

# Educational Technology News

## Special Edition - Blackboard Learn

April 25, 2012 ~ Spring 2012 Edition 2



**Blackboard Learn will go live on July 18th for all Fall 2012 courses.**

### I. Important Timelines

#### A. Course Migration—Fall 2011 and Spring 2012 Courses



##### May 31st - July 17th

“Active” courses offered in Fall’ 11 and Spring’ 12 will be migrated from Blackboard Vista to Blackboard Learn. “Active” courses are the courses with more than 200 visits by enrolled students.

- The Migration Form will be taken off on May 31st. Before May 31st, faculty who would like to migrate their courses taught before Fall ’11 needs to fill out the migration form. Before May 31st, faculty who would like to work on migrated courses taught in Fall ’11 or Spring ’12 before June 27th, needs to fill out the migration form.
- Starting May 31st, changes made in Blackboard Vista courses (Fall ’11 and Spring ’12) will not be reflected in the migrated courses in Blackboard Learn Production. After May 31st, faculty **should not** update their Blackboard Vista courses taught in Fall ’11 and Spring ’12.
- Faculty teaching summer courses will still use Blackboard Vista until the end of the summer term.



##### June 27th to July 17th

Courses in Blackboard Learn Staging for development will be moved to Blackboard Learn Production - real courses with students enrolled.

- From June 27th to July 17th, changes in Blackboard Learn courses in Staging (migrated courses and brand new courses) will not be reflected in Blackboard Learn Production. During this time, faculty **should not** work in Blackboard Learn courses (migrated courses and brand new courses).
- Rollout faculty teaching summer courses will use Blackboard Learn until the end of the summer term.

#### B. Full Implementation—Goes Live on July 18th

On July 18th, Blackboard Learn will be ready for all faculty to work on their Fall ’12 courses. After logging on to MyCommNet, click on Blackboard Learn icon. A list of Blackboard Learn courses (migrated courses taught previously and Fall 2012 courses) will be displayed.



##### Starting July 18th

- Faculty who have worked on migrated courses in Blackboard Learn may **copy** their courses to Fall’ 12 courses and continue updating in the fall courses.
  - Faculty who have worked in brand new courses in Blackboard Learn may **copy** their courses to Fall’ 12 courses and continue updating in the fall courses.
  - Faculty who have not filled out a migration form may go to their previous courses to see if they are migrated. If the courses are migrated, they will copy the migrated content to Fall’ 12 courses and continue updating. If the courses are not migrated, they will work directly in their Fall ’12 courses.
  - \*Around August 24th, Blackboard Vista icon in MyCommNet will be taken off. Faculty will no longer see their Blackboard Vista courses.
  - \*A few days before the beginning of Fall’ 12, students are able to view Blackboard Learn courses.
- \* Specific dates when the Blackboard Vista icon will be eliminated and when students are able to view Blackboard Courses will be announced during the summer.

MxCC Distance Learning is located in Chapman 632/633

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## C. Course Migration - Winter '11 and Summer '12 courses

In September of 2012, "active" courses taught in Winter '11 and Summer '12 will be migrated to Blackboard Learn. "Active" courses are the ones with 200 visits by enrolled students. Rollout faculty's courses in Winter '11 and Summer '12 will be moved to Blackboard Learn Production.

## D. Spring 2012 and Summer 2012 Incompletes

**By the end of a semester**, faculty granting an Incomplete in their Spring '12 and Summer '12 courses should contact Distance Learning and provide the following information: Course Title, CRN, Student Name, Student ID. Only the reported courses with incomplete students will be accessible by faculty and incomplete students in Blackboard Vista until November 30, 2012.

## II. Advice for Faculty

- Review the above implementation timelines, knowing when you **should not** work on Vista courses (After May 30th) and when you **should not** work on Learn courses (June 29th - July 17th).
- If you are uncertain whether your courses will be migrated, fill out a migration form to migrate the courses by May 30th.
- After you have done significant work in Blackboard Learn, archive the course and download the archive file to your computer.
- When Blackboard Learn goes live on July 18th, copy your migrated content in the previous courses to Fall '12 courses and continue updating your fall courses.
- During summer, check your college email for any update about Blackboard Learn implementation.
- Attend Blackboard Learn training to get familiar with the new system and get your questions answered.
- Contact Distance Learning if you have any questions.



## III. Blackboard Learn Instructions

### Fill Out a Migration Form

Log on to MyCommNet, click on Banner Self-Service icon (upper right). Click on Middlesex Community College link. Click on Faculty Services link. Click on the bottom link, Blackboard Learn Section Migration Request. Select a term (not Fall '12). Check the courses you would like to migrate and click on Submit. This form will no longer be available after May 31st.

### Copy a Course

Enter the course from which you would like to copy. In Control Panel >Packages and Utilities, click on 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 default system template.

### Archive/Backup a Blackboard Learn course

In Control Panel >Packages and Utilities, click on Export/Archive Course link. Click on Archive button. Wait for a few minutes. Click on Export/Archive Course link again, you will see the Archive/Backup file in .zip. Click on the action icon next to the .zip file and select Open. Check Save File and click on OK. Save the file to your computer.

### Import a Blackboard Learn course

In Control Panel >Packages and Utilities, click on Import Package. Click on Import Package button. Click on Browse to locate your archive file in .zip. Double click on the .zip file. Choose the components you would like to import. Click Submit. The imported content will be merged with a default system template.

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