**Migration Prep Guide**

**Course Designator:**

**My Original Sandbox Shell ID:** MyGlobalID\_OriginalSandbox\_SP25

**IMPORTANT:** Master shells for *online* courses will be migrated to Ultra Course View by the Office of Curriculum and Instructional Support. Faculty will be provided a copy of the Ultra content once contracted to teach an online course Fall 2024 or beyond.

**First Action To Take:** Copy the desired teaching shell to the Original sandbox shell that has been provided to you. Do *not* make adjustments to a teaching shell that has student grades.

**RESOURCES:**

* [Copying content from an Original Teaching Shell into Your Original Sandbox Shell](https://cmich.teamdynamix.com/TDClient/664/Portal/KB/ArticleDet?ID=19450)
* [Move or Delete Content Items How To Guide](https://cmich.teamdynamix.com/TDClient/664/Portal/KB/ArticleDet?ID=19548)
* [Bulk Deleting Original Sandbox Guide](https://cmich.teamdynamix.com/TDClient/664/Portal/KB/ArticleDet?ID=19600)
* [CIS Consultation and Help Sessions](https://www.cmich.edu/offices-departments/curriculum-instructional-support/blackboard-ultra/blackboard-ultra-learning-opportunities-and-resources)

**The goals of course review and cleanup are to streamline navigation, omit unused/unwanted items, and consolidate like-items together. This ensures the setup of the course, and its content, is in a format compatible with Ultra Course View, reducing the number of errors received when migrating content, and resulting in a learner-centered Ultra course.**

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| **Course Review & Clean Up** |
| **Action To Take** | **Need Help? Contact CIS** | **Plan in Place?** |
| **Course Menu & Navigation** |
| [ ]  Combine like-items together to reduce the course menu. Move content to reside  within one menu button and omit the extra menu button. | [ ]  | [ ]  |
| [ ] Content items related to a particular module, week, or topic are housed within one  location to streamline navigation. | [ ]  | [ ]  |
| [ ] Materials/Resources/Information/Examples needed to complete an assignment  are housed with the assignment and not located elsewhere in course. | [ ]  | [ ]  |
| [ ] Omit duplicate or no longer used menu buttons. | [ ]  | [ ]  |
| [ ]  Review course for content housed in folders more than 2 layers deep (e.g.  folder within a folder within a folder). If found, move content in the final folder layer  up a level to the prior folder & omit final folder. Ultra limits content to 3 layers. | [ ]  | [ ]  |
| [ ] Review for course links (links that take user to other areas within the  course). Omit these links as they will not migrate over to Ultra. | [ ]  | [ ]  |
| [ ] Review Library menu button and paste URL here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [ ]  | [ ]  |
| **Announcements** |
| [ ]  Omit any announcements specific to one class, semester, or are no longer needed. | [ ]  | [ ]  |
| **Discussion Board**  |
| [ ] Delete threads carried over from prior course. | [ ]  | [ ]  |
| [ ] Determine which setup Discussion forums use: [ ]  Discussion Prompt is within a Forum. [ ]  Discussion Prompt is housed within a Thread(s). | [ ]  | [ ]  |
| [ ] Do any of the forums require students to make their initial post before being able to  see their classmate’s post? If so, ensure the [**Post First setting**](https://cmich.teamdynamix.com/TDClient/664/Portal/KB/ArticleDet?ID=36832) is checked for  Discussions within Ultra. | [ ]  | [ ]  |
| **Content** |
| **NOTE: HTML coding used to create graphics, icons, calls out boxes, etc. will not migrate successfully into an Ultra course. This may require adjustments be made to formatting or content. Select colors and font styles may also not migrate into Ultra and instead will be replaced with the default font and color used in Ultra.** |
| [ ] Organize course materials into folders by week, module, or topic. NOTE: presentation of content in Ultra works best when materials are organized by week or topic. | [ ]  | [ ]  |
| [ ] Omit unused/no longer needed files, folders, or other content items in the  course. | [ ]  | [ ]  |
| [ ]  Do folders have text on the outside of the folder? If so, copy/paste content into  a new ‘item’ located inside the folder. | [ ]  | [ ]  |
| [ ] Check Your Links! Ensure web links to sites outside of Bb function and direct users to  the intended site. |  |  |
| [ ] **roups | Group Activities** |
| **Notes Regarding Migration of Groups to Ultra:*** Groups migrated to Ultra appear on the Groups tab in the upper navigation tab.
* Sign-up sheets do not convert (this feature doesn’t exist in Ultra)
* Group assignments in the Original course convert to Ultra as a group assignment. No special setup needed.
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| [ ]  Have groupsbeen built for Group Assignments in the course? | [ ]  | [ ]  |
| [ ] If groups are used in the course, do teams have small group discussions  within their group Discussion Board? If so, consider a consultation with CIS to  discuss setup within the Ultra course shell. | [ ]  | [ ]  |
| [ ]  Does the course use a sign-up sheet? | [ ]  | [ ]  |
| **Assessments** |
| **NOTE: Tests copy into Ultra without feedback settings set. You will need to review test configuration settings to set up feedback options and grant permissions. See** [**Assessment Results & Feedback**](https://cmich.teamdynamix.com/TDClient/664/Portal/KB/ArticleDet?ID=37019) |
| [ ] **☐** Is there anything unique or special about tests or assignments? If so, consider a  consultation with CIS to discuss setup within the Ultra course shell. | [ ]  | [ ]  |
| [ ] **☐** Do assessments require students to submit proof of their work for partial  credit? **NOTE:** By default, all tests have “**Allow Students to Add Content at the**  **End of Assessment”** turned on, allowing students to submit proof of their work  for partial credit. If a separate submission link is in the Original course to  submit proof of work, this will not be needed in Ultra. Omit this submission  link and adjust instructions accordingly in Ultra. | [ ]  | [ ]  |
| [ ] Is there a semester-long project that is worked on throughout the course? If so,  consider a consultation with CIS to discuss setup within the Ultra course shell. | [ ]  | [ ]  |
| [ ] oes any test in the course use any of these question types? These are not currently available in Ultra.* Ordering
* Likert Scale
* File Response
* Quiz bowl
* Jumbled Sentence

If so, consider a consultation with CIS to discuss alternative options within the Ultra course shell. | [ ]  | [ ]  |
| **Grade Center** |
| [ ] **☐** Unhide any columns in the Grade Center you wish to retain. Hidden columns in  the Grade Center do not migrate over to Ultra. |  |  |
| [ ] Is this a 500-level course? If so, it should contain a graded activity for graduate-level  students only in order to earn grad-level credit. Consider a consultation with CIS  to discuss setup within the Ultra course shell. | [ ]  | [ ]  |
| [ ] Are there any Pass/Fail or Complete/Incomplete activities in the course or desired to  be setup in the Ultra course? New feature in Ultra. | [ ]  | [ ]  |
| [ ] Does your course use weighted grades? If so, consider a consultation with CIS to  discuss setup within the Ultra course shell. | [ ]  | [ ]  |
| [ ] Are there any unique grading needs that are challenging to complete in the Bb Grade  center? If so, consider a consultation with CIS to discuss setup within  the Ultra course shell. | [ ]  | [ ]  |
| **Course Tools** |
| [ ] Does the course use 3rd party software or other vendor-integrated tools (e.g. Connect,  MindTap, MyLab, FeedbackFruits, etc)? If so, consider a consultation with CIS to  discuss setup within the Ultra course shell. | [ ]  | [ ]  |
| [ ] Does the course use any of the following Bb tools: Glossary, Wiki, Blogs, or Surveys?  These tools no longer exist in Ultra. Consider a consultation with CIS to discuss  alternatives for the Ultra course shell. | [ ]  | [ ]  |
| [ ] **☐** Does the course use TaskStream, Scorm, Portfolios, or any other unique tools? If so, consider a consultation with CIS to discuss setup within the Ultra course shell. | [ ]  | [ ]  |

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**NOTE: If you have more than one Original Course to migrate to Ultra, when you are ready to move to migrate your next course,** [**Bulk Delete your Sandbox shell**](https://cmich.teamdynamix.com/TDClient/664/Portal/KB/ArticleDet?ID=19600)**, then re-copy content into it from another teaching shell.**