

Blackboard to Brightspace Course (Re-)Building Workflow

Retrieve content from Blackboard:

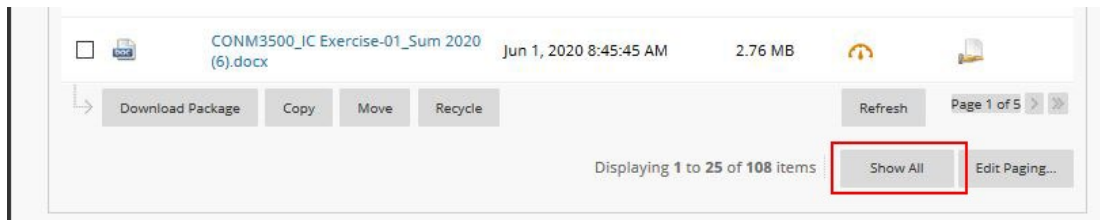
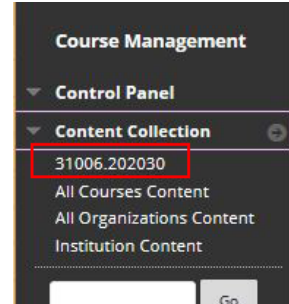
Download Files

Access Blackboard course and download zip file containing all files from the course of interest:

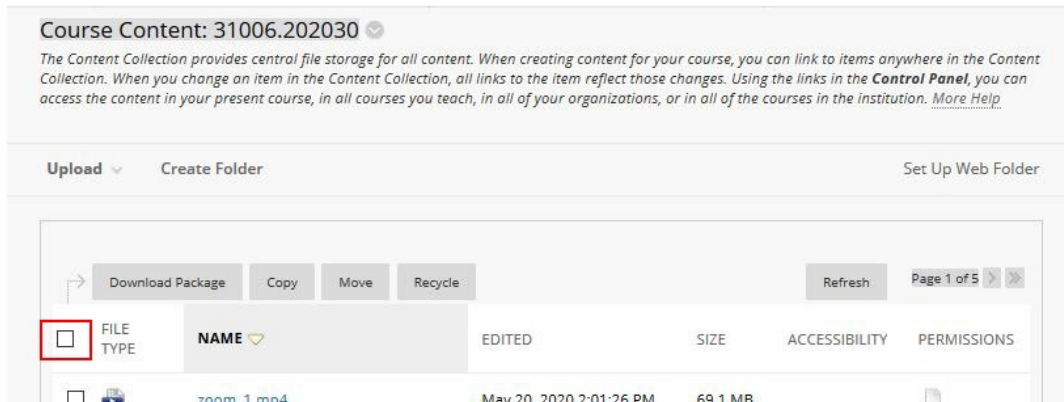
In control panel, click on the link for "Content Collection" to expand that section.

Click on the link for the course ID (For most courses this will be in the form of CRN.TermCode. If your course was merged, the course ID will start with "Merge".):

In the content collection window, scroll to the bottom of the page and click on the "Show All" button:



Scroll back to the top of the page and click on the select all box to select all the course content:



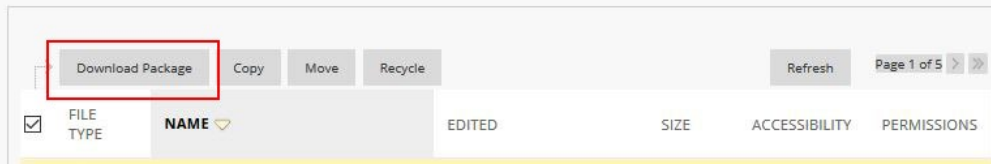
Once all the content has been selected, click the Download package button:

Course Content: 31006.202030

The Content Collection provides central file storage for all content. When creating content for your course, you can link to items anywhere in the Content Collection. When you change an item in the Content Collection, all links to the item reflect those changes. Using the links in the **Control Panel**, you can access the content in your present course, in all courses you teach, in all of your organizations, or in all of the courses in the institution. [More Help](#)

Upload Create Folder

Set Up Web Folder



Save the file to your computer and unzip it so you can organize the files.

External Links:

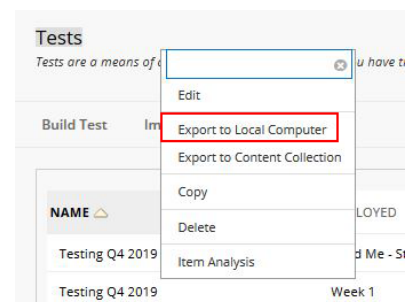
To get a list of external links, run the Link Checker in the Control Panel under Course Tools. The link checker will list all external links along with the title used in the content areas. You can copy and paste the title and urls to the appropriate place on the template (starting on Page 6) for external links. The link checker will also alert you to invalid links so you can find replacement content.

Item	URL	Faculty	Read Me	First - Faculty	Visible	Checkmark	Empty Box
preparation	http://blogs.wit.edu/lit/files/2015/11/BBLearn_GradeCenterAddColumns.pdf	Faculty	Read Me	First - Faculty	Visible	✓	☐
Adding a column to the Blackboard Grade Center (Gradebook)	http://www.tubechop.com/watch/6288975	Faculty	Read Me	First - Faculty	Visible	✓	☐
Video - Adding a Column to the Blackboard Grade Center (Gradebook)	https://www.wit.edu/about-wentworth/administrative-offices-services/learning-innovation-technology/use-blackboard/streamline-course-preparation	Faculty	Read Me	First - Faculty	Visible	✓	☐
Grade Submission to Banner	http://blogs.wit.edu/lit/files/2015/11/BBLearn_GradeCenterAddColumns.pdf	Faculty	Read Me	First - Faculty	Visible	✓	☐
Adding a column to the Blackboard Grade Center (Gradebook)	http://www.tubechop.com/watch/6288975	Faculty	Read Me	First - Faculty	Visible	✓	☐
Video - Adding a Column to the Blackboard Grade Center (Gradebook)	https://www.wit.edu/about-wentworth/administrative-offices-services/learning-innovation-technology/use-blackboard/streamline-course-preparation	Faculty	Read Me	First - Faculty	Visible	✓	☐
Grade Submission to Banner	https://library.wit.edu/guides/hist-4475	Faculty	Course Materials	Visible	✓	☐	
Our Course's Design Research Guide at WIT Library	https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html	Faculty	Course Materials	Visible	✓	☐	
Chicago Manual of Style Citation Guide - Notes and Bibliography Style	http://www.vam.ac.uk/content/exhibitions/disobedient-objects/how-to-guides/	Faculty	Course Materials	Visible	✓	☐	
Disobedient Objects: How - To Guides	https://drive.google.com/drive/folders/1Aa6MWUBLVQJ0aQmOBH372W5QwGDEyTpT?usp=sharing	Faculty	Course Materials	Visible	✓	☐	
Google Drive Folder for Product Pitch Submission							
Owen Jones.							

Exporting Tests

Export the tests and pools so that we can help you upload them into Brightspace using Respondus 4.

In the Test, Survey, and Pools area of Blackboard, click on Tests and then select export from the context menu for the test you want to export:



Assignments and other activities

Document any assignments and other course activities so that you can re-create them in Brightspace. You can copy titles and descriptive information from Blackboard and paste into the blank sections in the template.

Gradebook

List all the gradable items for your course. You will want to have a column for each grade. An easy way to document this is to export the grade center from Blackboard.

In the Full Grade Center Click on the work offline button and select download.



On the download page, select Full Grade Center under Data, and under Options, select Tab as the delimiter type and "No" for hidden information:

DATA

Items with Anonymous Grading enabled will not be included in the download.

Select Data to Download Full Grade Center

Selected Column Include Comments for this Column

User Information Only

OPTIONS

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to third-party applications that do not support Excel.

Delimiter Type Comma Tab

Include Hidden Information Yes No
Hidden information includes columns and users that have been hidden from view.

These settings will generate an Excel file that you can save and open on your computer. If you get a message about the file format and extension not matching, click yes anyway to open the file. Save file in new Excel format to avoid the message in the future.

If you use a points based grading system to calculate course grades, indicate the number of points per column and confirm they add up correctly.

If you use a weighted grading system to calculate your course grades, include any categories you use for weighting and weights per category. If you drop some number of grades in a category, include this information.

If you don't use categories, then list the weight per column. Confirm that the weights add to 100%

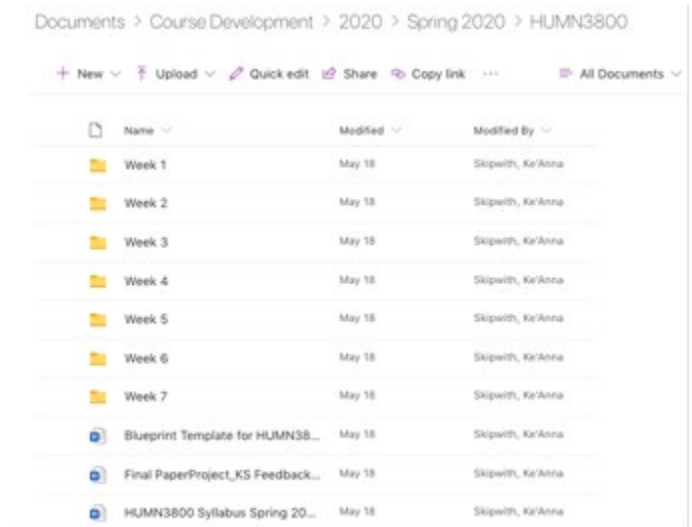
If you use a formula to calculate grades, write out the formula using the column names you will use. This will expedite gradebook setup in Brightspace.

Make note of whether you want students to see a rolling grade (unsubmitted or ungraded work is not included in the course grade) or if you want unsubmitted or ungraded work to count as 0 in grade calculations. You can change this during the course of the semester

Organize Course Content

Select a location such as OneDrive or Google Drive to create a course repository.

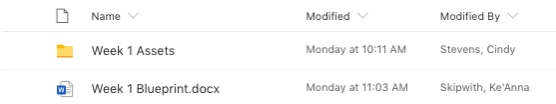
Create folders for the syllabus and course information as well as for each module/week of content. Sort the files you downloaded from Blackboard into the appropriate folders.



The screenshot shows a file management interface with a breadcrumb path: Documents > Course Development > 2020 > Spring 2020 > HUMN3800. Below the path are action buttons: + New, Upload, Quick edit, Share, Copy link, and All Documents. A table lists the following items:

Name	Modified	Modified By
Week 1	May 18	Skipwith, Ke'Anna
Week 2	May 18	Skipwith, Ke'Anna
Week 3	May 18	Skipwith, Ke'Anna
Week 4	May 18	Skipwith, Ke'Anna
Week 5	May 18	Skipwith, Ke'Anna
Week 6	May 18	Skipwith, Ke'Anna
Week 7	May 18	Skipwith, Ke'Anna
Blueprint Template for HUMN38...	May 18	Skipwith, Ke'Anna
Final PaperProject_KS Feedback...	May 18	Skipwith, Ke'Anna
HUMN3800 Syllabus Spring 20...	May 18	Skipwith, Ke'Anna

Inside each module/week folder add additional folders and content to organize your content further. You may want a folder/submodule for materials needed to prepare for class, another for files used in class, and a third folder for homework files. Include a document for your own reference that describes what the students will do that week. Indicate critical dates so you can easily fill in due dates as you build your course in Brightspace.



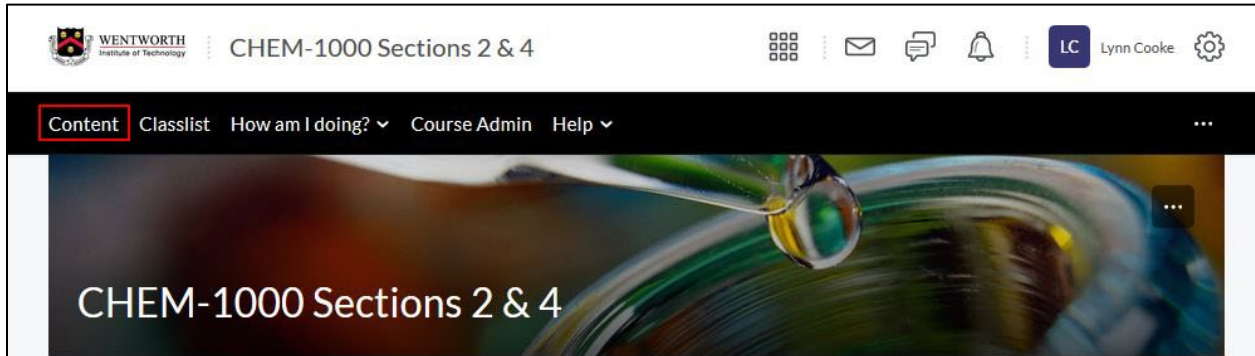
The screenshot shows a detailed view of a folder with the following items:

Name	Modified	Modified By
Week 1 Assets	Monday at 10:11 AM	Stevens, Cindy
Week 1 Blueprint.docx	Monday at 11:03 AM	Skipwith, Ke'Anna

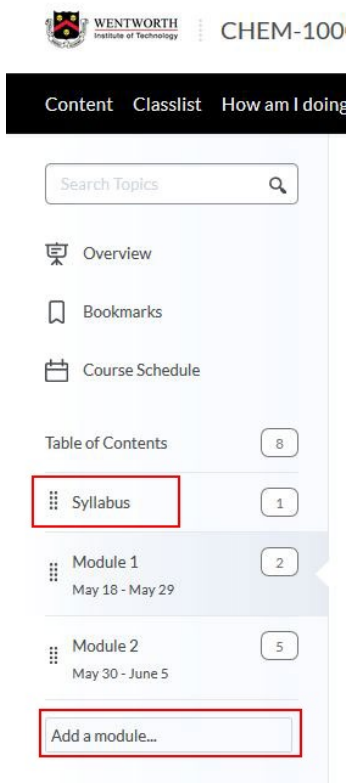
Posting your course in Brightspace:

After logging into Brightspace navigate to your course by clicking on its card on the landing page.

Click on the Content link on the Nav Bar in your course to see the course table of contents:



Course TOC:



Syllabus

We ask that instructors post the syllabus in a module titled "Syllabus" and position that module as the first in the content area for the course, if there are additional items that need to be called out from the syllabus you may want to create and post a separate file to make the information easier for students to find. As you build content and activities, add dates so they appear in the course schedule.

Modules:

Add a module for each topic/week of your course by typing a name in the "Add a module..." box.

You can add submodules to further structure your content. You cannot add any folders or modules below the submodule level.

Add content files for the first module, including readings, videos or audio files and any other files students may need to follow or work with as they work through the readings, videos, audios, or live lectures into the folder for each module.

Select the "Upload Files" from the Upload/Create menu:

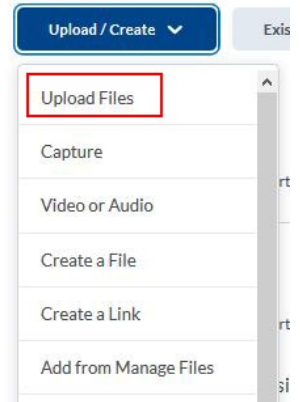
You can add multiple files up to 1 GB at one time. Each file will appear as an individual topic.

Note: Use the "Upload Files" option, not the "Create File" option. "Create File" is used to create an HTML file and does not upload files.

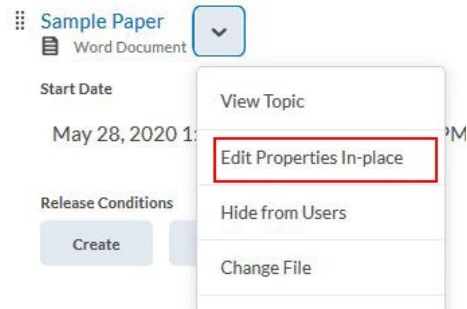
Module 1 ▾

🕒 Starts May 18, 2020 2:00 PM Ends N

Add a description...

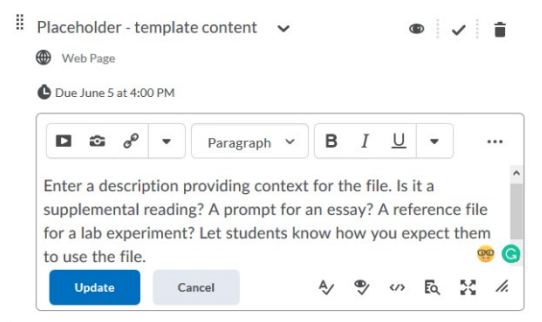


After adding a content item (file upload) select edit in place from the edit menu for the item and add an item description to add context around the item.

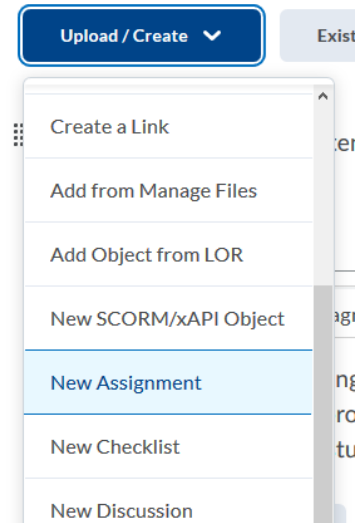


What should the students pay specific attention to, what should they think about or resolve when working with the file. Maybe the file is for a lab or writing assignment prompt, add that information in the description so that students know what it is for and how they will interact with it.

Each content item or topic has dates associated with it. If the file will be used in a specific class, tag it with the date so that it appears in the calendar.



Create any activities (assignments, quizzes, discussions) the students need to complete as part of the module. Select "New Assignment" (or "New Quiz", "New Discussion") from the Add/Create menu for the module:



When you add items that are graded, make sure to add a grade item as you create the assignments, quizzes, and discussions:

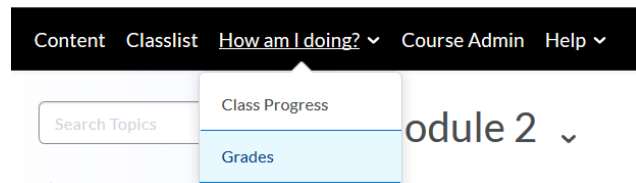
A screenshot of a form for creating a grade item. The form has several fields: 'Name*' with the value 'Term project Topic Submission'; 'Score Out Of' with a text input containing '25' and a dropdown set to 'points'; 'In Grades' with a dropdown set to 'In Grades'; and 'Due Date' with a text input containing 'No due date'. The 'Score Out Of' and 'In Grades' fields are highlighted with a red box. Below these fields is an 'Instructions' text area.

Add the number of points possible and select "in Grades" to add a gradebook column for the activity.

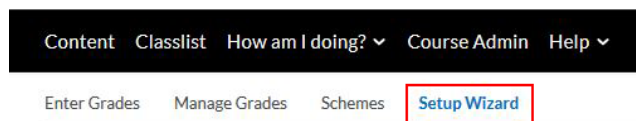
Plan and setup your gradebook.

First, make a list of all grade items for your course and document how you want the course grade to calculate.

Next, navigate to the gradebook by clicking on the "How am I doing?" link on the Nav Bar and selecting Grades from the menu.



Start the gradebook wizard to set up your gradebook. The wizard will step you through setting up your gradebook. During the process you will select the grade system used to calculate the final grade – points, weighted, or



formula. You can either add the columns for your gradable work in the gradebook and then connect with activities later or create the activities and generate the gradebook columns at that time.

If you are using a points based or formula grade system, you are advised to create the columns first and connect to activities as you create them.

For a weighted system using categories, especially where you may add additional items in the categories, you can add the columns as you create the activities.

On the pages that follow are blank templates to help you organize your content and course activities as you migrate from Blackboard to Brightspace:

Template for Course _____:

Post Syllabus in Module titled "Syllabus". Drag Syllabus Module to top of Table of Contents.

Module _:

Content Files needed:

External Links:

Activities:

Module _:

Content Files needed:

External Links:

Activities:

