ANGEL to Bb Learn Migration Guide/Checklist

Announcements
☐ Delete old ANGEL Announcements that have been carried over into Bb Learn.

Tests
☐ “Deploy” Tests on a content area page to be available to students.
☐ Check the value points on Test questions. (To make changes to actual test you need to go to Course Tools, under “Course Management”. Click on “Tests, Surveys, and Pools,” select Tests. When you see a list of tests hit the arrow that appears next to the test and select Edit.)
☐ Check questions with images. If images are missing, add them to the question by using the image button on the toolbar and locating the image in the content collection.
☐ Remove Test Duplicates
  • Test Removal procedure:
    1. Delete the “content area” test
    2. Delete the test in the Blackboard Control Panel under “Tests, Surveys and Pools”
☐ Remove Test banks in the Content area: In some courses instructors might have created a hidden folder with test bank questions. Remove the folder and tests from the content area. *Ask an instructional designer for clarification on the procedure.

Assignments (dropbox)
☐ Check instructional text. Remove or change any text related to the previous system (ANGEL). Inform students whether to attach a document or use the message text area; both are always available.

Content (Lessons)

Folders
☐ Any text that was in the description area of an ANGEL folder now appears on the exterior of a Bb Learn folder. (1) Create a Blackboard Content “Item” or “Blank Page” inside the folder. (2) Copy the exterior textual information to the “Item” or “Blank Page.” (3) Remove the text from the exterior of the folder.
☐ Subtitles from the ANGEL folder are not migrated over. Make sure your title explains contents of the Blackboard folder or other item. Note: There is a text size limit for titles in Bb.
☐ Hidden folders – Content that is inside a “hidden folder” is unavailable to students. Unlike ANGEL, content within a hidden Blackboard folder will also always be unavailable to students. Either allow the folder and its contents to be available or move the content items that students will need to use out of the hidden folder.
Instructional Text

☐ Make sure all links are working.
  ○ Any internal links (content links) on a page to content will be broken. (Bb does not have the option to link to course content from within a page.)
    ▪ Solution: Links that went to files (Word documents, PowerPoints, etc.) can be relinked to any uploaded documents or files in your Content Collection.
  ○ Recommended: Set links to external URL’s (webpages/websites outside the course) to open in a new window.

☐ Check any text within your course that referenced an “ANGEL” tool or content item. Change the text to the appropriate Blackboard item.

☐ Change any navigation instructions in the course to reflect the Blackboard layout.

Other: Custom icons are not used in Bb Learn; only standard icons are available.

LOR

☐ Any information that was linked to the LOR will need to be copied inside your course.

Discussion Forums

☐ Change any textual instructions about posting to a discussion forum. Instead of ANGEL’s “New Post” button students would use Bb Learn’s Forum “Create Thread” button.

☐ To assist students in adjusting to the Bb Learn forum you may want to add a Blackboard Student Help video for students to watch. Place it in your course above their first discussion (example: How to Use Blackboard Discussions http://youtu.be/UxjOU5sXmns).

Grade Center

IMPORTANT: ANGEL had the ability for instructors to create non-gradable items (drop boxes and assessments) that were not connected to the gradebook. The Bb Learn equivalents for these content items are connected to the gradebook by default. There is no setting to make the assignment or test not gradable. Thus, when these items are migrated to Bb Learn, they become “gradable” and will appear in the gradebook.

☐ Remove the “ungradable” items from the Content area and the corresponding gradebook item or make those items “hidden from students” and “excluded” in the Grade Center’s overall average.

Rubrics

☐ Any rubrics imported from ANGEL will need to be reconnected to the assignment/discussion forum.

Mail / Messages

Bb Learn has two mail systems: Messages (internal only) or Email (pushed out to Faculty Outlook and Students Buff account).
☐ Hide the Tool you do not plan to use. (Select Tools on the Course Menu and use the “Hide Link” option beside the tool you do not plan to use.)

*Remember that emails sent prior to add/drop will not be sent to students that are added later in your course. Please remember to go back and review any emails you sent before add/drop has ended to see if they need to be sent again.*

☐ Place an announcement that students must check their Buffs or Email account on a regular basis if this is the form of communication you choose to use.

**Surveys**

☐ All Surveys in Blackboard are anonymous.

**Course Menu**

- The course menu is set up to mimic areas in ANGEL.
- The menu should display the following links:
  - **Homepage** (This is how your students view their announcements, To Do list, and What’s New modules)
  - **Syllabus**
  - **Calendar**
  - **Lessons** – (Students cannot get to any content without this link. This is the equivalent of the Lessons tab in ANGEL.)
  - **Resources**
  - **My Grades** (link to the gradebook for students)
  - **Send Email** (if you are using email within the course as your main communication)
  - **Tools** – (Students need access to check any tools you might be using in the course. You may consider removing any tools you will not be using.)
  - **Instructor Alerts** – (Viewable only by Instructors. Includes the Needs Attention and Alerts modules.)

**Help Desk**

The help desk phone number (4357) is the same for both ANGEL and Blackboard. Blackboard Student Help Documents and Videos can be found on the student website: [http://students.wtamu.edu/wtclass/](http://students.wtamu.edu/wtclass/)