CONTENT TRANSFER TO BRIGHTSPACE

Self-Directed or Assisted Training

PURDUE UNIVERSITY | Purdue Online

Contents

Content Transfer to Brightspace 3
BEFORE YOU GET STARTED: 3
Step 1: Decide – Migrate or Rebuild? 4
Before You Start 4
Content that Will Transfer 4
Content that Will Not Transfer 5
Rebuilding in Brightspace 5
Step 2: Exporting Your Course from Blackboard 5
Step 3: Copy Course Content to Course Offering 7
Accessibility Resources 10
Additional Help and Training 10

Content Transfer to Brightspace

This training will assist instructors in transferring content from **Blackboard Learn** (Learn) to **Desire2Learn Brightspace** (Brightspace).

Please log in to your computer, and open your preferred Internet browser. Firefox or Chrome are recommended.

BEFORE YOU GET STARTED:

- **Open** your preferred web browser. It is recommend to use **Firefox** or **Chrome** for the content transfer process
- **Login** to Brightspace at https://purdue.brightspace.com
- **Open** a new tab in your web browser and **go to** Learn at https://mycourses.purdue.edu.
- **Log in** to Learn.

NOTE: If you wish to request a development course for Brightspace, please visit https://www.purdue.edu/learning-management/West-Lafayette/course-shell-request.php and complete the request form. You will need to allow 3-5 business days for the development course(s) you need to be created.

Step 1: Decide – Migrate or Rebuild?

The first step is to decide whether or not you wish to migrate your Blackboard course. In some cases, it may be the best decision to migrate your content. In other cases, a fresh start may be the right choice. Some of your Blackboard content, even if you choose to migrate, may still need to be rebuilt. For example, videos that you have placed in your course via Kaltura may not be viewable in Brightspace after the migration. Your video is not gone – it's still in Kaltura! However, you'll need to rebuild the link to the video so it may be viewed.

Before You Start

Before you start transferring your content from Learn to Brightspace, consider the following questions:

- What kind of content is in my course?
- Does my course use a lot of links to third party providers, such as Cengage, Pearson, or Macmillan?
- Do I want to restructure my course in Brightspace?

If your course is fairly simple, where it includes mostly files and a few quizzes or assignments, then migrating your course content to Brightspace may be simple and require only some changes such as availability dates. If you are using third-party links for homework and assignments in MyLab or Sapling, for example, those links will have to be rebuilt in Brightspace, even if the rest of your course content will migrate correctly.

Whether you choose to migrate or rebuild will still require effort and time to get your courses prepared for students. Consider how you would prefer to spend your time. A migration will require a few business days before your content is available to edit in Brightspace, and migration is not guaranteed to bring every piece of your material over, so even though your course will be briefly inspected after the migration process is complete, your quizzes, assignments, and other links may still require your attention.

In contrast, you can start rebuilding immediately after your development course in Brightspace has been created, if you feel you have the time and resources to do so.

Content that Will Transfer

Many of the standard tools and objects in Blackboard learn will successfully migrate to Brightspace. Objects like Items, Assignments, Files, Web Links, and more will move over to Brightspace. However, there may be some differences - Blackboard Items will be converted into web pages in Brightspace, but all text and embedded objects like pictures and files within the Item will migrate over.

Content that Will Not Transfer

If you are using a number of third-party tools in your class, such as Kaltura videos, links to Pearson/Cengage/etc, iClickers, and more will not transfer correctly. These links will need to be rebuilt within your course. Additionally, SCORM modules will also need to be re-added to courses upon transfer. If you wish to use a SCORM module, you will need to ensure its compatibility with Brightspace before re-adding it to your class.

Some question types in assessments will not transfer. These include: hotspot questions, file responses, ordering, or either/or question types. Also, existing random block questions which pull randomized questions from test pools will also not transfer.

Additionally, assignments that have SafeAssign enabled will move. However, since SafeAssign is not present in Brightspace, originality checking will not be included as part of the assignment.

If you have specific questions regarding content transfer, please contact tlt@purdue.edu.

Rebuilding in Brightspace

If you decide that you want to start over in Brightspace without transferring content from Blackboard, we recommend you begin by requesting a development course from the request form located at https://www.purdue.edu/learning-management/West-Lafayette/index.php. You may start building when your development course is available. When you are satisfied with your course content, skip to Step 3 to copy your materials to your course offering.

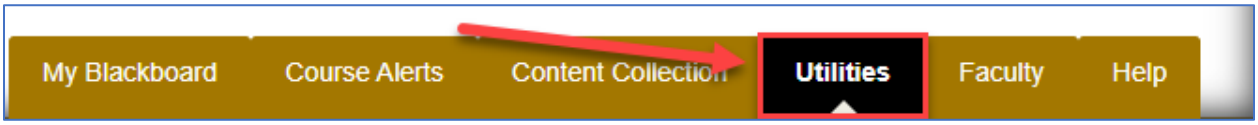
Step 2: Exporting Your Course from Blackboard

In this step you will start the process of exporting your Blackboard course content to Brightspace. This process does take some time; it may take 3-7 business days for your materials to be exported from Blackboard and then be ready for you in Brightspace.

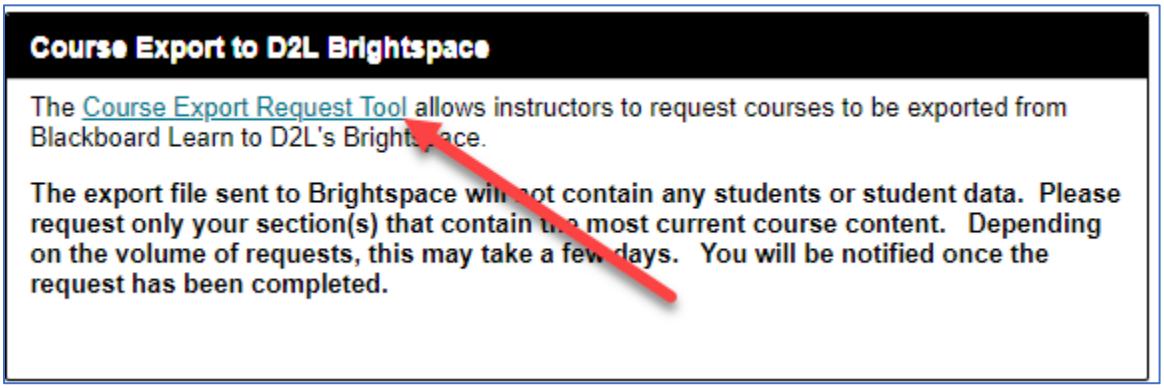
It is important to note that **no** personally identifying student information, grades, or other materials will be exported. The only material exported will be your course content. If you need assistance exporting student data, please email tlt@purdue.edu to schedule a consultation.

The only material that can be selected are courses taught Fall 2017 or after, or any development courses (*Master courses*) that you have created.

1. In Blackboard Learn, **click** on the **Utilities** tab in the upper right hand of the page.



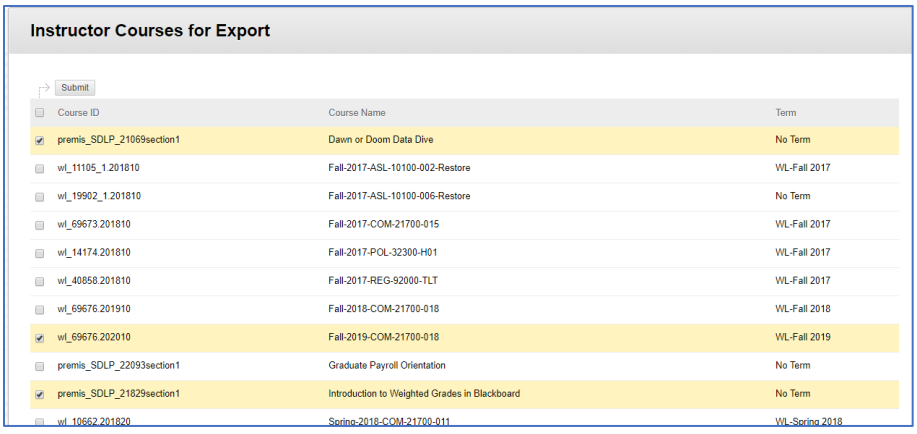
2. **Locate** the **Course Export to D2L Brightspace** module. In the module, **click** **Course Export Request Tool**.



3. The **Instructor Courses for Export** screen will open. You will see a list of classes that you have *instructor* privileges for. Academic courses are available for Fall 2017 and after; development and non-credit courses that have no term associated will also be available.

   NOTE: Only those with the *Instructor* role in class will have access to the content. Other roles, including Teaching Assistant, Course Builder, or Grader will not be able to process this request.

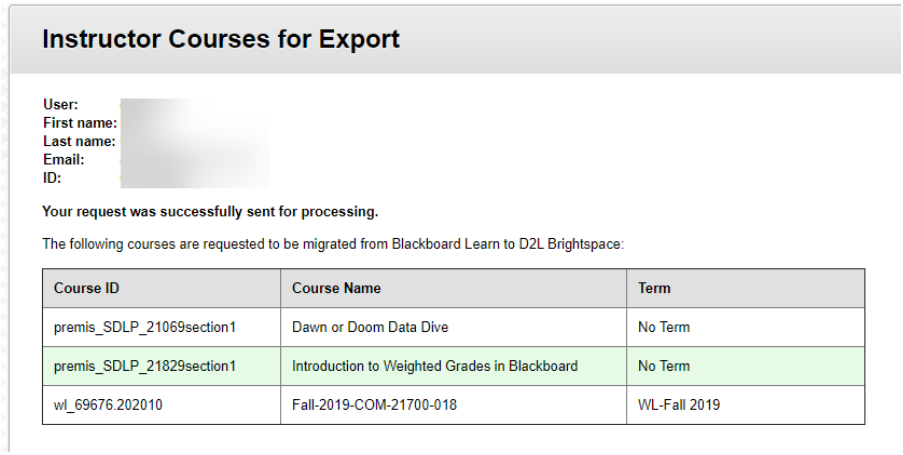
4. To start the export process, **click** the check box to the left of each course you wish to export. **To expedite the process, please only select the most recent version of the course you wish to migrate to Brightspace.**



5. Once you have selected your course(s), **click** the **Submit** button at the top or bottom of the screen to request the course export.

6. After you submit your request, you will **view** a receipt of the courses you requested to be migrated. **We recommend printing or saving a screenshot of this receipt for your**

records.



Instructor Courses for Export

User:
First name:
Last name:
Email:
ID:

Your request was successfully sent for processing.

The following courses are requested to be migrated from Blackboard Learn to D2L Brightspace:

Course ID	Course Name	Term
premis_SDLP_21069section1	Dawn or Doom Data Dive	No Term
premis_SDLP_21829section1	Introduction to Weighted Grades in Blackboard	No Term
wl_69676.202010	Fall-2019-COM-21700-018	WL-Fall 2019

7. You will receive a notification via email within 7-10 business days of your course being migrated and ready for access in Brightspace. If you are not contacted within 7-10 business days, please **email** tlt@purdue.edu to request an update on the progress of your course migration request.

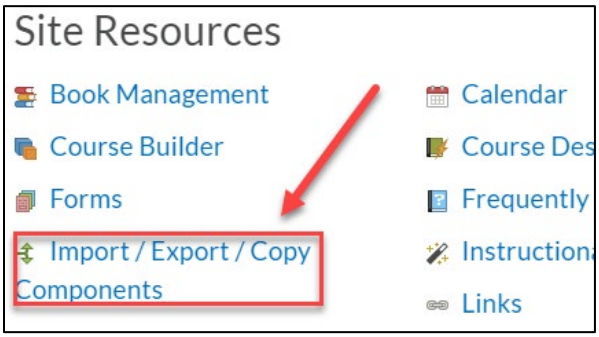
Step 3: Copy Course Content to Course Offering

In this step, you'll copy the content you imported into Brightspace into an actual course offering. You will need an actual course offering available to complete this step – if you do not have a course offering available yet, you may return to this step once one is set up for you.

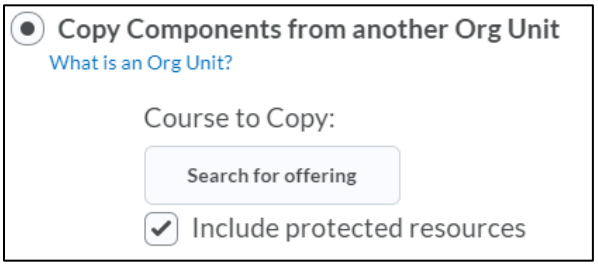
1. **Log in** to Brightspace and **click** on the course offering where you wish to place the content you requested to be migrated from Learn is located.

2. In the course, **click** on **Course Tools** in the navigation bar near the top of the page. From the menu that appears, **click** **Course Admin.**

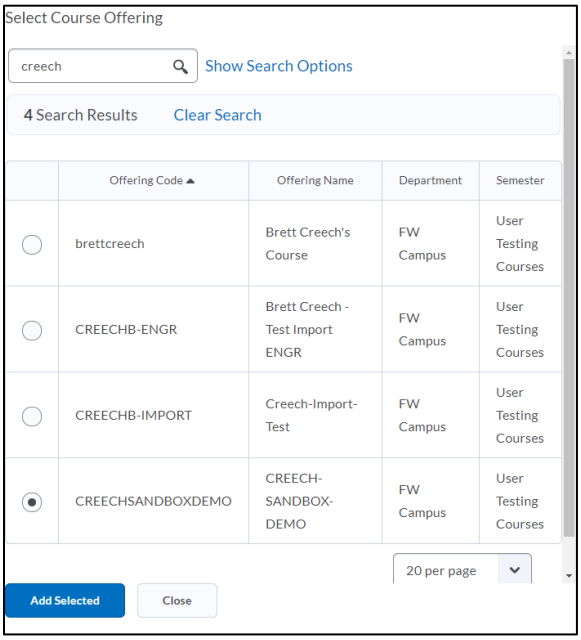
3. On the **Course Administration** page, **click** **Import/Export/Copy Components** in the **Site Resources** area.



4. **Click** on **Copy Components from another Org Unit**. Then **click** the **Search for offering** button.



5. A pop-up will open. **Type in** a portion of the name of the course offering where your content was imported, and **click** the magnifying glass icon to search. From the list of classes that appears, **click** the selection button for the course that has the content you want to copy. Once you **select** the course, **click** **Add Selected.**



6. You will return to the **Import/Export/Copy Components** screen. At the bottom of the screen, **click** **Copy all Components**.

7. The **Copy Course Components History** screen will appear, and you'll be able to **view** the progress of your course copy. Once the copy is complete, you will see a checkmark on the screen.

8. To review your content, **click** the **View Content** button. To adjust any due dates, **click** the **Review and Manage Dates** button. If you go to edit any due dates, **click** on **Course Home** to go to the homepage of the course.

   Your content has now been transferred to Brightspace and placed in a course offering!

Accessibility Resources

All materials posted to Blackboard Learn or Desire2Learn Brightspace are subject to Purdue's Electronic Information, Communication, and Technology Standard S-5 (http://www.purdue.edu/policies/information-technology/s5.html).

Information, training materials and resources about accessibility are available from the Equal Access and Opportunity site (http://www.purdue.edu/oie/Equal_Access_Opportunity/).

The Assistive Technology Center (https://www.itap.purdue.edu/learning/services-resources/accessibility/assistive-technology-center.html) on campus provides consultation and training to faculty and instructors who teach students with disabilities at Purdue. They can be contacted at atc-info@purdue.edu.

Additional Help and Training

Further help and training on Brightspace is available through the Teaching and Learning Technologies team within Purdue Innovative Learning. (https://www.purdue.edu/innovativelearning/).

Please contact TLT at tlt@purdue.edu to submit any questions you may have, or schedule a consultation with a TLT staff member.