Blackboard 9.1 Migration Checklist for Instructors

From January 2011 RMIT will be using a new version of the Blackboard Learning Management software. All of the content and structure of your previous courses will have been moved to the new version. Because of this you will need to spend just a little more time than usual on your standard pre-semester preparation.

Access your course and program sites in exactly the same way via the Learning Hub. (Students still access via myRMIT Studies as in 2010.)

The first thing you will notice is that the editing functions are right up-front in the interface. Previously, Announcements and Menu items that had been switched off were hidden from view deep in the Control Panel. Now they are right there in front of you waiting to be deleted. Remember you still have access to previous semester versions of your course, so there is no need to keep old announcements repeated in the current version.

Work through this checklist to ensure everything has migrated correctly and your course is ready for the new cohort of students.

If you find something that has not migrated correctly, email full details, including course code and semester and the exact location of the error, to blackboardupgrade@rmit.edu.au.

For general assistance with instructional design contact your College ADG or Learning and Teaching Liaison staff.

For technical assistance in the use of Blackboard, contact the ITS Helpdesk.

☐ Menu

Delete any menu items that are unavailable and that you do not intend to use.

All migrated courses should initially contain the menu links to the Library and the Learning Lab that were part of the previous default set up. We no longer need them here: these links are now in a prominent place on the myRMIT studies page. It makes more sense to site them there where any future changes to the url can be made in a single action.

So please delete them!
If your menu still uses the old style buttons you must change the style to Text.

RMIT is obliged by law to give all students an accessible menu option. Now that Blackboard is accessible for screen reading software, you must change the menu style to Text.

Think about your menu structure and how your students will most easily find the materials they need. The RMIT default menu has been updated so that the item names match the wording of course guides. You are not obliged to follow this, but your students will appreciate conformity across all of their courses.

**Announcements**

Delete all previous announcements. Add a welcome message for your new students.

(Optional) Migrated existing courses will still have Announcements as the landing page. This is no longer the RMIT default standard. Think about adding a Home page with the ‘My announcements’ module as well as ‘My grades’ and ‘What’s new’ rather than maintaining a separate Announcements page.

**Staff contacts**

Your old Staff Information page may have come across as ‘Contacts’ or it may still be called ‘Staff Information’. The new RMIT standard is ‘Staff contacts’. This is a good opportunity to practice renaming a menu item!

Update the list of staff contacts and their details. You may need to delete incomplete Personal Link details.
Content
Check that everything is there. Use this opportunity to clear out unwanted items, rearrange the order so that students can more easily find things, and add some clarifying explanations and instructions. Make sure any multimedia still works. Check all external links and ensure they open in a new window. Reset any availability and/or adaptive release dates.

Assessment
Check that all tests and assignments are in place and that they have corresponding Grade Centre columns. Reset availability and/or due dates. Check the text and layout of test and survey questions. Some special characters may not have migrated correctly.

Communications and other Tools pages
Any menu item that links to a generic Tools page will have migrated with all possible tools switched ON. You need to rethink what you want in your course and select ‘Hide Link’ for all the others. Do not leave things like Blog and Journal tools switched on if you do not wish students to use them. (They require an instructor to set them up in the first place.)
The default RMIT course set up has a Communications menu link that contains a Discussion Board with at least one forum available for student postings. Also a Tools link that has 8 tools showing (Calendar, Groups, My grades, My scholar home, Scholar course home, Send email, Tasks, User guide)

Discussion Boards
Check existing discussion forums. Set up any new ones required.

Groups
You must populate groups each semester. Think about incorporating some of the new Group options such as self enrol groups.

Linked sites
Some courses, particularly in the TAFE sector, have been set up at class level rather than course offering code level, or have more than one offering code linking to a common site. Check that this all still works for you as an instructor in the Learning Hub. If it works there then it should also work for your students from myRMIT Studies. Contact the ITS Helpdesk with any problems.