

Checklist for General Brightspace Housekeeping Post-Migration

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

ADJUST THE COURSE LAYOUT USING THE COURSE BUILDER

- Structure the course using modules (folders) - recommended for student ease of navigation
- "Flatten the Hierarchy" (fewer modules = easier navigation)
- Review migrated materials and make adjustments to the new structure
- Delete materials you do not want to move
- Review migrated folder descriptions

REMOVE ALL REFERENCES TO BLACKBOARD

- Use the Find (Ctrl +F) feature to search for references to Blackboard on every page
- Remove references to Blackboard in Word Documents or PDFs

ANNOUNCEMENTS

- Delete all Announcements you do not wish to keep
- Uncheck the "always show start date" checkbox in settings if you want to reuse the announcement every semester

Course Content Clean-Up

PAGES AND ITEMS

- Verify each page of your course content has converted properly
- Use the HTML Editor to adjust any formatting issues that may exist in the migrated page
- Test any links to attachments that were associated with the original Blackboard Item
- Run an accessibility check on EVERY File of your course

LINKS TO EMBEDDED YOUTUBE VIDEOS

- Fix links to YouTube videos that were made using the Blackboard Mashup Tool

LEARNING MODULES

- Content migrated from Learning Modules will require major reorganization

ACHIEVEMENTS

- Do not migrate and must be rebuilt using Brightspace Awards tool

Gradable Activities Cleanup

DISCUSSIONS

- Verify that all of your discussions have migrated as Brightspace Discussion Topics
- Remove any Forums that you will not be using in the course
- Verify and update each Topic as needed
- Verify that the Properties and Restrictions tabs have the correct settings
- On the Assessment tab and make sure the Topic is linked to the correct Grade Item
- If a rubric was used, verify that it is still attached

- Replace old Blackboard content-to-discussion links with new links created in Brightspace
- Option: Rename Forums to create groupings and move related Discussion Topics to new Forums

ASSIGNMENTS

- Verify that all assignments migrated from Blackboard, check settings on *each* one
- Verify the instructions for the assignment migrated correctly, adjust formatting, and check for accessibility
- Ensure assignments are connected to the Grade Book
- Verify that the correct number of points is entered
- Verify each Assignment is linked to the correct item in the Grade Book
- Adjust all settings in “Availability Dates & Conditions,” “Submission & Completion,” and “Evaluation & Feedback,” areas

RUBRICS

- Check rubrics for weight/point allocation

QUIZZES/EXAMS

- Review each Quiz description for accessibility and formatting
- Ensure rubrics, if applicable, are attached to appropriate questions
- Check and correct Availability and Due Dates
- Ensure each Quiz is connected to the Grade Book

JOURNALS, BLOGS, WIKIS

- Recreate using alternatives

GRADEBOOK

- Use the Grades Setup Wizard
- Verify grade scheme
- Verify the grade items you want to assess
- Verify the Categories (if used – optional) to organize grade items
- Verify grade item point values and category weights are correct
- Remove extra grade columns

REMOVE THE BLACKBOARD ORIENTATION ASSIGNMENT

- A Brightspace Orientation assignment replacement will be made available

LINKS TO THIRD PARTY TOOLS AND PUBLISHERS

- All third party tool links will need to be rebuilt in Brightspace

MANAGE DATES

- Edit/update due dates to reflect the current term

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