

# Preparing Your Course for Migration



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State University of New York at Oswego Division of Extended Learning and Campus Technology Services

Below are suggestions to consider before the course is migrated to Brightspace. Time invested in these activities now could reduce the work to complete later on.

Disclosure: Recognizing every course is different, it is possible some of these recommendations are not applicable to your course. If nothing else, these steps should provide you some direction on what may be a priority for your course.

- Step 1:
  - **For Fall online courses:** Copy your online course content into your Fall 2022 course shell in Blackboard Learn. All fully online courses being taught in the Fall 2022 semester were successfully migrated on June 9.
  - **For other course modalities, there are a few options:**
    1. You can use the [Fall 2022 Course Migration Request](#) form to request your Blackboard course(s) get converted and migrated to Brightspace. If you'd like to use this option, make sure to copy content into your Blackboard fall course shell as that is where the content will be migrated from. Please note it could take several days for the course to show in Brightspace due to the demand of course conversions taking place among all Cohort 1 campuses.
    2. If you'd like to migrate courses yourself, you can do so by [exporting the content from Blackboard](#) and [importing it into Brightspace](#). Note that student data does not import. There is also a 1GB limit on importing content into Brightspace. If you find your course export is larger than this, you can either downsize the course or use the course migration request form above to have your course migrated automatically.
    3. You can also opt to start fresh in Brightspace in which case you can get started any time after May 16.
  - The DLE team is creating a process for archiving courses, but courses may not be immediately accessible. If you would like to create and download an export of any courses, the document, [How to Export Your Content](#), will walk you through the process. Other considerations include backing up important information that you are not using immediately, but may need to access in the future. Here are some examples:
    - Course materials from courses not taught in recent years.
    - Examples of student work that you have permission from the student to use as exemplar materials
    - Course Evaluations - These will **not** be imported into Brightspace. If you wish to have easy access to these, and/or prefer the visual format with charts and



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graphs, you should download a .pdf copy, which can be found within individual courses. In the future, this data will only be available in Excel files, and must be requested through the CTS Help Desk.

- **Step 2: Cleaning Up Your Course:** This is a good time to remove content no longer relevant to the course. Move files and materials that may need to be referenced at a later date to your computer, Google Drive, Flash Drive, etc. Delete old files and materials no longer needed from the course. Examples may include:
  - Outdated/obsolete course materials including old powerpoints or lectures.
  - Course materials you are not currently using, but have kept for reference or for “just in case.”
  - Unused tests and test banks.
  - Materials in Content Collection (only if you are familiar with Content Collection)
  - If you have videos that you have uploaded directly into Blackboard, these must be moved to Panopto or [YouTube](#).
  
- **Step 3. Cleaning Up the Gradebook:** In preparation for Brightspace, cleaning up the Gradebook can be helpful. Some ways to achieve that goal include:
  - All columns not connected to items within the course or syllabus have been removed.
  - The gradebook is well organized:
    - The order/grouping of assignments make sense
    - The names of assignments are clear
    - The area showing a student’s complete grade is accurate and it is clear how this is calculated

