

Course Migration Guide

STEP 1: DETERMINING THE COURSE STRUCTURE IN ULTRA

Review the Original Course Menu

Review the course menu in the Original shell. Course menu buttons for syllabus, instructor info, course introduction, Start Here, etc. will be housed in the Ultra course in the **Course Orientation and Overview Module**. Beyond the Orientation and Overview module, consider [additional modules that will be needed to house content](#). **Remember:** separate modules will *not* necessarily be needed for assignments or assessments as you may wish to incorporate these activities into the respective module for the week or unit they are due.

Determine the Ultra Course Structure

From the Ultra shell, determine the appropriate setup for your Ultra course by considering how to best organize your content within Ultra. If you would like to discuss ways to set up your Ultra course, contact CIS and a staff member can strategize with you.

Organizing content within modules (versus folders) is a best practice as it provides students easy access to all materials and assignments in one place, with logical progression determined by the instructor. [Learn the difference between modules and folders](#).

Modules can take on the following formats:

- **Weekly Modules:** Materials and assignments are grouped by week
- **Thematic Modules:** Materials and assignments are grouped by Unit or theme

Module Naming Convention Best Practice: To aid students in navigation and readily identifying content, consider adding a title to your module that gives both the sequential order and the topic. For example:

- Module 1: Introduction to <Course Topic>
 - Example: Module 1: Introduction to Training & Development
- Module 2: Next Topic in Course
 - Example: Module 2: Training Needs Assessment

Determine the number of modules that will be needed and create them in your Ultra shell. See [Creating Learning Modules in Ultra](#).

STEP 2: MIGRATE COURSE CONTENT

Copying Content Items

Copy content items and related graded activities from the Original Course to the Ultra course *module by module*. This allows for a focused migration of content, ensuring each module has been finalized with the appropriate visibility set, due dates added, formatting issues adjusted, and overall functional navigation in place.

To copy content, **expand the desired module**, click the **purple plus**, then **Copy Content**, search for your Original Course, then drill into the area where the desired content items are housed. See [Copy Course Content](#) to learn more.

NOTE: Folders within Folders do not copy over well. **It is better to copy individual content items *within* a folder versus the folder and the content for (2) reasons:**

1. The 3-Layer Limitation: Content is limited to 3-layers and it is not possible to house items within items within items.
2. Titles to content items are duplicated when an entire folder is copied (see yellow highlights). This creates a lengthy and confusing title to students.

Chapter 18 - Cost-Volume-Profit Analysis (25 points)
Hidden from students ▾

Chapter 18 - Cost-Volume-Profit Analysis (25 points)/Ch 18 WileyPlus Resources
Hidden from students ▾
This folder contains links to the eText and other Wiley resources.

Chapter 18 - Cost-Volume-Profit Analysis (25 points)/Practice Worksheets & Answers
Hidden from students ▾
This folder contains blank worksheets with practice problems. The answers are available here also, but it is in your best interests to use the answers.

Chapter 18 - Cost-Volume-Profit Analysis (25 points)/Ch 18 WileyPlus Homework & Quiz (25 Points)
Hidden from students ▾
This folder contains the links to WileyPlus homework and quiz assignments. All items in this folder are graded.

Copying Graded Activities

Next, you will repeat the process of copying content from the Original Course to the Ultra course for graded activities. From the module where graded activities are to be completed, click the purple plus, Copy Content, locate the Original Course, then the graded activity, and copy it to the Ultra shell. Repeat as needed until all graded activities to be completed within a module have been migrated into the module. Arrange the graded activities via the [drag-and-drop feature](#) to place them in the order students should complete them.

If the course contains a semester-long graded activity, contact CIS staff to discuss the best method for communicating the activity and assignment submission links in your Ultra course.

Content Review

Once all content has been copied into a module, review the module for:

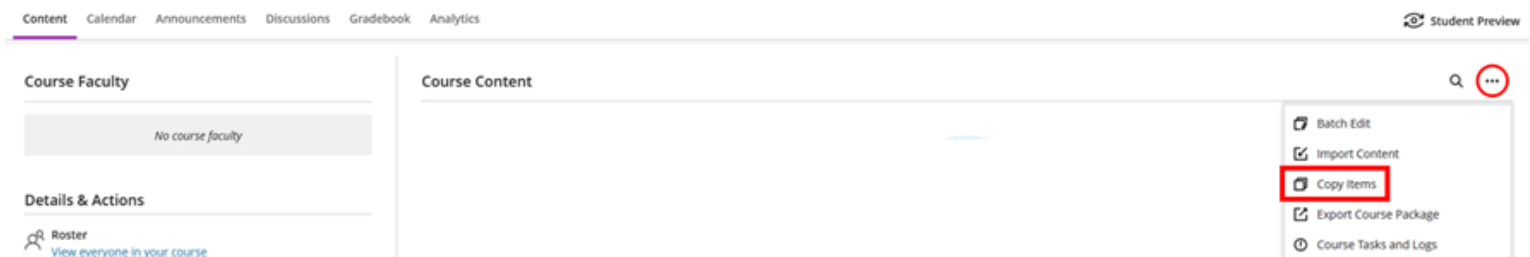
- Item titles that need to be adjusted/updated for clarity, consistency, and brevity.
- Placement of content items in proper, sequential order:
 - Learning Objectives and Tasks at the top, followed by items in the order students should complete them.
 - For example, provide content to learn the subject matter, then an opportunity for reflection or assessment.

- Ensure a consistent order of content items across all modules. Place graded activities in the order students should complete them and ensure this is done within all modules.
- Content visibility is set as needed for student access & viewing:
 - Note: All content copied over to Ultra is hidden from the student view by default.
 - Set [Visibility](#) for each content item so students can see and access it
- Review Graded Activities to ensure:
 - Due Dates are added to all graded assessments. [Due dates play an important role](#) not only in keeping students on track in meeting deadlines but also in providing an accurate picture of a student's academic standing in the course.
 - Point values have been entered and rubrics (if any) are attached and accurate,
 - If the activity is a Group Assignment, ensure [groups are set up for the assessment](#).
 - It is **particularly important to review tests** migrated to Ultra to ensure the proper arrangement of test questions, insert [page breaks](#) if desired, and that [test settings](#) have been properly configured as desired. **IMPORTANT NOTE: Assessment Feedback settings do not migrate to Ultra and will need to be set up once the test has been migrated.** See [Assessment Results & Feedback](#).

Once you are happy with how the first module copied into your Ultra shell, proceed to the next module and repeat these steps until all course materials have been copied over.

Announcements

Next, course Announcements should be copied into the Ultra course. From the **3-dot menu** in the upper right corner, select **Copy Items**:



Locate the Original Course, drill into course by clicking the arrow on the right, and locate the Announcements folder. Assuming announcements in the Original course have been cleaned up and contain only messages pertinent to the course, **check the box to the left of Announcements**, then **Start Copy**:

Copy Items

The screenshot shows the 'Copy Items' interface. On the left, under 'Courses > CMU101-22440123-weba', there are three items: 'Content', 'Discussions', and 'Announcements'. The 'Announcements' item is selected, indicated by a red box around its checkbox. On the right, a sidebar shows '1 Item Selected' and a list of items, with 'Announcements' listed. At the bottom of the sidebar, a 'Start Copy' button is highlighted with a red box.

Once announcements have migrated into the Ultra course, they will be found by clicking on the Announcements tab in the upper navigation tabs. By default, all announcements are copied into Ultra and placed into Draft format:

The screenshot shows the 'Announcements' tab in Canvas LMS. The navigation bar includes 'Content', 'Calendar', 'Announcements', 'Discussions', 'Gradebook', 'Messages', 'Analytics', and 'Groups'. The 'Announcements' tab is active. Below the navigation bar, there are statistics: '0 Posted', '0 Scheduled', and '4 Drafts'. The main content area shows a list of draft announcements. Each announcement has a title, a description, a 'Post Now' button, and a 'Viewers' count (0/8). The announcements are:

Announcement	Status	Viewers
Final Exam is Open <small>DRAFT</small> The Final Exam is now open. It is due by Friday, 11:59 pm. Good luck!	Post Now	0 / 8
Don't Forget Homework <small>DRAFT</small> Don't forget there are 2 homework assignments this week--The Pre-Field Experience Reflection and the Critical Experiences Homework Slide Presentation (just...	Post Now	0 / 8
Upcoming Tasks <small>DRAFT</small> Just a couple of reminders: 1) You will have a midterm exam next week. It will be all online, and will be open from Sunday at 8am until Thursday evening at 11:...	Post Now	0 / 8
Welcome to Class! <small>DRAFT</small> Welcome to CMU 101! Over the next eight (8) weeks, we will be working together to discuss and learn more about applications of industrial management princ...	Post Now	0 / 8

Each announcement should be reviewed for accuracy and to determine whether to post the announcement now, schedule it to be released at a later date, or leave it as is in draft format for the time being. See [Managing Announcements](#) to learn more.

Discussion Forums

Discussion Boards are not able to be copied to an Ultra course in the same manner as content, announcements, or assessments. Before Discussion forums are migrated from Original, we first need to determine the setup of the forums.

Determining Setup of the Discussion Board in Your Course

Prompts are within the Forum

The majority of forums are set up with the prompt provided on the forum and students creating a thread to respond to the prompt and each other.

Example of discussion prompt placed within the forum:

FORUM	DESCRIPTION
Week 1: Leadership in Review	<p>Leadership in Review: This discussion centers on why it is important to stay up to date on current leadership trends.</p> <ul style="list-style-type: none">• Question #1: Choose two leadership theories and discuss the current impact, application, and possible strengths/challenges of those theories in today's world.• Question #2: Summarize the concept of "Facts vs. Narrative" in Chapter 2 of the Dempsey/Brafman book and discuss the importance, application, strengths, and weaknesses of this theory.

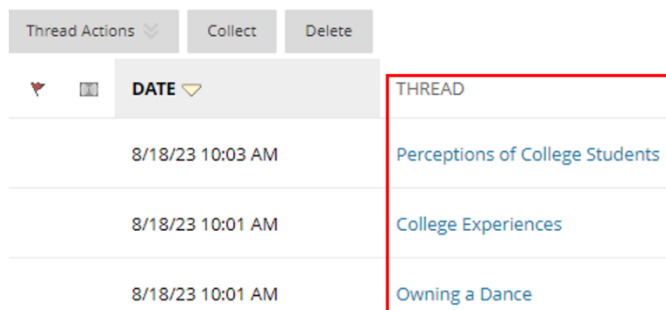
Prompts are within Threads

Determine if discussions are set up where students click *into* the forum and see prompts in Threads, then respond on the thread in the example provided below.

Example of discussion prompt placed within threads:

FORUM	DESCRIPTION
Week 2: Anthropology and Culture	Click the forum title to see the question threads available. Select ONE question thread to respond to. Follow the conversation to this thread as your classmate's make posts to it, add follow up responses to your classmates to add to the conversation.

Students click into the forum to see the prompts placed on threads, then respond to the thread:



Thread Actions	Collect	Delete
DATE	THREAD	
8/18/23 10:03 AM	Perceptions of College Students	
8/18/23 10:01 AM	College Experiences	
8/18/23 10:01 AM	Owning a Dance	

For forums set up in this manner, Edit the Forum and ensure “Allow Members to Create New Threads” is Unchecked.

- Create and Edit
- Allow Anonymous Posts
 - Allow Author to Delete Own Posts
 - Allow Author to Edit Own Published Posts
 - Allow Members to Create New Threads
 - Allow File Attachments
 - Allow Users to Reply with Quote
 - Force Moderation of Posts

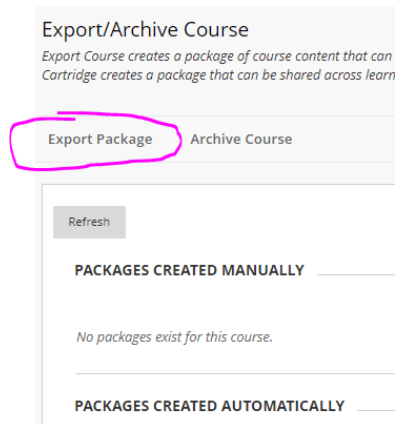
Small Group Discussions

If your course has groups set up and groups are to have discussions among their team using the Discussion Board associated with the group, we **recommend you connect with CIS staff to discuss the best way to extract the forums and set them up in your Ultra course.**

Extracting Discussion Forums

Forums need to be extracted out of the Original course using the Export feature. In the lower-left course menu, go to **Packages & Utilities**, then to **Export/Archive Course**:

At the next screen, select Export Package:



Export/Archive Course

Export Course creates a package of course content that can be shared across learn
Cartridge creates a package that can be shared across learn

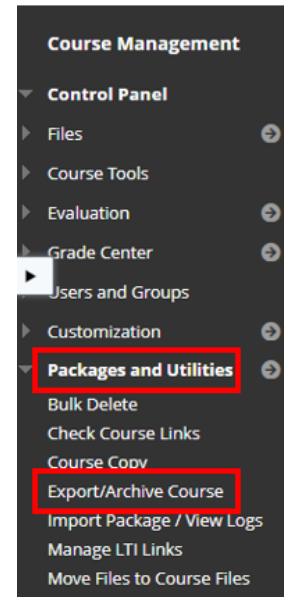
Export Package Archive Course

Refresh

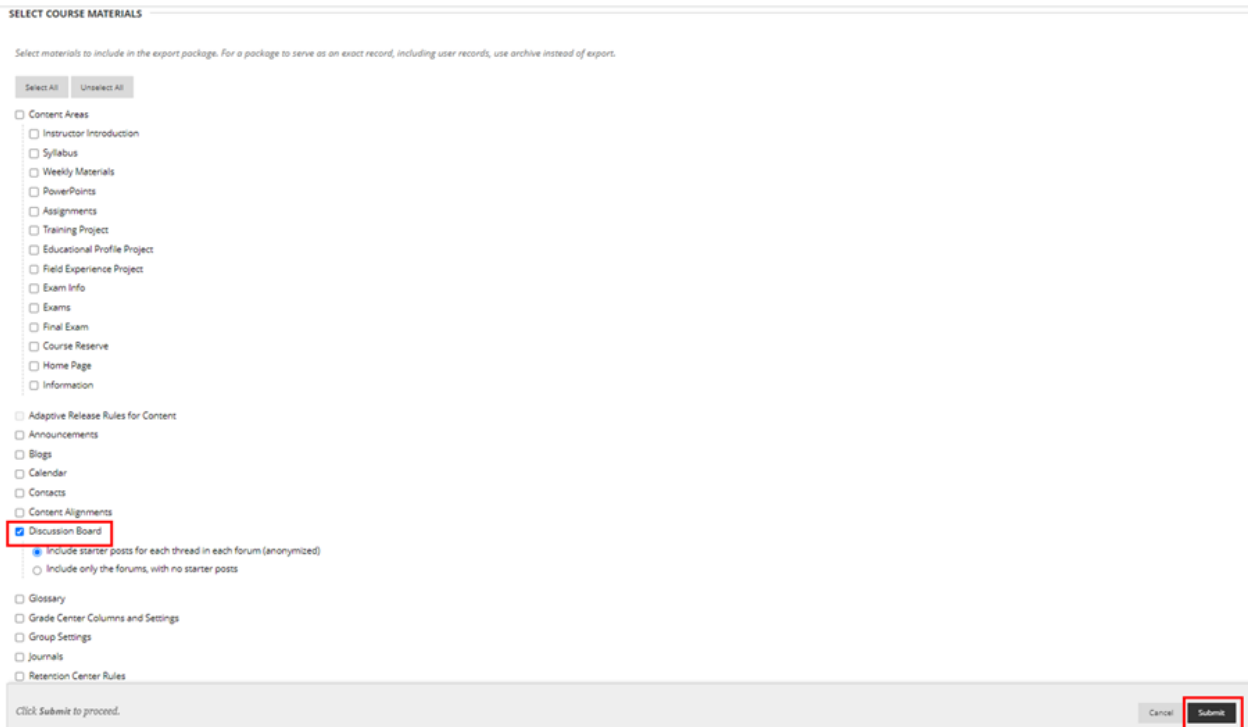
PACKAGES CREATED MANUALLY _____

No packages exist for this course.

PACKAGES CREATED AUTOMATICALLY _____



Scroll to the **Select Course Materials** section and check only the **Discussion Board** checkbox, then **Submit**



SELECT COURSE MATERIALS

Select materials to include in the export package. For a package to serve as an exact record, including user records, use archive instead of export.

Select All Unselect All

- Content Areas
 - Instructor Introduction
 - Syllabus
 - Weekly Materials
 - PowerPoints
 - Assignments
 - Training Project
 - Educational Profile Project
 - Field Experience Project
 - Exam Info
 - Exams
 - Final Exam
 - Course Reserve
 - Home Page
 - Information
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Contacts
- Content Alignments
- Discussion Board
 - Include starter posts for each thread in each forum (anonymized)
 - Include only the forums, with no starter posts
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Reserion Center Rules

Click Submit to proceed.

Cancel Submit

Click the **Refresh** button to see the **Export File** appear under **Packages Created Manually**:

Export/Archive Course
Export Course creates a package of course content that can later be imported into the same course or a different course. Archive Course creates a permanent record of a course including all the content and user interactions available at the time the Archive is shared across learning management systems. You must have the proper permissions to perform these operations. Course exports are available for thirty days before they are automatically deleted. [More Help](#)

Export Package Archive Course

Refresh

PACKAGES CREATED MANUALLY

ⓘ The packages will be available for 30 days before they are automatically deleted.

FILE NAME	DATE CREATED	AVAILABLE UNTIL
ExportFile_MigrationPrep-Original_20230818101053.zip	8/18/23 10:10 AM	9/17/23

Double-click on the title of the **Export Zip File** (shown in blue above, ending with ".zip"). The file is saved to the **Download** area on your computer.

Next, go to your Ultra shell, click the **3-dot menu** in the upper corner and select **Import Content**:

Q **...**

- Batch Edit
- Import Content**
- Copy Items
- Export Course Package
- Course Tasks and Logs

In the **side panel** that opens, select **Import Course Content**:

Import Content

Your Content

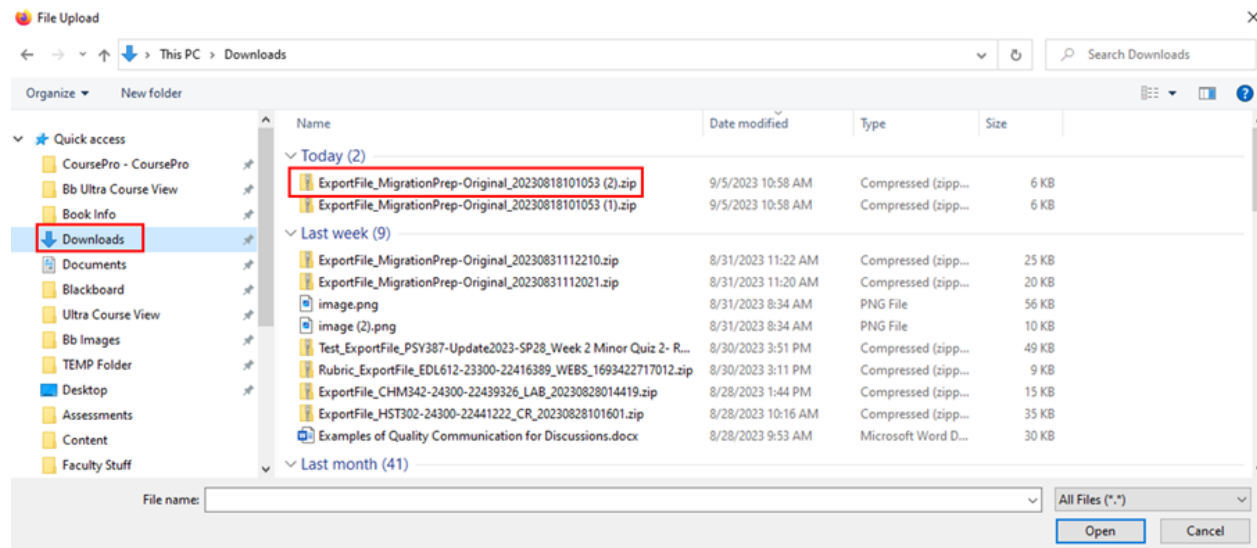
Import Course Content
Import a course content package

Cloud Storage
Import files from your cloud storage

Content Market
Import content from Content Market

Content Collection
Add content from Content Collection

In the box that opens on our screen, navigate to your computer's download area and locate the Export Zip File you exported from the Original course:



Double-Click on the **Export Zip File** created from the Original course. The import will begin as shown by the percentage of completion indicator:



Once the import has been completed, click on the **Discussions tab**. The discussion forums will now appear on this tab. You will want to review each forum for accuracy and to set point values, due dates, and other desired settings. **It is important to note that all discussion forums come into the Ultra shell WITHOUT POINTS. Each forum will need to have points added to it if the activity is to be part of the student's grade.**

If it is desired to have a link to the forum appear within the Module the forum is associated with, check the **Display on Course Content Page** box, then **Save**:

Week 2: Leadership in Review

Discussion Settings

Details & Information

Display on Course Content page

Post first
Hide discussion activity until student responds

Prevent editing
Students cannot edit or delete published posts

Grade discussion
This discussion counts for a grade

The discussion link then appears on the **Content Tab** at the bottom of the page. Expand the module where the discussion link is desired, then drag-and-drop the link into the module into the proper sequential order within the module content.

Resources

If your course contains resources students use throughout the course, first determine the best location for these resources within your Ultra course. Does it make sense to include those resources with the subject matter it is related to or with the graded activity it is associated with? Or does it make more sense for students to access these resources within its own module? Once where to place resources has been decided, migrate those resources to your Ultra shell.

Special Note Resources & Standard Verbiage

If your course contains a Writing Tips, Writing Resources, or Team Collaboration Tips menu button, it is recommended you *not* migrate these content items from your Original shell but rather obtain a fresh, up-to-date version of these resources from the **Bb-Repository-Ultra shell**. All faculty have the ability to access Bb-Repository-Ultra shell to obtain helpful resources for their students along with standard verbiage on Bb tools such as Respondus Lockdown Browser and/or Monitor, SafeAssign, Panopto, or Virtual Meeting software (e.g. MS Teams or Webex). This information can be pulled into your Ultra shell and omits the need for you to have to create instructions for use. To review the materials and resources provided, locate the **Bb-Repository-Ultra** shell on the **Courses tab** under **Assorted Dates**. Once you have determined what information you would like to pull into your Ultra shell, go to **Copy Items** from your Ultra course, locate the **Bb-Repository-Ultra shell** then the desired content items and **Start Copy**.

Course Reserves

Course Reserves **do not/should not be copied** from your Original Course to your Ultra course. Course Reserve Librarians will load your course reserve articles into your Ultra teaching shell when the course is being offered.