Introduction

Content that has been migrated from ANGEL into Blackboard Learn is preserved, but there will be differences in the functionality and layout of the migrated course. The migrated content may require some reorganization ("clean up") depending on the content and tools you were using in ANGEL. You can use the following tutorial documents to assist you in reorganizing your content in your new Blackboard Course.

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DELETING ANNOUNCEMENTS

Delete old announcements carried over from WTClass.

1. Go to **Course Tools** in the Control Panel.
2. Access the **Announcement** tool.

3. Access the contextual menu and click **Delete**.

4. Click **“OK”** on the confirmation message.
TOOLS: HIDE UNUSED TOOLS

Hide Tools you do not plan to use during the semester. Decide on which mail (Email or Course Messages) and hide the links to the ones you do not plan on using.

HIDING LINK ON THE COURSE MENU

After deciding which mail feature you want to use, hide the link in the course menu you will not want students to use. Use the Contextual Menu of the link to hide it.

HIDING LINKS ON THE TOOLS PAGE

1. From the Course Menu, click on Tools.

2. On the Tools page, click the “Hide Link” on all tools you are not using.

If you do not plan on using Messages (internal messages), hide the Course Messages link.
If you do not plan on using Send Email (external mail), hide the Send Email link.

If you decide later to use a hidden tool, simply use the “Show Link” button.
DISABLING A TOOL FROM A COURSE

To completely disable a Tool from a course, you must make it unavailable in the course.

1. In the Control Panel, select Customization > Tool Availability

2. Locate the Tool you do NOT want students to use: Email or Course Messages, and uncheck the box for the appropriate Tool.

3. Click Submit at the top or bottom of the page.
COURSE MENU

When content is migrated from Angel to Blackboard additional content areas are created in the course menu. The default course shell includes an Information and Lessons content area. Delete the auto-created shell items, and rename the migrated content items.

INFORMATION

1. Click the contextual menu for the Information course menu item. Click Delete.

![Contextual menu for Information](image)

2. Click the Delete content link.

![Delete confirmation](image)

Note: Deleting a content area that contains information will delete all folders and items within this content area. Make sure to only delete content menu items that have the empty icon ( )

3. Confirm the deletion by clicking on the Delete button.

![Confirmation dialog](image)
LESSONS/CONTENT

1. Click the contextual menu for the Lessons course menu item. Click Delete.

![Image of contextual menu for Lessons with 'Delete' highlighted]

Lessons has a grey square symbol indicating there is no content associated with this link.

If you are unsure about deleting this item, click the Lessons link to make sure no content appears.

2. Click the Delete content link.

![Image of deletion confirmation dialog]

*Note*: Deleting a content area that contains information will delete all folders and items within this content area. Make sure to only delete content menu items that have the empty icon ( ).

3. Confirm the deletion by clicking on the Delete button.

![Image of confirmation dialog for deleting content]

4. Click the contextual menu for the Content course menu item. Click Rename Link.

![Image of contextual menu for Content with 'Rename Link' highlighted]
5. Change the name from Content to Lessons. Click the **green check mark** to update the name.

*Renaming the Content area to Lessons assists student transitioning from ANGEL to Blackboard in locating where course materials are found in the new system.*
FOLDERS – FIXING EXTERIOR TEXT

In ANGEL you could create subtitles which are seen on the outside of the folder below the folder name. You could also add text to the Page Text area which students could see after they click on the folder name.

![Image of a folder in ANGEL with a subtitle]

![Image of Page Text inside of an ANGEL folder]

When the course is migrated to Blackboard, subtitles are not migrated over. The Page text that you usually see inside a folder is now displayed where the subtitle was on the ANGEL folder. To mimic the ANGEL course, this text can be copied on to an "Item" within the folder in Blackboard and then removed from the folder description area. You can then add a "subtitle" in this area after you have removed the text or make your folder title more descriptive to reflect the contents.
MOVING EXTERIOR FOLDER TEXT TO A CONTENT “ITEM”

1. Using the Course Menu, go to the Lessons area of your Blackboard course.

2. Locate the folder where the text needs to be relocated.

3. Using the contextual menu, click Edit.

4. You will need to copy the text in the HTML Text box. To ensure that you do not miss a formatting tag, you can use the HTML tab to copy the HTML code.
5. (PC users) To select all the code text and copy it, simultaneously press the CTRL + A keys on your keyboard.

6. The text is selected. Next press, CTRL + C keys to copy the text to the clipboard.

7. Click “Cancel”. We will remove this text later.
8. Click “Cancel” to exit the folder editing area.

9. Click on the folder name to open the folder.

10. Inside of the folder, click Build Content and then click on Item.

11. On the Create Item page, add a name (it can be the same name as the folder).

12. In the editor, click the HTML tab to open the HTML text box.
13. In the HTML code view box, press CTRL + V to paste the code into the box.

Click Update.

14. Click the Submit button to finish creating the Item page.

15. A success message appears at the top of the page. The Item page is now displaying the text inside the folder.
16. Click on Lessons (either using the breadcrumbs or the Course Menu to return to the Lessons area.

17. Using the contextual menu of the folder, click on Edit.

18. Click on the HTML tab to open the HTML code view box.

19. Select all the text in the box and delete it. Then, click Update.
20. Click **Submit**.

(Optional - You can add a subtitle if you wish to in the editor box before submitting.)

21. The content is now inside the folder.

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**Getting Started**

Read me first

**Week 2 - Chapter 2**

The Changing Global Environment (Due Feb. 6 at 11 pm)
HIDDEN FOLDERS (UNAVAILABLE FOLDERS)

In Angel, you could link from a page to a content item in a hidden folder. In Blackboard, you are not able to create links on a page or folder to “content” items, like a drop box or test.

Example:
The images below represent how a “content” link in ANGEL was constructed. The link “Click Here to access the drop box” is linking to the drop box item “Unit 1 Assignment” in a “hidden” folder, Lesson 1 Course Materials. (A folder that is “hidden” or not visible to students in ANGEL is also not available to students in Blackboard.)

When the course is migrated to Blackboard, the link "Click Here to access the drop box" will no longer work. The instructor should remove the link and make the Lesson 1 Course Materials folder available to students so they can easily access the Unit 1 Assignment (drop box).

In Blackboard, if students need access to content that is inside a folder, make the folder available so students can access the contents. (NOTE: You can still make some items inside the folder unavailable.)

Content inside a hidden folder in Blackboard is not available to students, even if the item itself inside the folder is available.
LINKS: SET EXTERNAL URLs TO OPEN IN A NEW WINDOW

1. Locate a folder/page/item in your Blackboard course that has a hyperlink or URL (links to the internet). Click Edit from the contextual menu.

2. Right click on the hyperlink on the page.

   Notice the Link button is highlighted on the toolbar of the editor.

3. Select Link from the menu.

4. Set Target to “Open in a New Window (_blank)” and then click Update.
5. Click **Submit**.

6. Check the link to make sure it is opening up in a new window.
Images from the migration are in the Content Collection. Sometimes the link to the image may break. You can relink any images that might be not displaying on your folders, items, or pages.

1. Locate the folder, item, or page where the image is missing.

2. Using the contextual menu, select Edit.

3. Click the button with the 4 arrows to expand the content editor window to Full Screen.

4. Click on the image holder. The image button will darken on the toolbar.
5. Right click on the image holder and select “Image” from the menu.

6. A window will open. Note the image name in the Image URL text box.

7. Click Browse Content Collection.
8. Click on the \_assoc file folder. This folder will likely contain folders that match what was in the Lessons tab in ANGEL.

9. Open the folder that has image. Then click the radio button to the left of the image name.

10. Scroll down the page and click Submit.

11. The image URL is updated. Add an image description and title. Click Update.
12. The image is inserted in the page. You can use the sizing handles to resize the image.

13. Click the 4 arrow button to exit full screen.

14. Click Submit.

15. The image is now on the page.
RECONNECTING RUBRICS

1. Locate your assignment in a content area (such as Lessons), and select the dropdown contextual menu and choose the “Edit” option.

![Image of Edit option](image1)

2. Point to **Add Rubric** to access the drop-down list and choose the “Select Rubric” option.

![Image of Add Rubric option](image2)

The Select Rubrics page appears. Click the checkbox to the left of the Rubric to select it.

![Image of Select Rubrics page](image3)

3. Click **Submit**.

![Image of Submit button](image4)

When associating a points-based rubric, the option to use the rubric's points value as the Points Possible are available after clicking **Submit** on the rubric creation or selection page.

![Image of Points Possible](image5)
Here are two discussion boards: Unit 1 and Unit 2.

**Students Accessing the Discussion Board**

- **As the Content Link:**
  - The link to the Unit 1 discussion board can be seen by students to click on.
  - The link to the Unit 2 discussion board cannot be seen and therefore accessed through the content area (Lessons). Students may still be able to access this discussion board through the Tools area in the Course Menu.

- **As a Tool Link:**
  - Unit 1 discussion board cannot be accessed because it is unavailable. If a student clicks on the content link for Unit 1 Discussion, they will receive an error message.
  - Unit 2 discussion board can be accessed if the Discussion Board Tool is available.

**Students Seeing the Description**

- **In a Content Area:**
  - Students see this description only in the content area (Lessons), and will not see this information once they enter the discussion board.

- **In the Tool Area:**
  - Students see the description listed here when they click on “Create Thread”
  - If students do not have the option to Create a New Thread, students may not see the Description area.
TESTS: CHECK THE POINT VALUES ON TEST QUESTIONS

1. Go to Course Tools, under “Course Management.”

2. Click on “Tests, Surveys, and Pools.”

3. Click on Tests

4. Click on the Contextual Menu of the test and select Edit.

5. Check the Point value per question and the total points of the exam. (The Total Points is the value that will go into the Grade Center.) If the total points is incorrect, (1) select all questions, (2) change point value, and (3) update.
TESTS: REPLACE ANY IMAGES IN TESTS THAT ARE NOT DISPLAYING

1. Go to Course Tools in the Control Panel.

2. Click on “Tests, Surveys, and Pools”

3. Click on Tests

4. Click on the Contextual Menu of the test and select Edit.

5. On the question that has a missing image, use the contextual menu to select “Edit.”
6. Right click on the image to select “**image**” from the menu.

7. Select the “**Browse Content Collection**” button.

8. Look for the image in the content collection. (Click on _assoc files folder and then the folder with the name of the test.) Select the image using the option button to the left of the file name.
9. Next, scroll down the page to click the **Submit** button.

10. Add an image description and title. (Be careful not to give the answer to a test question in the description. Example: What country is this? The image description might be “a country in North America” rather than “Canada” if Canada was the answer to the question.)

11. Optional: If the size of the image is too large, adjust the size on the Appearance tab. (You can also adjust size in the question box.)

12. Click **Update**.
13. The image has been added back to the question. You can select the image and use the size handles to adjust the size on the page.

14. Click the **Submit** button to save changes to the question.
Duplicate assessments were sometimes created for special need students or for make-up exams in WTClass (ANGEL version) and then were linked to the same gradebook item. Blackboard does not have the ability to link two assessments to the same grade book location; only one assessment can be connected to a Grade Center column.

The migrated content will contain the duplicate assessments (exams/quizzes) and will have a “grade” area (column) for each test in the Grade Center. Because Blackboard has the ability to allow you to extend time or dates per student on a test, you no longer need a copy of an exam. The extra tests can be removed from the course.

Test Removal procedure:

1. Delete the “lessons/content area” test
2. Delete the test in the Blackboard Control Panel under “Tests, Surveys and Pools”

**Step 1: Delete the test from the Lessons (Content) area.**

1. Click on Lessons in the Course Menu.

2. Locate the duplicate test item.

   - **DEV_TRAIN_0001**
     - Home Page
     - Syllabus
     - Calendar
     - Lessons
     - Resources

   - **Quiz: Building and Designing Courses**
     - Availability: Item is not available.
     - Test over Building and Designing Courses
3. Using the Contextual Menu, select **Delete**.

4. A confirmation message will appear. Press the “**OK**” button.

5. Since no students have taken the exam, there are no scores to keep. Select the second option to “**Delete this content item, the Grade Center Column for this test, all grades for this test, and all attempts for this test.**”

6. Click the “**Remove**” button. The Test is removed from the Content area of the course and the corresponding column in the Grade Center is also removed.
Step 2: Delete the test in the Blackboard Control Panel under "Tests, Surveys and Pools"

1. Go to Course Tools in the Control Panel.
2. Click "Tests, Surveys, and Pools"
3. Click "Tests."
4. Locate the test to be removed. (HINT: The word “No” is listed in the Deployed column because we deleted the test from the content area.)
5. Use the contextual menu to access the **Delete** option on the menu. Click “Delete.”

6. Click “**OK**” from the confirmation dialog box.

The test is removed.
TESTS: REMOVE TEST BANK FOLDERS FROM CONTENT AREA

Test bank folders

In some courses, in ANGEL, a hidden folder was created to "house" a copy of the test bank. When the course is migrated into Blackboard, the folder with the test bank tests are unavailable to students (if they were hidden in ANGEL). However, any tests in the Content area in Blackboard are considered "deployed" for students to take and have a spot in the Grade Center. Since students will not be taking these tests, delete each test in the content area which should remove them from the Grade Center. When the test bank folder is empty, delete the folder.

Copies of the tests can remain in the "Tests, Surveys, and Pools" area.

1. Locate the test bank folder – if you have this in your course. Click on the name of the folder to open it.

2. Use the contextual menu on each test to select “Delete.”

3. A confirmation will appear. Click OK.
4. The test is deleted from the content area and the Grade Center.


(The word “No” in the deployed column means this test does not exist in the content area; there is no link to the test to allow students to take the test.)

6. When you have removed all the tests from the folder, you can delete the test bank folder.
GRADE CENTER: REMOVING UNGRADED ITEMS
(EXAMPLE: PRACTICE TESTS, PRE/POST TESTS, DROP BOXES)

In ANGEL you could create content items (assessments, drop boxes) that were not connected to the gradebook due to the content’s purpose in the course, such as a pre or posttest. Blackboard considers all “test” and “assignment” items as gradable and will connect those items to the gradebook. In order for the content to not be visible to students in the gradebook and to not “count” towards a student’s grade, you will need to adjust the grade center’s columns on those items.

1. Click on the Grade Center in the Control Panel of your course.

2. Next, click on Full Grade Center.

3. To exclude the grade from being added to the total column, click on the contextual menu of the gradebook item (appears to the right of the item) and then select Edit Column Information. (In this example we are going to make the Practice Quiz not count towards the total grade.)
4. On the Edit Column screen, scroll down to the Options section.
   - Select “No” for Include this Column in Grade Center Calculations so grades for this column will not count toward the final grade or any other calculation.
   - If you do not want students to see the column in the grade center, select “No” for Show this Column to Students.
   - Students do not see any statistics on the column so leave this as “No” also.

5. Click Submit to keep these options.

6. The Content item (i.e. Practice Quiz) now shows an icon ( ) to identify that it is a column hidden from students.
GRADE CENTER: SELECTING THE EXTERNAL GRADE COLUMN

(This column will contain the semester grade that will go into Buff Advisor)

In ANGEL the gradebook had an Overall column which contained the final semester grade. You would publish the final grade using the Publish Grades link in the gradebook. In Blackboard, a column which contains the semester grade must be selected as the “external grade.”

The column that is set as the external grade will contain a green checkmark beside it.

Selecting the External Grade Column

1. Click on the Grade Center in the Control Panel of your course.
2. Next, click on Full Grade Center.
3. Locate the Overall column that was imported in from ANGEL.
4. To change the column as the external grade column, access its contextual menu and click Set as External Grade.
   
   (In this example, the Overall will contain the final course grade.)
5. The Overall column is now selected as the External Grade.

*We recommend you attend a Grade Center workshop to learn more about the Grade Center.
DELETE EXTRA GRADE CENTER TOTAL COLUMNS

All new courses have default total columns labeled “Points” and “Percentage” in the Grade Center. Since the migrated course has the “Overall” column set up as the external grade column you do not need the extra total columns. Delete both the “Points” column and “Percentage” column.

A. Select the contextual dropdown menu for the “Percentage” column.

B. Select Delete Column.

C. Select OK.

Repeat steps A-C for the “Points” column.