



Fall 2012 Educational Technology Newsletter



October 24, 2012 ~ Fall 2012 Edition 3

I. Blackboard Learn System In-House Transition

All Blackboard courses from Winter 2012 semester going forward will reside on the “In-House” server hosted internally by the IT department of Board of Regents (BOR). The following timelines reveal when faculty may access their previous Blackboard courses and develop their Winter 2012 or Spring 2013 courses in Blackboard. During and after the transition, faculty and students will still access Blackboard courses via MyCommNet.

Fall 2012 Courses

December 28th – Current Blackboard Learn, Inc. hosted system will no longer be available. Faculty granting Fall 2012 incompletes will need to notify Distance Learning by December 20th so that incomplete courses will be moved over to In-House server for access.

After December 28th, Fall 2012 courses without incompletes and migrated courses from previous semesters will no longer be accessible. Students will no longer see fall courses. Faculty will be able to access the content of fall courses (more than 200 student visits) starting January 9th on the In-House server. Incomplete students in fall courses will continue their work in the In-House system till the 10th week into Spring semester.

December 22nd to January 9th – Content in Fall 2012 courses (more than 200 student visits) will be copied to In-House system. Any content added to a fall course after December 22nd may not be reflected in the In-House system. Fall 2012 courses will be archived in the system office. For a grade challenge, faculty should contact Distance Learning to gain access to their course.

Spring 2013 Courses

November 15th – Spring 2013 empty course shells will be available. Only the previous Spring 2012 content will be available for reuse via “Copy Course” (Instruction A). Moving content from a course in Fall 2012 involves using “export/import” (Instruction B).

December 28nd to January 9 - Faculty will not be able to copy fall courses to spring course shells.



For a course that runs every semester, faculty are highly recommended to move Fall 2012 course content to a Spring 2013 shell **before December 21st**. You will then be able to work on a spring course during the winter break without waiting until January 9th. Refer to Instruction B for “Export/Import” course content.

January 9th - Fall 2012 courses (content only, not student data) will be available in the In-House system for faculty to move content to Spring 2013 shells via “Copy Course” (Instruction A).

January 16th - MxCC students are able to view Spring 2013 courses in Blackboard.

Winter 2012 Courses

October 9th – Winter 2012 empty course shells are available for faculty to develop their winter courses. Winter 2011 courses are also available for reuse via “Copy Course” (Instruction A). Copying content from a course offered other than Winter 2011 involves “export/import” (Instruction B).

December 20th - registered MxCC students are able to view Winter courses. Students will use the new Board of Regents Help Desk – information will be published at MxCC Distance Learning page (www.mxcc.edu/distance).

MxCC Distance Learning is located in Chapman 632/633

mxccdistance@mxcc.comnet.edu ~ 860-343-5756 ~ Monday to Friday 9:00 am —5:00 pm

Yi Guan-Raczkowski, Director of Distance Learning/Ed Tech
Josh Robbins, Distance Learning Assistant

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II. Technical Help Desk for Winter Semester and Beyond

December 31st – The 24/7 Help Desk will no longer be available. Faculty are advised to remove information of 24x7 help desk from their syllabi and Blackboard courses. The new Help Desk hours will be published in Distance Learning web site at www.mxcc.edu/distance. **Faculty are suggested to direct Help Desk information in their syllabus or Blackboard Course to Distance Learning page at www.mxcc.edu/distance.**

III. Instruction of Moving Course Content

A. “Copy” Course Content

Enter the course from which you would like to copy. In Control Panel >Packages and Utilities, click “Copy Course”. In Destination ID, click “Browse”. Check the course to which you would like to copy. Check the components you would like to copy and click “Submit”. The copied content will be merged with a MxCC template in the “destination” course*.

B. “Export/Import” Course Content

Step 1. Export Content from a course and save it to your computer.

Enter the course from which you would like to export its content. In Control Panel >Packages and Utilities, click “Export”. Click “Export/Archive” link. Click “Export” button. Depending on the size of selected content, you may need to wait for a few minutes. Click “Export/Archive Course” link again to refresh the Export/Archive Course” page, you will see a zip file. Click the action icon next to the .zip file and select “Open”. Check “Save File” and click “OK”. Save the file to your computer.

Step 2. Import the Downloaded Content to a Course

Enter the course to which you would like to import the content. In Control Panel >Packages and Utilities, click “Import Package/View Logs” link. Click “Import Package” button. Click “Browse” to locate your downloaded content file in .zip. Double click the .zip file. Check the components you would like to import. Click “Submit”. The imported content will be merged with a MxCC template*.

*Special notes: Since MxCC template is already installed in all new “blank” courses, faculty are advised to avoid duplicating links. When “importing” or “copying course”, deselect the following links in your previous course: “MxCC Help”, “Academic Support”, “Blackboard Resources”, and “Faculty Resources”.

The above instruction with screen captures can be found at “To Do Documents” page at <http://www.mxcc.comnet.edu/Content/fdoc.asp>, under the Section, “Blackboard” - General”.

TIMELINE: Important dates when course content from previous semesters will be available in the in-house system

October 9th – Winter 2012 empty course shells will be available. You will also have access to the previous winter (2011) course content.

November 15th – Spring 2013 empty course shells will be available. Only the previous Spring 2012 content will be available for reuse.

December 15th – The previous semesters of Fall 2011 and Summer 2012 will be available for reuse.

December 20th – Students will have access to new in-house system for Winter 2012 courses and fall 2012 incompletes only. Students should use the new Board of Regents Help Desk.

December 22nd – DO NOT MAKE ANY CHANGES to the current Fall 2012 content. Fall 2012 will be packaged and moved to the in-house system (completion scheduled for January 9th).

December 28th – Current Blackboard Learn hosted system will no longer be available. All faculty and students will be working in the in-house system.

December 31st – The 24/7 help desk is no longer available. Please remove links to this help desk from your courses. New Help Desk information will be provided at <http://www.mxcc.edu/distance>

January 9th – All fall 2012 content (courses with more than 200 visits) will be available in the new in-house system.

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