Clean Up your Blackboard Course for K-16 Migration

This document will explain how to clean up and prepare a Blackboard sandbox site prior to a migration using K-16 Solutions (option #2, below).

Options: Migrating from Blackboard Learn to D2L's Brightspace

1. Manually recreate courses from scratch.

The Online Learning and Academic Technology (OLAT) and the Instructional Design and Learning Excellence Teams (ID Team) recommend that faculty choose this option if they have time to build their courses from the ground up. This will give the cleanest result with the fewest errors and will also give faculty the opportunity to take advantage of helpful tools and features unique to Brightspace.

2. Copy content to a specially titled sandbox site in Blackboard, where it will be migrated by K-16 Solutions.

If time or a high quantity of content is a concern, faculty can use K-16 Solutions to migrate their content. This is a time-saving measure that will correct some of the errors that occur by doing a manual export/import process. However, a moderate amount of cleanup will be required in Brightspace. [Learn how content will be converted.](#)

To take advantage of K-6 Solutions, faculty will need to prepare a special Blackboard sandbox course site for each course they want to migrate that begin with the title "LMS24."

The deadlines for sandbox preparation are:
- **Summer 2024:** April 28, 2024
- **Fall 2024:** July 24, 2024
- **Spring 2025:** November 24, 2024

3. Export content from Blackboard and import it to D2L's Brightspace.

Faculty may choose to [export a course from Blackboard](#) and [import their own content into a Brightspace course site](#). However, this will result in some formatting errors with text-based content and other conversion issues that K-16 Solutions helps solve. This option will require more cleanup compared to option 2. That said, faculty can complete the export/import process at any time, rather than relying on the migration windows outlined above from K-16.

Video Tutorial:

Select the link below to view a video version of this tutorial. The video is 7 minutes long.

Video: [Brightspace Migration- Clean Up LMS24 Sandbox in Blackboard](#)

Preparation:

Prior to cleaning up your course site, make sure you have done the following:

- Request a Blackboard sandbox for *each* course they want to transfer.
- Name each sandbox "LMS24 [descriptive course title]" during the request process.
- Copy existing courses into their corresponding "LMS24" sandbox.

Step 1: Clean Up Content Areas

Content areas are the menu items on the left side of your Blackboard course site. Each of these items will transfer to Brightspace as a module.
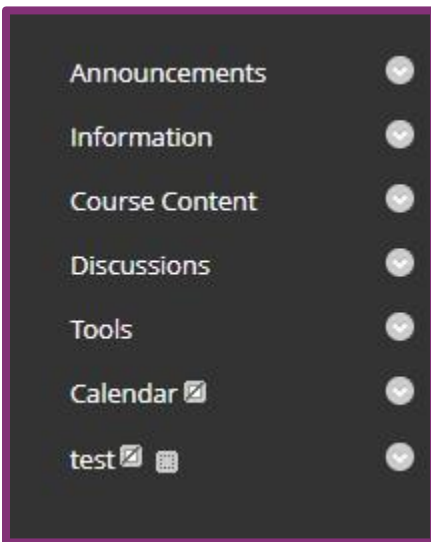
Delete content areas that will be duplicates.

Some content areas that you may have added to your Blackboard course site are included in the Brightspace blank course site and/or home page:

- Assignments (unless you have used an area called "Assignments" for your course content).
- Tests/Quizzes/Exams
- Grades/My Grades
- Course Calendar
- Tools

Delete content areas for third-party tools that will need to be set up manually in Brightspace:

- Webex/Synchronous meetings
- ProctorU
- Publisher content (unless this content area also contains items housed in Blackboard)

Keep the following content areas:

- Announcements

- Information/Start Here
  - *You only need one of these; if you have copied an older course site that uses "Start Here," the new LMS24 sandbox has automatically generated an "Information" content area, which can be deleted.*
- Discussions
- Course Content (or whatever you are calling the area where your course content lives: Lessons, modules, content, etc.)

Note: Courses Organized with Content Areas

Some courses are organized using content areas (in the menu to the left in Blackboard), rather than using folders or modules under Course Content. For example, you may have created a content area for Week 1, Week 2, etc., or created a content area for Readings, Videos, etc.
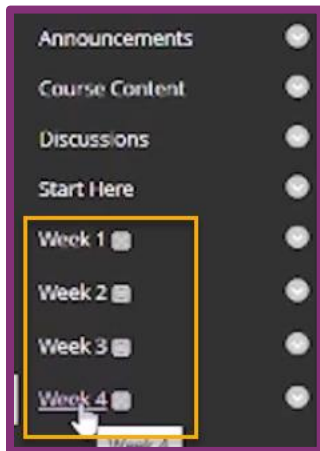
Each of these content areas will transfer to Brightspace as a module. If you have folders or modules set up inside the content areas, those will transfer as a submodules.

# Step 2: Delete What You Don't Need

Go through each content area you are keeping and delete unnecessary items and duplicates. Common items include:

- Hidden items used to give instructions to the instructor.
- Default Blackboard discussions (Meet Your Peers, Coffee Shop, Ask a Librarian)
  - *If you are using these discussions in your course, you will likely see duplicate discussions in your LMS24 sandboxes due to the generation of the template.*
- Anything that gives instructions or links specific to Blackboard (unless you want to keep these items as a reminder to create something similar in Brightspace).
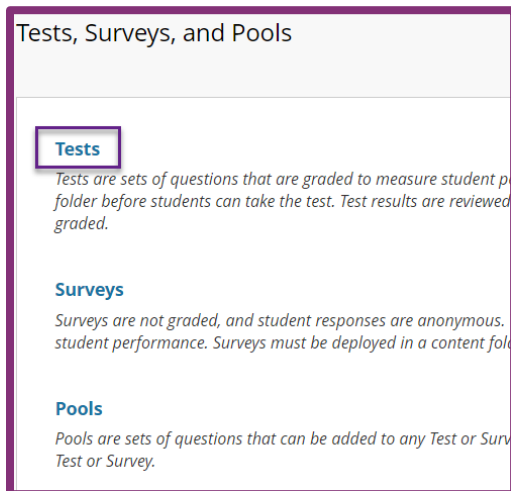
Step 3: Delete Undeployed Tests

You may have old versions of tests hiding in your course that are not deployed in a folder, module, or content area; often these are duplicates. To locate and delete these tests:
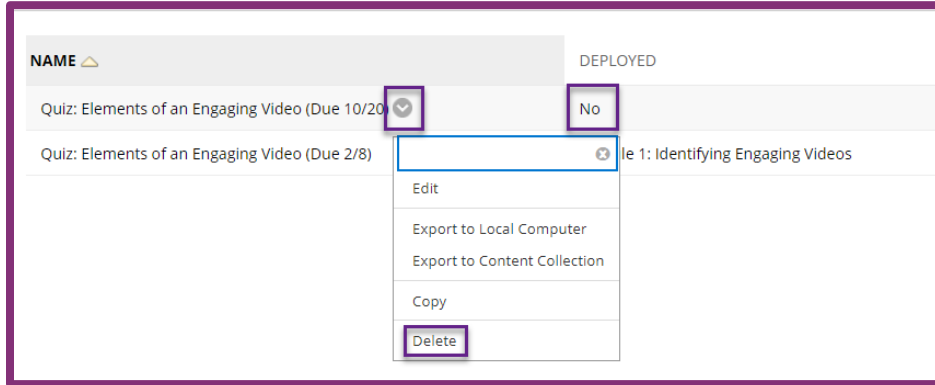
1. Navigate to "Course Tools" and select" Tests, Surveys, and Pools."
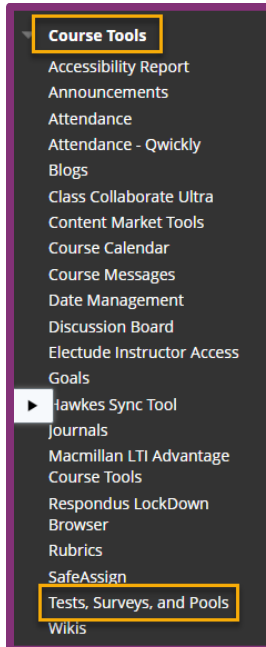
2. Select Tests.

3. Look for any tests that say "No" under the "Deployed" column and delete* them.

Exception: If there is an undeployed test that you want to have available in Brightspace, you can leave it alone and it will migrate.

Step 4: Check Accessibility

As you are cleaning up your course sites, now is a great time to review accessibility and start to make small improvements. You can make changes to accessibility in Blackboard or in Brightspace; the process is similar. It's a good idea to at least check your accessibility score now so you have an idea of how much content may potentially need to be updated.

To check your Ally accessibility score:

1. Navigate to Course Tools.

2. Select Accessibility Report.
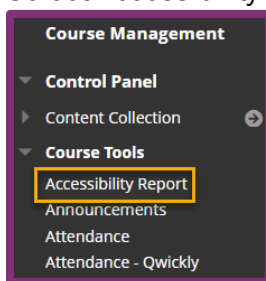
3. Optional: Explore items that received low scores and begin to make updates.
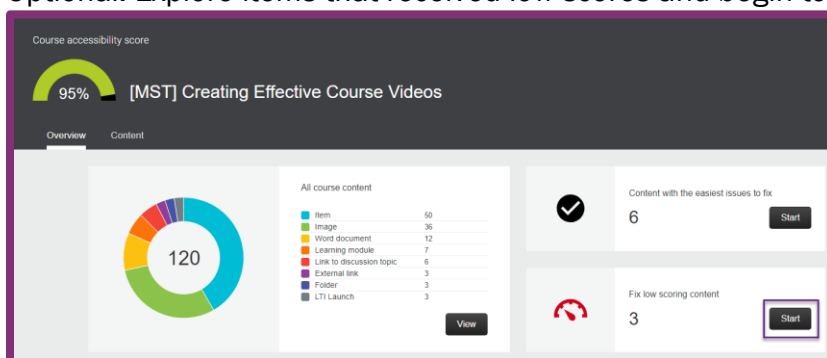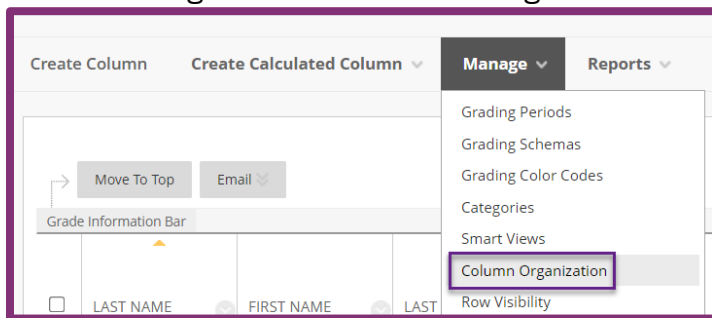
Step 5: Clean Up Grade Center

It is common to have unused or duplicate grade center columns, especially if you have rolled course over many times, or if you are using publisher content. To delete unneeded columns:

1. Select Grade Center and then Full Grade Center.
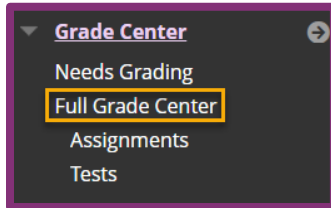
2. Select "Manage" and then "Column Organization."

3. Look for duplicate columns and/or those without a due date and delete* them.

   *Exception: If you are using third-party tools** like Softchalk, Playposit, etc. and have not re-linked these items in your course content, these columns may show up and you can keep them for now.

   **Third party tools will need to be set up again in Brightspace, but you may find it helpful to leave them in your course as a reminder, as this will create a placeholder in your Brightspace course.

Need a Course Review?

The Instructional Design Team can help by reviewing your sandbox site prior to the K-16 Solutions Migration deadline. We'll ensure all requirements are met, provide useful and timely feedback, and give you helpful tips on what will need to be cleaned up on the Brightspace side. The Instructional Design Team can also review your Brightspace course post-migration to help ensure everything is working as it should.

To schedule a virtual consult:

1. Visit our [Bookings page](#).

2. Select "Course Review and Design."
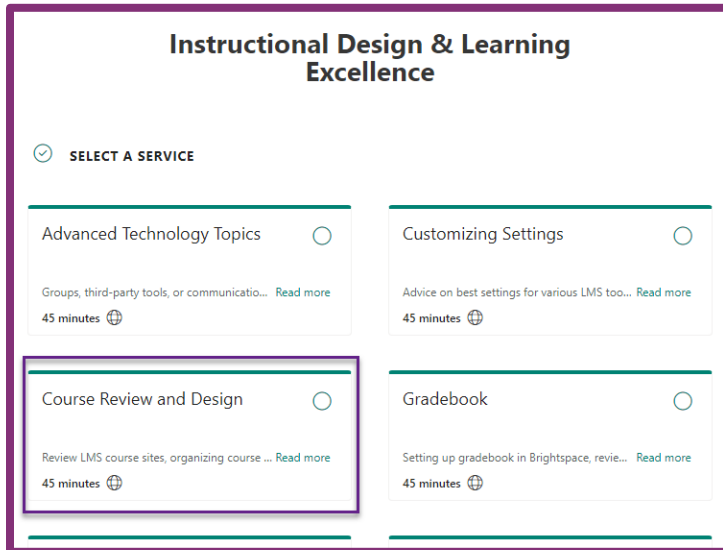
3. Choose your date, time, and instructional designer.

Please [email a Senior Instructional Designer](#) if you would like to meet in-person to discuss your review.