Transitioning to Brightspace Checklist

The purpose of this checklist is to help you transition to Brightspace. **The last day you will have access to Blackboard is May 31st.**

In Blackboard:

☐ Download Blackboard Gradebook for the past academic year for all courses.

> **Instructions: How to Download Blackboard Gradebook**

☐ Create export files for all Blackboard courses in which you want to preserve content and/or migrate to Brightspace (master courses, community sites, live courses).

> **Instructions: Migrating Existing Content into Brightspace from Blackboard: Creating an Export File in Blackboard.**

> **Note:** Computer services will be migrating the content from courses over the past academic year (Summer 2023 - Spring 2024) to Brightspace. Courses prior to Summer 2023 and non-Banner originated course sites (such as master courses and community sites) will not be automatically migrated to Brightspace.

In Brightspace:

☐ Request Source courses or Community Sites

- Source Course: This is the replacement for master courses in Blackboard. This should be the repository for all your course materials for a given course offering and then copies can be made each semester from your source course into your live section.
- Community: This course type is for academic support needs such as advising groups, or student organizations.

> **Instructions: Requesting a Brightspace Source Course, Sandbox, or Community Site**

☐ Import content from Blackboard into source courses or community site using the Blackboard export files.

> **Instructions: Migrating Existing Content into Brightspace from Blackboard (Scroll to section "Uploading the Export File to Brightspace").**

☐ Once content is migrated into Brightspace, check to ensure all content (web links, documents, videos, etc.) has successfully been migrated.

Post Migration Check List

Content:

☐ All modules and submodules are included and in the appropriate order.
☐ All content pages are included and in the appropriate order.
☐ All documents (Word docs, PDFs, PowerPoints) have been successfully migrated.
☐ All mentions of Blackboard in the course have been replaced with Brightspace.
☐ All hyperlinks are working, broken links have been replaced with working links.

Course Tools:

☐ Announcements were migrated properly (if applicable).
☐ Discussions were migrated properly, and settings confirmed.
☐ Assignments were migrated. *Note: Assignments that have SafeAssign enabled will move. However, SafeAssign is not available in Brightspace*.
☐ Quizzes and Question Libraries were migrated. *Note: Some question types in assessments will not transfer. These question types 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.*
☐ Rubrics were migrated and settings confirmed.
☐ Surveys and/or Self-assessments were migrated properly, and all settings confirmed.
☐ Groups have been set up to match how they were used in Blackboard.

Gradebook:

☐ Gradebook Wizard has been run in Brightspace.

☐ Gradebook structure, categories, and weights are consistent with the previous settings in Blackboard.

Date Management:

☐ All date restrictions (start dates, end dates, due dates, etc.) have been updated.

Note: Journals, Blogs, & Wikis from Blackboard will not migrate.

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