UNIVERSITY OF TEXAS ★ ARLINGTON

Pre-Migration Checklist for White Glove

In order for your course to be migrated by White Glove process you MUST "clean up" your course and reduce the file size to 3GB or below. The checklist below will provide information for cleaning your course and reducing the file size.

Front End Clean Up

These next tasks cover cleaning up the "front end" which is the portion of your course that students see.

Blackboard References

- ☐ Remove references to other learning management systems (Blackboard) across the course.
  - o For example, in assignment instructions and videos

Modules and File Attachments

- ☐ Make sure modules are clearly organized
- ☐ Delete any extra content not being used
  - o Note, deleting it in the "front end" does not delete it from the "back end" File Directory
- ☐ Give content items unique names
  - o Multiple objects with the same name are imported with a "-2" or "-3" at the end
- ☐ Give file attachments relevant naming
  - o File attachment links are often broken when imported, so having clear, relevant naming helps to find the file when needing to re-link it.

Videos

- ☐ For videos you have directly loaded into Blackboard, upload them to Arc instead and add them as embedded Arc videos (not a mash-up!)
  - o After uploading to Arc, you'll want to delete the file from File Directory. See "Back End" tasks below for more information on this.
- ☐ Convert Kaltura or YouTube mash-ups into embedded Kaltura or YouTube videos

Assignments, Discussions, Blogs, Journals, Wikis

- ☐ Remove references to Blackboard or Blackboard features from all prompts
- ☐ Verify prompts have up-do-date instructions and point values
- ☐ Verify assignments, discussions, blogs, journals, wikis are linked within the appropriate modules
- ☐ Verify the discussion prompt in the Discussions link is up-do-date as this is what will transfer to Canvas (watch video for more details)

Quizzes

- ☐ Verify description and instructions are up-to-date
- ☐ Verify questions and question point values are correct
- ☐ If using Hot Spot questions, convert to a different question type as these are not supported in Canvas

Groups, Adaptive Release, Links, and Grades

- ☐ Ensure groups are setup correctly and are still relevant to the course
- ☐ Take note of any adaptive release settings to verify are transferred to Canvas
- ☐ Verify links are not broken
- ☐ If using weighted columns, verify the weighted percentages in Blackboard still match the syllabus.

Back End Clean Up

File Directory

Cleaning up the file directory is VERY important, as this is where your course size will be reduced!

- ☐ Create folders in file directory
- ☐ Move files to folders
- ☐ Delete un-used or duplicate files
- ☐ Re-name the files to relevant names as needed
- ☐ Save original videos on your local computer and/or upload them to Arc
- ☐ Delete above mentioned videos from the course files

Course Tools

- ☐ Save Rubrics as PDF in your local computer.
- ☐ Ensure names are unique and reflect the course name and module/assessment.
  CourseName_CourseNumber_RubricName_ModuleNumber
  NURS_5301_DiscussionRubric   OR   NURS_5301_RespiratoryLesson
- ☐ Contact the publisher's representative to assist you in obtaining tests compatible with Canvas, if needed.

My Media (videos)

- ☐ Save original videos on your local computer and remove them from the course Files or upload them to Arc.

Packages and Utilities

- ☐ Export the entire course to local computer or One Drive. Blackboard Guide: [Export and Archive Courses](#)