Getting Started with . . .
a Course Moved from Vista 8

Blackboard learn™

1 Content — Content is stored in folders. The top-level folders that appear on the Course Menu are called Content Areas. Folders can include more than just content, they can hold links, tools, and other objects. It is possible to place Assignments and Tests in the same folder as content.

2 Control Panel — The Control Panel is the interface for managing the content, features, and appearance of a course. It is accessible to users based on the privileges assigned to their Course Role. Students do not see the Control Panel. The Control Panel can be edited directly on the content page or menu.

3 Course Menu — The Course Menu appears on the left side of a course page. This is the primary navigation for all course users. The menu can be changed and reordered to any format. It holds buttons or text links to Content Areas, Tools, and links. The Course Menu is usually arranged by subject or the order in which Students progress through the course.

4 Edit Mode — The Edit Mode button allows you to change the view of content on screen from the instructor's view (Edit Mode: On) to the student's view (Edit Mode: Off). While in Edit Mode users can add, rename, reorder, or delete content.

5 Log File — A detailed log file appears in the course after the import. Check under Packages and Utilities to view the log. It shows the places where data from the Vista course were not brought over or was brought over incompletely.

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Subsystem	What You Need to Know	What to do after the Course is moved
Announcements	All Announcements are moved to the Blackboard Learn Course and are available to all Course users. Course Announcements are not delivered to users based on role. All users see Announcements.	1. Review Announcements. 2. Delete or revise Announcements as needed prior to delivering the Course to a new set of Students.
Assignments	Assignments are moved into a content area called Assignments. All Assignments link to a column in the Grade Center regardless of whether that link existed in the Vista 8 Section. After being placed initially in the Blackboard Learn Assignments Content Area, Assignments can be moved to any Content Area. Assignments can be placed in the same Content Area as other content.	1. Open the Assignments Content Area. 2. Check the dates, availability, and other properties of each Assignment. 3. Decide if you want Assigments to appear in other Content Areas. You can move the Assignments so that they appear with related content.
Blogs and Journals	Blog entries and Journal entries do not move to Blackboard Learn. Only the shell of the Blog or Journal moves so it can be offered to a new set of Students.	Look at how to use Blogs and Journals in the course. Blackboard Learn has Blogs and Journals at the course level, the group level, and at the individual level.
Calendar	Course Calendar Events are moved from a Vista 8 Course to a Blackboard Learn Course, but Personal Calendar Events are not moved. Students are not allowed to post public events in the Blackboard Learn Course Calendar. Users have a separate personal calendar for personal events. Recurring events are moved as individual events, so each occurrence is managed separately. All day events are given a start and end time that span the day, but there is no option for all day events.	1. Review Calendar entries. 2. Delete or revise entries as needed prior to delivering the Course to a new set of Students.
Chat and Whiteboards	Vista 8 Whiteboards and combinations of Chat and Whiteboards map to Blackboard Virtual Classrooms. Vista 8 Chat Rooms map to Blackboard Learn Chat Sessions. If Vista 8 Chat Rooms were linked to the menu or content pages, the links are moved to Course Links in Blackboard Learn.	
Course Content	Most course content will move and be found in the content area that matches where the content was found in Vista 8. Some of the properties for content items are different; for example, if the Vista item has a Description field and an Instructions field, these will be combined. Attached files that are stored in the File Manager are stored with the content item. If a file is attached to multiple content items, it will be replicated and attached to each content item.	1. Review the log to see any issues that may have occurred when moving content items. 2. Browse through the content areas to make sure content is displaying correctly.

Course Menu	Course Menu Items from the Vista course appear below the default Course Menu Items. Areas in Vista Course that were reserved for a singular type of content are converted to Content Areas. Content Areas are folders that appear on the course menu. For example, Tests become a Content Area that can hold any type of content or tools, not just Assignments. Once in the Blackboard Learn Course, Assignments can be moved out of the Assignments Content Area and added to other places in the Course. Content and activities can be grouped together.	1. Review the Content Areas listed in the Course Menu. 2. Decide how to best present content and tools to Students in the Course Menu, now that they be included in the same areas. 3. Use the Course Menu controls to add content areas, links, dividers, and headings.
Discussions	Topics are moved to Blackboard Learn and are called Forums. Because User data is not moved, only the first message in each thread is moved. These messages are displayed as posts by "Anonymous." The first message in each thread should be edited or removed if it is not appropriate to include in the new course. Vista 8 Discussion Categories are not moved to Blackboard Learn.	1. Open each Discussion Forum and Edit the settings. Some settings come over, but other settings do not have a match. 2. Decide where in the course you want to place discussions. Each Forum can be accessed through the Discussions area or a link can be placed to the Discussion within the content folders.
File Manager	After a Vista 8 Section is moved to Blackboard Learn, the content that had previously resided in the File Manager will now reside in the Course Files area in the new target Blackboard Learn Course (or in the Content Collection if the content management capabilities of Blackboard Learn have been licensed) and links between the content area and those files will be preserved. The original folder and file structure is maintained. Linked HTML files open within the Blackboard Learn interface in both Learning Modules and content areas. Files from the Manage Files area in Vista 8 that were attached to a Course will appear in Course Files and will be linked to from the Course.	1. Check the content items to make sure file attachments are there. 2. If you want to maintain one copy of a file and use it in many places in the course, add the file to Course Files and and you have the ability to link to it from anywhere within the Course.
Glossary	The Blackboard Learn Glossary does not allow HTML or file attachments. CE 8 Glossary Items are moved to Blackboard as Content Items and stored in a separate Content Area.	Read through the Glossary and look for references to images or file attachments. Since these are not a part of the new Glossary, remove these references. Look through the Glossary Content Area and decide how to make use of the content in the Course. You may want to add items to the Content Area to make a more robust Glossary, or you may want to add terms to the Glossary tool.

Grade Center	The Vista 8 Gradebook is significantly different from the Blackboard Learn Grade Center. Many new features and functions in the Grade Center do not have a corresponding function in the Vista 8 Gradebook. Non-standard formulas for calculating columns do not move to the new course. Only Grade columns, not Student scores, are moved.	1. Review calculated columns and make sure they are defined correctly. 2. Explore the Grade Center, and experiment with Smart Views to customize what you see. 3. Review the Gradeable items and make sure that the settings are correct.
Groups	Groups are moved when a Vista 8 Course is moved to a Blackboard Learn Course; however, memberships in those Groups are not included. The groups will be empty and Students must be assigned to the Groups. Each group will have its own Discussion Board forum. Individual Discussion topics within the groups are converted to Course-level forums. Discussion Boards are located under Tools on the Control Panel.	1. Set Group Creation Settings to define how groups are created and what features they have. These settings are not moved from Vista. 2. Go into Discussion Boards and identify any group discussion board topics that were converted to Course discussion forums. You can recreate those topics inside the individual group forums, reuse them at the course level, or delete them from the course.
Learning Modules	All of the content in the Vista 8 Learning Modules will be placed into one Content Area in Blackboard Learn named "Learning Modules." In Vista 8, Learning Modules text was indented to provide a sense of hierarchy. When moved to Blackboard Learn, these indentations will be removed. To create a true hierarchy, Instructors will need to create folders and sub-folders within Learning Modules and move the appropriate content into these folders. As the Learning Module is populated, the Table of Contents will be created accordingly and numbered or lettered automatically in the format selected by the Instructor. The Learning Modules Table of Contents in Blackboard Learn provides navigation that is very similar to the Table of Contents in Vista 8. Some content will be changed to appear as links. For example, an Assignment that is part of a Vista Learning Module will be moved to the Assignments Content Area and a link to the Assignment will appear in the Learning Module.	Review the Learning Module. Test the links and make sure that they work. Remember, if the item is unavailable in its actual location, a link to the item will not work for Students. Copy and paste content from a linked item into the text editor so that the content is displayed inline and not as a link.
Links	Vista 8 Web Links are renamed External Links in Blackboard Learn and come over as a Content Type. External Links do not use categories. Category data is not moved to Blackboard Learn. If a Web Link is used in multiple places in the Course, a separate External Link will be created for each instance. Making a change to one instance will not update the External Link everywhere that it appears.	Test links to make sure they are still valid before making the course available to students.

Log Files	The log file tracks instances where data from the Vista course is not moved completely to the Blackboard Learn Course. Review the log file to see what happened during the move and which areas of the Course you should look at first. The log file will contain every detail from the conversion. While it is important to read through the file, please note that not every issue will be visible and have an impact within the Course.	1. From the Control Panel, click Packages and Utilities. 2. Click Import Package / View Logs. 3. Select the log file from the import of the Vista course.
Media Library	Vista 8 Image Databases and Media Libraries are moved to Content Areas in Blackboard Learn. Because Vista 8 Courses can have multiple Image Databases and multiple Media Library Collections, each existing database or library becomes its own separate folder in the Content Area in the Course.	Use the content folders as repositories and link to items from other places in the courses.
Selective Release	Selective Release Rules, if possible, are mapped to Adaptive Release Rules in Blackboard Learn. Only Selective Release Rules that are structured a certain way move over. In most cases, customized rules do not convert or come over in an incomplete form.	1. Check the import log to see which rules did not come over in the move and those that did not come over completely. 2. Find those items where the rule did not come over in the move, and recreate the rule using Adaptive Release.
Tests	Quizzes in Vista 8 become Tests in Blackboard Learn. Surveys in Vista 8 remain Surveys in Blackboard Learn. The Question Database is converted to a Question Pool named "Question Database." This Pool can be accessed through the Find Questions interface. In Blackboard Learn, Tests and Surveys can be deployed in any Content Area. As part of the move, the Assessments area in the Vista 8 Section is moved to Blackboard Learn as a Content Area named Assessments. As part of the move, the Assessments area in the Vista 8 Course is moved to Blackboard Learn as a Content Area named Assessments. After the movet, it is necessary to first remove the links to the Tests in the Course Menu to re-deploy them from the correct Content Area for your needs.	1. Check the log to see if any questions were not converted fully or need attention. 2. Check any calculated formula questions. An error will be logged if the equation cannot be moved. 3. Check Jumbled Sentence questions. Blackboard Learn does not support duplicate variables. 4. As well, check Fill-in-the-blank and Short Answer questions. These questions may not move overly completely. 5. Investigate the new question types and incorporate them into your tests.
Textboxes and HTML	Data in text boxes will be brought over as plain text or as HTML depending on the settings. The HTML is imported as-is and not scrubbed. The result may include some inconsistencies based on differences in how HTML is rendered. It is possible to modify HTML content built in Blackboard Learn but not be able to modify HTML content built in another application within Blackboard Learn. For example, content built in Dreamweaver and added to Course Files cannot be edited within Blackboard Learn. This content must be edited using an HTML tool.	If any HTML needs to be edited, it is possible to cut and paste the HTML into a new HTML Object and make changes using the text editor.

Glossary

Action Link	An action link is an indication of the presence of a contextual menu enabling the user to perform actions related to a specific item.
Availability	Availability determines whether or not content or features are accessible to users. Availability, in most cases, is time sensitive.
Content Area	Content Areas are Course or Organization areas dedicated to displaying content items. Users must have the appropriate application to open any content item file attachments. Learning Units, assessments, and links to tools may also be added to content areas.
Contextual Menu	Contextual menus are drop-down lists that provide access to additional actions associated with an item. The menu is accessed via an Action Link.
Course Cartridges	Course Cartridges are created by textbook publishers. Course Cartridges are content packages of materials that are imported into course or organization Web sites. Instructors must obtain a download key from the publisher to get this content, and students may need to obtain an access key to view the content.
Course Menu Item	Course Menu Items include links to a tool, external links, internal links, or elements used to help organize the menu. Course Menu items are separate from Content Area Items.
Folder View	The Folder View of the Menu items displays the tree structure of the file system. This view also provides the ability to expand and collapse folders.
Grade Center	The Grade Center is a customizable feature for tracking and analyzing performance. It interfaces with Assessments, Assignments, and the Discussion Board automatically.
Help	The Help icon appears in the top frame. The Help icon can be set by the System Administrator to point to institution resources for providing assistance to users.
Learning Modules	A Learning Module is a set of Content Items with an accompanying path for progressing through the items. The path can be set so that students must view content sequentially or to permit students to view the content in any order. All types of content, such as items, Assignment, and Assessments may be included in a Learning Module.
List View	The List View of the Menu items displays the names of the file system.
Modules	Modules are containers for content. Module pages can hold several modules and users can reorder them and even choose which ones they see. Module pages can appear within courses.
Multi-Select Box	The multi-select box is a widget for selecting multiple items from a set.
Text Editor	The WYSIWYG Editor, can be turned on or off. When the Text Editor is enabled, you can add links, attach files and images, or format text. When the Text Editor is disabled, you can edit in plain text.
View Results	The View Results controls are used to edit how many items appear on a page following a search.

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