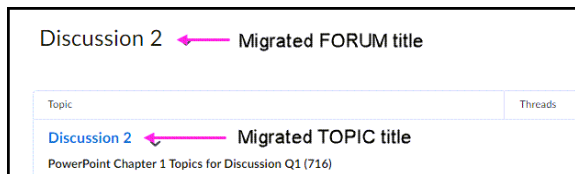
As an example, imagine that you have three discussion questions in Module 1 of your course.

1. You could create a Discussion Forum named "Module 1 Discussions" that contains three Discussion Topics, each of which is an individual question posed to the class. (See Bonus List in this section).
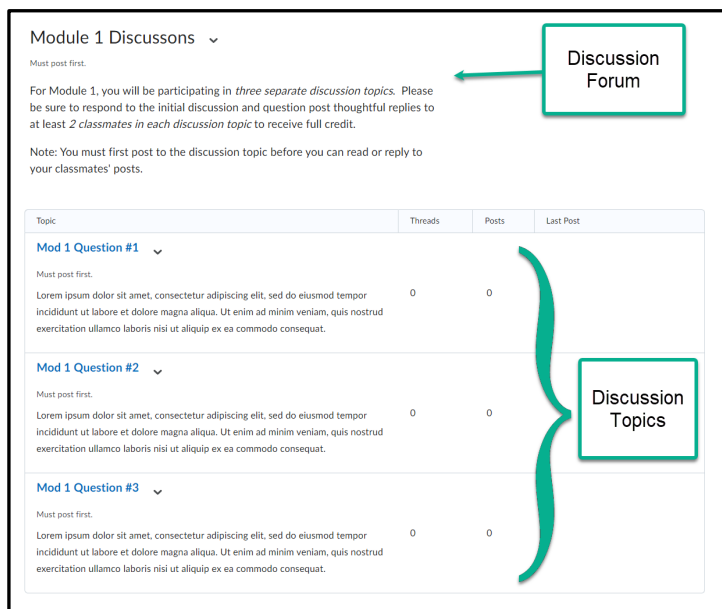

To-Do List:
1. Access the Discussions area of the courses (through the Course Activities menu) and verify that all of your discussions have migrated as Brightspace Discussion Topics.
2. Remove any forums that you will not be using in the course.

3. Not all of your Discussion Board settings will translate over to Brightspace. You will need to verify and update each topic as needed. This can be done by clicking the chevron next to the topic and selecting **Edit Topic**.
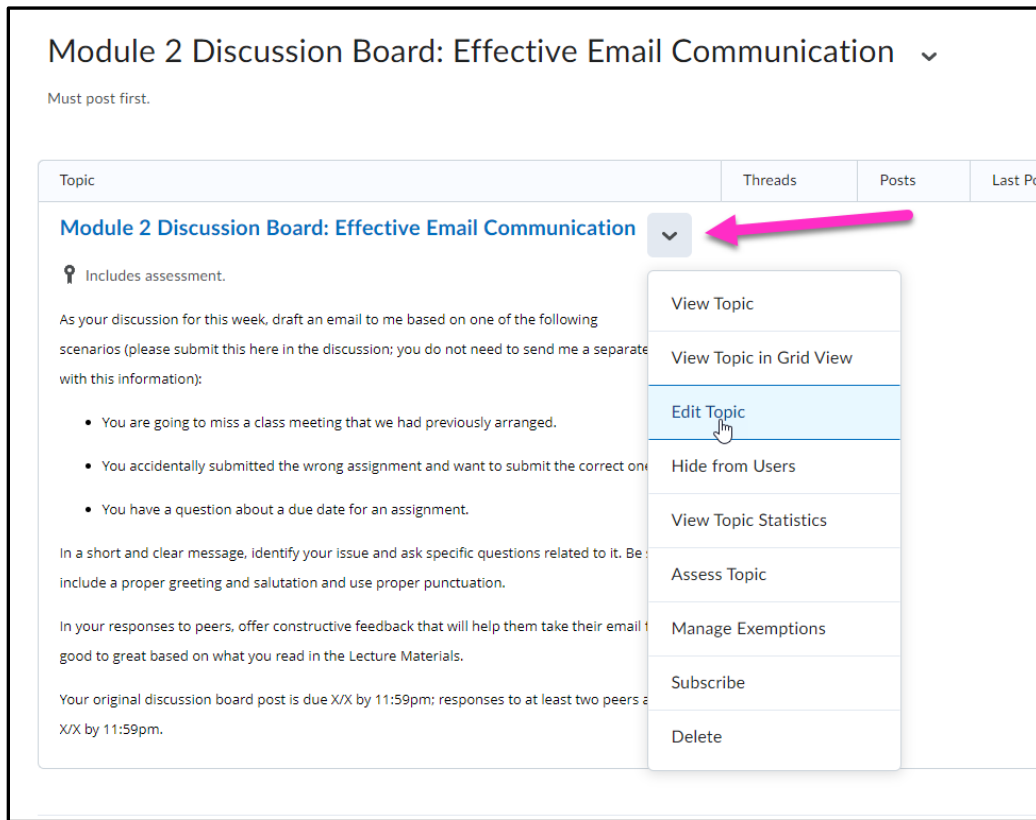

4. Be sure to verify that the **Properties** and **Restrictions** tabs have the correct settings.
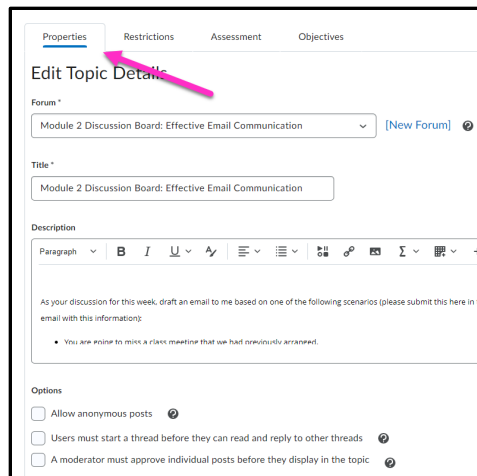
5. If the Discussion Topic is to be graded, click on the **Assessment** tab and make sure the Topic is linked to the correct Grade Item. If it is not, click the drop-down arrow for the Grade Item list and select the correct Grade Item. (A Grade Item with the same name as the Discussion Topic should have been created through the migration process).

6. You will most likely have to enter the number of points as this typically does not carry over in migration.

7. If a rubric was used, verify that it is still attached.

8. Click Save and Close.

9. If you created links to your discussions from your course content areas, you will need to remove these links and replace them with new links created in Brightspace. The links that migrate are clunky and require extra clicks for the student to access the discussion topic text. Links to a discussion topic can easily be created using the "**Existing Activities**" button within the content area.
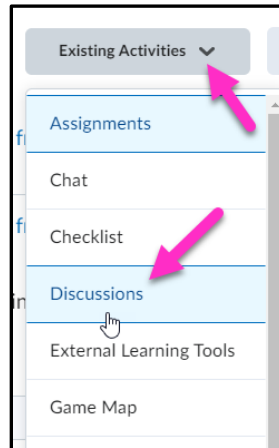
Bonus List:

1. Rename Forums to create groupings of Discussion topics. Some suggestions are: organize by module, chapter, or topical area. You might also consider Forums that differentiate between academic (graded) topics and general (Q&A, Introductions, Water Cooler). The latter grouping may work well if you only have one discussion topic per module.

2. Move related Discussion Topics to new Forums.

ASSIGNMENTS

Most assignments convert fairly flawlessly with many of the settings and link to the Grade Book intact. One difference between Blackboard and Brightspace is the way attached files are handled. In Brightspace, if an attachment is included in an assignment, it will not display on the main content page with the Assignment link. Students must click to open the assignment first in order to see the attachment.

If accessing assignments from the Assignments area from the Navbar, however, attachments are prominently displayed with the assignment link. Similar to the Discussions, there are a few other items to verify after a course has been migrated.

To-Do List:

1. Access the Assignments area of the course to verify that all assignments migrated from Blackboard. You will need to check settings on *each* one. To do this, click the chevron next to the assignment name and select **Edit Assignment**.
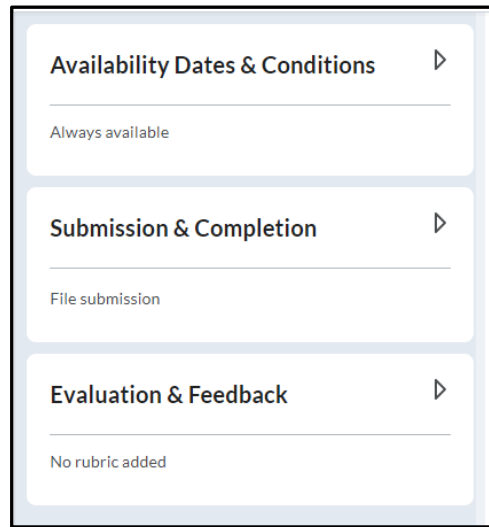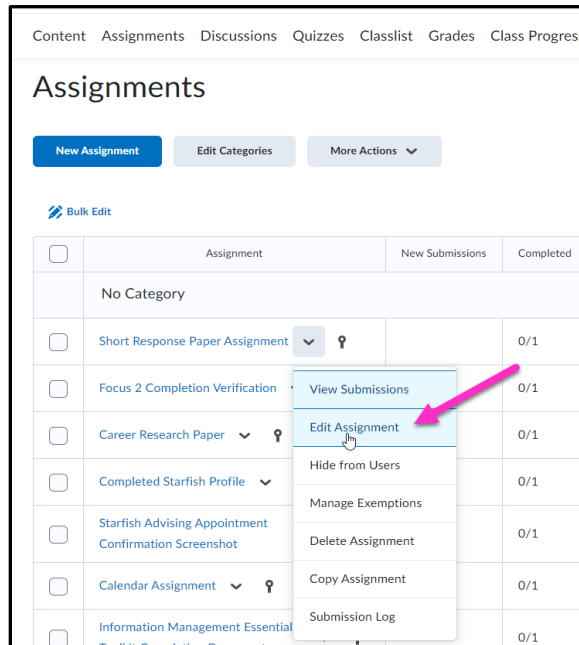
2. Verify the instructions for the assignment migrated correctly, adjust formatting, and check for accessibility.

3. Ensure assignments are connected to the Grade Book (the Assignment will have a "key" icon next to it in the Assignment list). Also verify that the correct number of points is entered.

4. Verify each Assignment is linked to the correct item in the Grade Book through the "**Edit or Link to Existing**" option in the Grade Book dropdown menu.
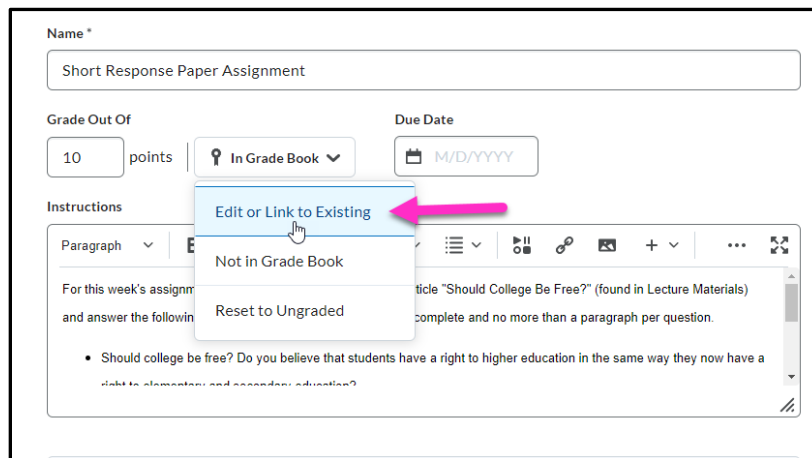
5. Adjust all settings in each of the three panels on the right side of the screen. You will be making your preferred changes to the "**Availability Dates & Conditions,**" "**Submission & Completion,**"

and "**Evaluation & Feedback**," areas in the panel on the right side of the screen. Common settings include: the due date, number of submissions allowed, and whether a rubric is used.

RUBRICS

- Check rubrics for weight/point allocation

QUIZZES/EXAMS

Blackboard Tests are called **Quizzes** in Brightspace. Blackboard Test Question Pools are called the **Question Library** in Brightspace. They will migrate over to Brightspace and you will want to review your Quizzes (formerly Blackboard Tests) to make sure they are functioning properly.

Follow these steps:

1. Review each Quiz description for accessibility and formatting
2. Ensure rubrics, if applicable, are attached to appropriate questions
3. Check and correct (if needed) Availability and Due Dates
4. Ensure each Quiz is connected to the Grade Book (a Quiz will have a "Key" icon next to it in the list)
5. If the Quiz is not linked properly, follow these steps:
   a. Quizzes
   b. Click the Menu Chevron (down arrow) and select "Edit"
   c. Scroll to the grading section
   d. Look for the Quiz and click its drop-down box to select a grade item to associate or click "new" if there is no item to associate it with
   e. Set the due date and time
   f. Enter the point value
   g. Save & close

   Please Note: If you used any of the following types of questions in your Blackboard tests, there is a very good chance they did not migrate to Brightspace:
   - Calculated formula
   - Calculated numeric
   - Either/or

- Fill in multiple blanks
- Hot Spot
- Jumbled Sentence
- Opinion/Likert Scale
- Quiz bowl

Here are some alternatives for you to consider:

- *Calculated Formula* – Create Significant Figures question in Brightspace
- *Calculated Numeric* – Create Arithmetic question in Brightspace
- *Either/Or* - Create Multiple Choice, deleting extra options so there are only 2
- *Fill in Multiple Blanks* – Create Multi-Short Answer question (MSA)
- *Hot Spot* – Edit image to add visual tags in certain areas, and create Multiple Choice Questions
- *Jumbled Sentence* – Have different options in MC question or Multiple Selection
- *Opinion Scale/Likert* - Create Likert (it exists, just doesn't migrate)

- Also note, short answer questions in Brightspace are automatically graded. Short answer questions **from Blackboard** should have been converted to "Written Response" (WR) questions to be graded manually
- Randomized selection from a Question Library (formerly Bb Question Pool) may need to be rebuilt

JOURNALS, BLOGS, WIKIS

Brightspace does not have a Journal tool like Blackboard. Journals migrated from Blackboard will not function when they are imported into Brightspace. Instructors will need to remove the old journals and create new journals using the assignment tool.

Blogs will not migrate from Blackboard into Brightspace. Brightspace does not have an equivalent Blog tool. Instructors will need to use the discussion tool as a work around for a Blog.

There is no equivalent wiki tool in Brightspace. If you use the Blackboard wiki tool, talk with your instructional designer about any possible alternative (which must be integrated through LTI).

GRADEBOOK

Use the Grades Setup Wizard to choose which options work best for you such as:

- The type of grade scheme you use - total points or weighted percentages
- The grade items you want to assess (quizzes, assignments, discussions, etc.)
- Whether to use categories to organize grade items (optional)
- Whether to enter grades manually (for example, activities such as physical/clinical assessments)
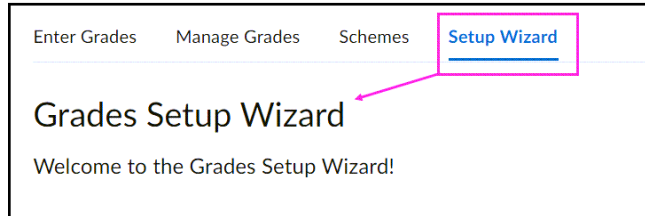
To-Do List

- Run the "Setup Wizard" link (which goes to "Grades Setup Wizard") which verifies the settings such as the points or weighted percentages of gradable activities, etc. Each step of the wizard will provide a review of the current settings which can be changed if needed.
- Link course activities to the Grade Book during Step 6 of the Wizard.

When your course is migrated over to Brightspace, you may notice that there are extra grade columns in the Grade Book. Some of these extra items can be (1) Blackboard grade columns that were hidden; (2) grade categories/weights; or (3) Total, Weighted Total, or Estimated Final Grade columns.

- While some of these items may be deleted, you may want to wait until you can test your new Grade Book to make sure those items are truly not being used.
- You will notice that there is a "key" icon next to every assignment, and it means that the gradable item (assignment, quiz, etc.) is tied to a grade item in the Grade Book.
- Weights for each of your Blackboard Grade Center items may **not** carry over into Brightspace
- Weighted items may not be calculated using the "Weighted Total" column used in Blackboard. There is a new built-in weighted total called "Final Calculated Grade."
- If you do not use Weights to calculate your final grade, then you most likely use the Total Points method for grade calculation. Run the Grade Setup Wizard and indicate the use of Total Points as a grade calculation method.

REPLACE BLACKBOARD ORIENTATION ASSIGNMENT

Remove the Blackboard Orientation assignment. SUNY will be providing an update for Brightspace.

LINKS TO THIRD PARTY TOOLS AND PUBLISHERS

If you used any third-party integrated content, you will need to fill out the Third-Party Integration Request form and all links will have to be rebuilt.

MANAGE DATES

Courses migrated from Blackboard to Brightspace will bring along due dates and other date restrictions. Instructors will want to edit/update their due dates to reflect the current term.

- Navigate to the Manage Dates area to clean up any remaining date issues and review against your syllabus
- You can use Manage Dates every semester, post-conversion, to make adjustments rather than clicking through every item in your course
    - **Except discussion due dates, which can ONLY be adjusted at the topic level in the content area

Please note that there may be items that were not covered in this housekeeping document. If you encounter such an item or issue, please complete an Instructional Designer Support Request form.

We wish you and your students an exciting and productive semester!