D2L's Brightspace: Post-Migration Checklist

Use this checklist if you:

- Migrated your content with K-16 Solutions
- Exported your Blackboard course site and imported it to Brightspace

Questions?
Make sure to contact the right person to find the support you need!

Assessments

	Verify and test gradebook settings; ensure that a total column is set up. *If using weighted grades, this will need to be set up manually.*
	Check and update test questions if the following types were used in Blackboard: • File response • Fill in the blank • Fill in multiple blanks • Hotspot • Jumbled sentence • Quiz bowl
	If Assignments used SafeAssign plagiarism checker in Blackboard, create a TurnItIn assignment in Brightspace and delete the original assignment.
	If Journals were used in Blackboard, they will transfer as Assignments in Brightspace; check settings.
	If Blogs were used in Blackboard, they will transfer as Discussion Forums in Brightspace; check settings.
	Verify rubrics are assigned to assessments and that they are formatted correctly. (Note, point values will be organized with the highest value to the left.)
	Verify quiz settings- time limit, number of attempts, etc.
	Verify discussion topic settings.
	Make sure that assessments are visible to students; they may be set to hidden by default.

Multimedia and Tools

	Verify that images and alt text transferred correctly.
	Reset Mediasite links. *Recommend to reset with "player" option in Brightspace.*
	Reset third-party tools (Publisher content, Softchalk, PlayPosit, etc.)
	Reorganize/relink discussion forums, if desired. *Optional; if faculty reorganize topics into different forums, they will need to reintegrate the discussion topic in the appropriate module.*
	Create helpful and descriptive text around stand-alone files (these will import as a link to the file that students can download when clicked).

Course Navigation/Misc.

	Announcements will transfer but will be hidden. Set availability dates and make announcements visible.
	Check module organization under "Course Content" and use the Course Builder Tool to adjust course organization and layout, if needed.
	Update course navigation instructions and any additional references to Blackboard or Blackboard-specific tools.
	Adjust due dates and release dates.
	If using adaptive release in Blackboard, check restrictions in Brightspace and update if needed.
	Set up Blackboard Achievements as Brightspace Awards, if using.
	If synchronous and/or using synchronous office hours, set up Webex integration
	Click on all hyperlinks to make sure they go to the desired location; reset if needed.
	If Tasks were used in Blackboard, create Checklists in Brightspace.