

Instructor Migration Preparation Checklist

This checklist is designed to help instructors with the LMS transition from Blackboard to Brightspace.

Overview

The purpose of this pre-migration checklist is to help instructors prepare for the upcoming Learning Management System (LMS) migration from [Blackboard](#) to [Brightspace](#). Taking the actions outlined in this checklist will support a smooth migration to Brightspace when the Office of Curriculum, Assessment and Teaching Transformation (CATT) begins batch migrating courses in early 2023. Batch migration will occur in three phases. You will be notified by email as your courses are migrated to Brightspace.

- Phase 1: Courses from the Spring 2022 through Winter 2023 semesters will be migrated to Brightspace in February 2023.
- Phase 2: Courses from the Spring 2023 semester will be migrated to Brightspace in June 2023.
- Phase 3: Courses from the Summer 2023 semester will be migrated to Brightspace in September 2023.

Beginning Fall 2023, all courses will be delivered using Brightspace. We are planning for a group of early adopters to offer their Summer 2023 courses in Brightspace.

We recommend that you use this checklist to review your Blackboard courses and make the appropriate revisions prior to the batch migration to ensure your courses align with [research-based best practices](#) for a digital learning environment. When finished, create and download an export and archive of your revised Blackboard course for your records. You will not be asked to physically migrate your content; this will be taken care of automatically by K16 Solutions.

HINT: Be sure to save all files and documentation you create in organized folders on your computer or a cloud storage service (e.g., [UBbox](#)) to make it easier to find the information you may need after your courses have been migrated to Brightspace.

IMPORTANT: Please follow these three important steps prior to using the premigration checklist.

	Course Framework	Resources	Notes
<p>A well-planned course structure will help your students understand the big picture of the course, as well as easily navigate within the course site and locate relevant materials, assignments, and other tools and activities. These steps will facilitate your review of your course structure.</p>			
	<ul style="list-style-type: none"> Determine which course(s) you will review and revise prior to the migration from Blackboard to Brightspace. If there are courses you don't want migrated, use the UB Learns Class Setup Tool to delete them. 	OSCQR , a course quality review rubric, is an excellent resource to refer to as you review and revise your course.	
	<ul style="list-style-type: none"> Choose a location to download and save course content (e.g., your computer or a cloud service). Some course content will not migrate to Brightspace. 	Course Tools That Won't Migrate	
	<ul style="list-style-type: none"> Review your course and make sure it is free of grammatical and spelling errors and links are up-to-date and unbroken. 	OSCQR Standard 20	
	<ul style="list-style-type: none"> Review the structure of your course and decide if the course organization is accessible, clear and consistent for your students, and the course is easy to navigate (consistent color scheme and icon layout, related content organized together, self-evident titles). Use the Course Framework Handout to help you. 	Course Framework Handout OSCQR Standard 16	
	<ul style="list-style-type: none"> Include measurable course learning outcomes that align with assessments and activities. The purpose and intention of each learning outcome should be clearly communicated and explained. 	Learning Outcomes	
	<ul style="list-style-type: none"> Ensure the course syllabus, information and expectations are clear and easily found. Course syllabus should be clear and comprehensible, and include a student-centered approach and friendly tone. 	Course Syllabi-Undergrad requirements Course Syllabi-Grad requirements	
	<ul style="list-style-type: none"> Take steps to declutter the course and remove unneeded content. 	Decluttering UB Learns Courses	

	Course Organization	Resources	Notes
	A well-organized course will help your students navigate through the content with ease and will decrease the number of questions about the location of course materials. These steps will facilitate your review of your course organization.		
<ul style="list-style-type: none"> Review the sections of the course students will need to access. Delete any areas that are not being used. If necessary, rename sections for clarity. 			
<ul style="list-style-type: none"> Review your course content and make sure it is in organized sections. Also, think about how you want your students to access content (e.g., where items live inside your course). <ul style="list-style-type: none"> Organize content by week, topic or theme. Ensure the syllabus and module organization are aligned. When naming modules, include consistent features such as the number of the module, a key word or phrase or the dates of the module. Create relevant and authentic content that clearly aligns with course learning outcomes. 		Course Organization Course Organization Tips Handout	
<ul style="list-style-type: none"> Make sure links are descriptive and clear. Check to make sure that all links to external sites and resources are working. 		OSCQR Standard 37	
<ul style="list-style-type: none"> Remove any references to Blackboard or navigation within Blackboard (e.g., course links). 		Course Link	

	Course Communication	Resources	Notes
	<p>Course communications and activities foster and deepen personal connections among students and demonstrate that the instructor cares about each student's participation and success in the class. These steps will facilitate your review of your course communications.</p>		
<ul style="list-style-type: none"> • 	<p>Review, revise and re-order course announcements. Delete unwanted postings.</p>	<p>Announcements</p>	
<ul style="list-style-type: none"> • 	<p>Course messages will not migrate. Copy and paste any text that you want to save from course messages into a Word doc to ensure you have the information you need.</p>	<p>Course Messages</p>	
<ul style="list-style-type: none"> • 	<p>Discussion instructions and details provided in forums will migrate. Instructions and details provided in threads will not migrate. Copy and paste any text that you want to save from threads into a Word doc to ensure you have the information you need.</p>	<p>Discussions</p>	
<ul style="list-style-type: none"> • 	<p>Wikis will not migrate. Brightspace does not have this course tool. Copy and paste any text that you want to save from wiki start-up pages into a Word doc to ensure you have the information you need.</p>	<p>Wikis</p>	
<ul style="list-style-type: none"> • 	<p>Copy and paste any text that you want to save from journals and blogs into a Word doc to ensure you have the information you need. While Brightspace has these tools, they function differently from the tools in Blackboard. Information about these tools will be provided during Brightspace training.</p>	<p>Journals</p>	
<ul style="list-style-type: none"> • 	<p>In your personal profile in Blackboard, review and document your notification settings for Stream, Email, and Push notifications. Your notification preferences will not migrate to Brightspace. You will need to reestablish these preferences in your Brightspace profile.</p>	<p>Personal Settings</p>	
<ul style="list-style-type: none"> • 	<p>Include a welcome and getting started student orientation module. Welcome your students to the course and share with them what they will be learning and why. Establish your teaching presence and tone.</p>	<p>OSCQR Standard 1 Student Orientation Module Handout</p>	

<p>Course content is available in a variety of formats and from a variety of resources that include a diverse selection of identities and perspectives to meaningfully engage students in the learning process. Ensure that instructions, guidelines and grading practices for activities and assessments are transparent and well-documented in the syllabus and course platform.</p>			
<ul style="list-style-type: none"> • Declutter files and folders. Blackboard saves previous versions of files and folders, so delete these prior the migration. 		Identifying and Deleting Unused Files and Folders	
<ul style="list-style-type: none"> • Download current versions of uploaded course files. Batch download the files, if necessary. 		Batch Files	
<ul style="list-style-type: none"> • If applicable, download SCORM content, and upload the content into your Brightspace course when it is available. 		SCORM Importing from Blackboard to Brightspace	
<ul style="list-style-type: none"> • Move video files to UB's Panopto video streaming service. Ensure all course video content is stored on a streaming server (e.g., Panopto) and linked to from your course. <ul style="list-style-type: none"> • Do your video graphics adhere to UB's branding and imaging standards? • Are your videos accessible for all audiences (e.g., captions and transcripts)? • Do not upload video files directly to your course. Panopto video links will migrate but should be reviewed post-migration. 		Moving Video Files From UB Learns to Panopto Recording with Panopto Video Graphics How to Add Automatic Captions to a Panopto Video	
<ul style="list-style-type: none"> • If you use instructional videos created by others, it's important to get permission from the creators before using the videos. Most links to YouTube videos migrate seamlessly, but it should be easy to reestablish the links in case they are broken during the migration process. 		Copyright and Fair Use	
<ul style="list-style-type: none"> • Accessibility Check of Course Materials: <ul style="list-style-type: none"> • Make sure that course documents are fully accessible. Accessibility checking is available in Adobe Reader, Google Workplace and Microsoft Word and PowerPoint. 		Building Accessible Content Accessibility Checklist (Blackboard) WebAIM's Web Content Accessibility Guidelines (WCAG) 2 Checklist	

	<ul style="list-style-type: none">• Make sure that every instructional video has closed captioning turned on. <p>Make sure that you copy and save your images, as well as any alternative text you've added.</p>	<p>Google Workplace Accessibility Checker Addon Microsoft Accessibility Checker Adobe Accessibility Checker</p>	
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	Course Assignments (Submissions)	Resources	Notes
	<p>Using assignments in courses helps instructors achieve several goals: collect information about student achievement of course learning outcomes, collect evidence related to the determination of the student's final grade, and help students gain metacognitive knowledge about what they know/can do versus what they still need to learn/practice. These steps will help ensure that your assignments are in great shape before the migration to Brightspace.</p>		
<ul style="list-style-type: none"> • 	<p>Blackboard saves previous versions of assignments, so delete copied or unused course assignments prior to the migration.</p>		
<ul style="list-style-type: none"> • 	<p>Review and edit course assignments for accuracy.</p> <ul style="list-style-type: none"> • If not already saved in an uploaded document, save a record of specific assignment directions to allow easy review of migrated assignments. • Be sure to document information about point values and any release conditions that may have been in use to facilitate comparison of assignment settings in Brightspace. <p>Rubrics will migrate to Brightspace, but it is a good idea to take a screenshot of each rubric so that rubric settings can be reviewed in Brightspace.</p>		
<ul style="list-style-type: none"> • 	<p>Review assignments to ensure each are direct, clear and aligned to learning outcomes.</p> <ul style="list-style-type: none"> • Assessments and activities include specific guidelines for providing effective, compassionate peer feedback, such as clearly outlining inclusive communication ground rules. <p>Activities and assessments provide multiple opportunities for practice, self-reflection and metacognitive engagement. Activities and assessments provide opportunities for learner choice.</p>	<p>Transparent Assignment Template OSCQR Standard 19</p>	
	<p>Download and save SafeAssign originality reports. It is highly probable that we will be able to upload our SafeAssign database into TurnItIn; however, it is best to archive reports just in case. More details to come in future Brightspace trainings.</p>		

	Course Assessments (Quizzes and Surveys)	Resources	Notes
Course assessments serve similar purposes as course assignments (noted above). These steps will help you review your exams and quizzes prior to migration to ensure that they have been reviewed and revised to best achieve these purposes.			
<ul style="list-style-type: none"> • 	Blackboard saves previous versions of assessments, so delete copied or unused course assessments (tests, quizzes, exams, etc.) prior to the migration.	Deleting Unused Tests	
<ul style="list-style-type: none"> • 	Review and revise assessments. Ensure that assessments are aligned with learning outcomes and activities. <ul style="list-style-type: none"> • Assessments must have clear directions to allow students to complete them to the best of their abilities. • Activities and assessments include information about how their associated data will be collected and utilized. • Activities and assessments provide multiple opportunities for practice, self-reflection and metacognitive engagement. Activities and assessments provide opportunities for learner choice. Provide guidance on when timed responses are required to enable students to anticipate workload and be better organized.	Best Practices for Creating Effective Assessments Building Assessments Building Activities	
<ul style="list-style-type: none"> • 	Download and save tests, quizzes, pools and surveys. While these will migrate, maintaining an intact version will help you review the formatting in Brightspace.	Export Tests, Surveys and Pools	

	Grade Center	Resources	Notes
	Grading can be one of the most challenging aspects of teaching. By first establishing a fair, equitable and unbiased grading policy, the act of grading student work and communicating grades to students becomes much easier. Communicating grade information to students is also facilitated by an organized grade book.		
	<ul style="list-style-type: none"> Your full Grade Center will migrate to Brightspace; however, student data will not migrate. Download student grade data before the migration. 	Download Grades	
	<ul style="list-style-type: none"> Define a fair, equitable and unbiased grading policy. 	Establishing a Grading Policy	
	<ul style="list-style-type: none"> Review and organize grade center columns. <ul style="list-style-type: none"> Remove any unwanted items. Remove any duplicate tests, quizzes, surveys, etc. 	Grading	
	<ul style="list-style-type: none"> Document the Retention Center criteria, if necessary. Retention Center data will not migrate. 	Retention Center	

	Course Integrations	Resources	Notes
	If your current Blackboard courses rely on integrations with other tools, such as content from publishers, Zoom, Panopto, ExamSoft, etc., these integrations should be documented to allow for easy review of relevant links in Brightspace.		
	<ul style="list-style-type: none"> Document any publisher content/tools/links integrated in your Blackboard course. While existing integrations will be maintained in Brightspace, some links may need to be re-established. 		
	<ul style="list-style-type: none"> Document all other Learning Tools Interoperability (LTI) tool links (e.g., Zoom and Panopto) and content area of deployment. Refer to this document when reviewing your course in Brightspace. 	UB Learns Integrations	
	<ul style="list-style-type: none"> List and describe all technology required for the course in the course syllabus. Further, each technology should be listed in the module requiring its use and resources for technology help should be provided where appropriate. 	Rubric for Evaluating E-Learning Tools in Higher Education	

	Course Accessibility	Resources	Notes
Design and build an accessible course by reducing barriers and not relying on a one-size-fits-all approach. Take the time to develop accessible content to support diverse and varied learning preferences. Doing so will help you create an accessible and inclusive course that ensures all students can succeed. Follow these steps to design and build an accessible course.			
	<ul style="list-style-type: none"> Review text content and make sure it is available in an easily accessed format (e.g., text broken into manageable sections, 12 pt., sans serif font, high contrast between text and background, and includes titles and headings) to enhance readability and improve document structure. 	OSCQR Standard 17 OSCQR Standard 18 OSCQR Standard 21 OSCQR Standard 23 WebAIM (web accessibility in mind)	
	<ul style="list-style-type: none"> Evaluate slideshows and use a predefined slide layout that includes unique slide titles, are simple and have non-automatic transitions between slides. 	OSCQR Standard 27 OSCQR Standard 28 UB Branded PowerPoint Slideshow Templates	
	<ul style="list-style-type: none"> Review tables for accessibility and readability. 	OSCQR Standard 24 OSCQR Standard 25	
	<ul style="list-style-type: none"> Assess that text content is available in an easily accessed format, preferably HTML, and that all text is readable by assistive technology, including PDFs or any text contained in an image. 	OSCQR Standard 34	
	<ul style="list-style-type: none"> Provide text equivalent for every non-text element (“alt” tags, captions, transcripts, etc.), and audio description for video-only content. 	OSCQR Standard 35	
	<ul style="list-style-type: none"> Use an external accessibility checker (e.g., Word, Adobe Reader, Google Docs) to improve the accessibility of your content (i.e., ensure documents are accessible). 	Accessibility at UB - Documents	
	<ul style="list-style-type: none"> Utilize Blackboard Ally to make sure documents are accessible. 	Ally Accessibility Checklist	

	Course Diversity, Equity and Inclusivity	Resources	Notes
	<p>Prepare an equitable and inclusive classroom by supporting students to deepen their understanding and valuing perspectives, viewpoints and cultural attitudes different from their own. To do so, design a course that creates an authentic, meaningful, and relevant environment that offers student autonomy and influences students' academic success.</p>		
	<ul style="list-style-type: none"> • Create a diversity statement for your syllabus that explicitly says that diversity is valued in your course. Ensure course activities require students to analyze course content from multiple perspectives. 	Diversity and Inclusion Syllabus Statements	
	<ul style="list-style-type: none"> • Outline student support and well-being services in the syllabus in, at least, these areas: a) general student assistance, b.) online academic supports; c) assistance with using technology; d) health and well-being resources; and/or e) resources for students with disabilities. 	Student Support and Well-Being Services	
	<ul style="list-style-type: none"> • The syllabus explains how and why course content and activities are aligned with learning outcomes and specific Universal Design for Learning (UDL) guidelines. 	UDL Guidelines	
	<ul style="list-style-type: none"> • Course content includes voices from a variety of educational, professional and cultural backgrounds, as well as marginalized and underrepresented populations. These voices and perspectives address the historical and contemporary issues of social inequality across societal contexts and life domains, and the instructor provides additional framing and context to help students develop the ability to discuss biases, differences and stereotypes. 	Ethnic Newswatch AERA SIG Directory AERA Scholars of Color Award Professional Organizations that may have SIGs American Association of Blacks in Higher Education Educational Search Databases	
	<ul style="list-style-type: none"> • Course content and activities are aligned with core principles of UDL (i.e., multiple means of representation, action and expression, and engagement). 		
	<ul style="list-style-type: none"> • Course content honors the lived experience of learners to the greatest extent possible and strives to be accessible to all learners. 		
	<ul style="list-style-type: none"> • Activities and assessments demonstrate that diverse ideas and perspectives are valued in the course and incorporate a range of epistemological perspectives 	Inclusive Pedagogy	

	including those from underrepresented and marginalized populations through materials presented in the course (e.g., questions, scenarios, cases, datasets).		
	<ul style="list-style-type: none"> Multiple course activities require students to connect course content to their own lives and reflect on course content that is relevant to their futures. 		
	<ul style="list-style-type: none"> Videos and images reflect broad diversity and are free from displays of power and privilege (e.g., media is produced to avoid the display of high-end furniture, expensive artwork, etc.) and provides a platform around representations and stereotypes. 	UB Photo Database	
	<ul style="list-style-type: none"> Instructor shares how they work to manage their own biases, and empowers students to identify, learn about, and address human biases, as well as challenge students to analyze how diversity fosters learning. 		
	<ul style="list-style-type: none"> Understands students' interests and backgrounds and demonstrates value and respect for all students by using respectful and inclusive language and works to ensure a respectful and open learning community. 	Community of Inquiry Framework	

	Course Export	Resources	Notes
These final steps will facilitate the batch migration process of course sites from Blackboard to Brightspace and provide guidance for maintaining records from your current Blackboard courses.			
<ul style="list-style-type: none"> Determine the courses that will be migrated from Blackboard to Brightspace. Remove/delete any unwanted courses using the UB Learns Class Setup tool. 		Class Set Up Tool	
<ul style="list-style-type: none"> Download course components and save them on your computer. Use the End of Semester Guidelines document to help you decide which course components to download and save for record-keeping purposes. 		End of Semester Guidelines	
<ul style="list-style-type: none"> Download the full Grade Center to maintain a record of your Grade Center organization. 		Work Offline with Grade Data	
<ul style="list-style-type: none"> Download any portfolios you have created. The assignment details will migrate to Brightspace, but portfolios created in Blackboard will not. 		Downloading a Portfolio	
<ul style="list-style-type: none"> Create archives and exports of your courses. Archive files contain all course content and student interactions. Export files only contain course content. Important note: Do not archive and export files of your course until you have removed the unused files, folders, tests and videos. 		Creating Archives and Exports	
<ul style="list-style-type: none"> Any course from Summer 2022 onward will be automatically migrated to Brightspace. Please see the Overview in this checklist for further details. 			