

D2L's Brightspace: Course Clean Up After Export/Import Migration

Quick Summary

This article will explain steps faculty need to take to clean up their Brightspace Sandbox after exporting content from Blackboard and importing it into Brightspace.

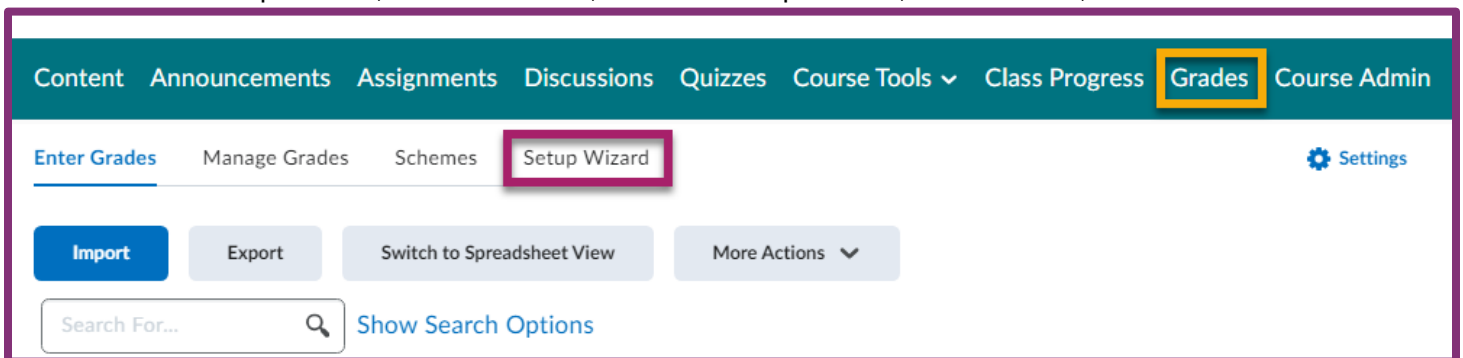
1. [Setting Up Grades](#)
2. [Reorganizing Course Content](#)
3. [Reorganizing Discussions](#)
4. [Checking Quiz Questions](#)
5. [Adjusting Dates](#)
6. [Miscellaneous](#)

Faculty may also find our [post-migration checklist](#) helpful as they work to clean up their courses.

Part 1: Setting Up Grades

The Brightspace gradebook offers many options to customize your set up. Assume that the settings you had in Blackboard will not transfer. Make sure to go through all of the steps in the Setup Wizard to ensure the gradebook is functioning as you want it to, and that students are able to check their process.

To access the Setup Wizard, select “Grades,” select “Setup Wizard,” scroll down, and select “Start.”

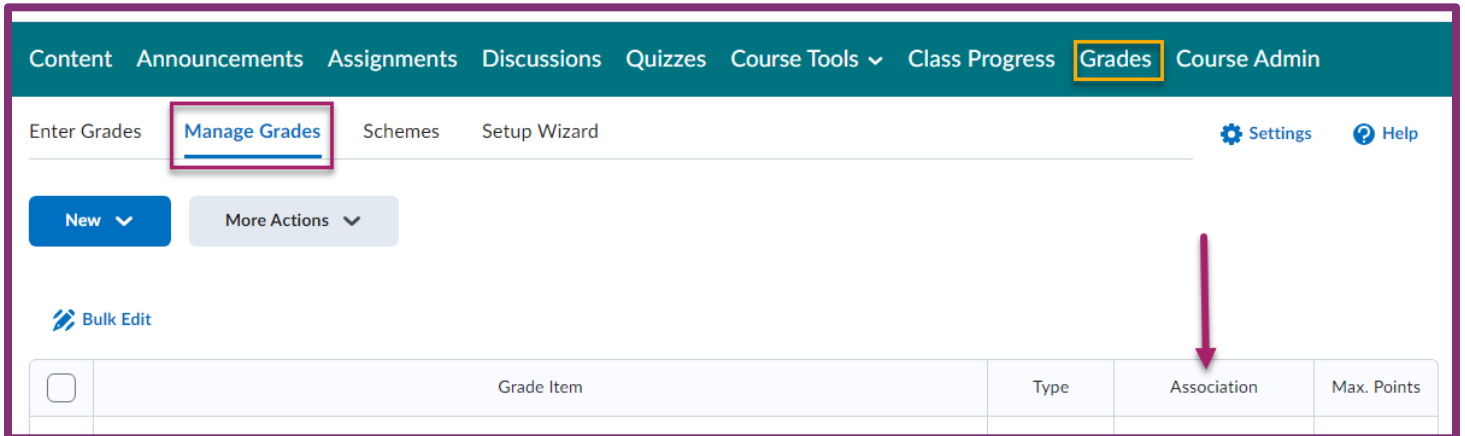


Then follow the prompts. If you are using weighted grades, make sure to set up your categories.

For more information about setting up grades, check out our [helpful guide](#).

Gradebook Columns


Your gradebook columns for any tests, assignments, and/or discussions should transfer from Blackboard with the correct associations. You can check this by selecting “Grades and then “Manage grade,” and then looking in the “Association” column.



Content Announcements Assignments Discussions Quizzes Course Tools ▾ Class Progress **Grades** Course Admin

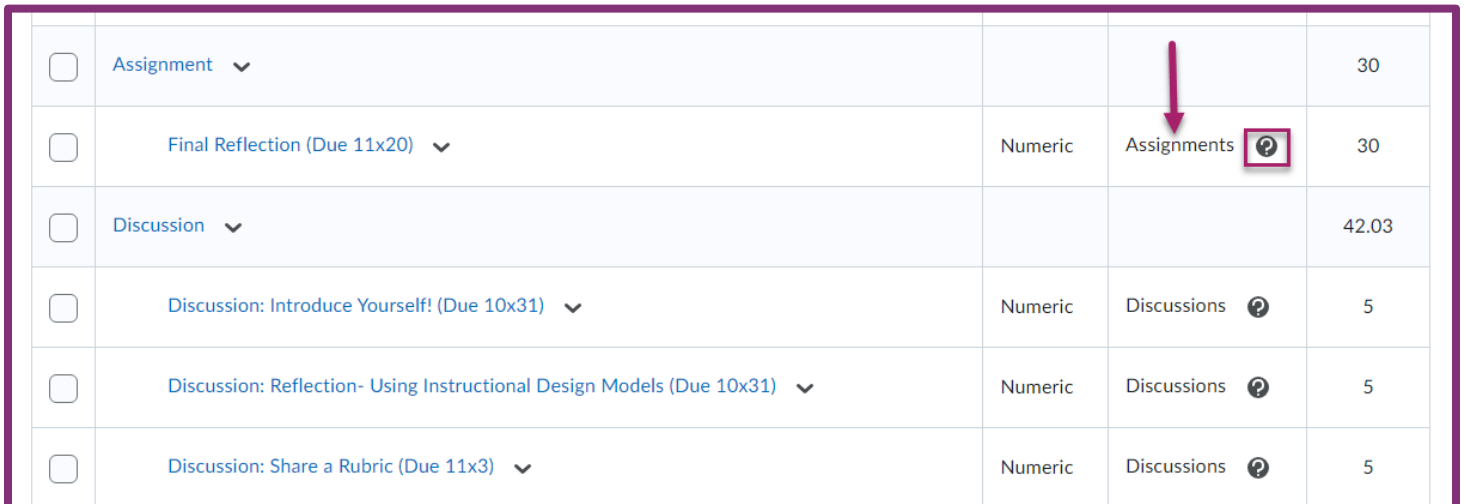
Enter Grades **Manage Grades** Schemes Setup Wizard ⚙ Settings 🔗 Help

New ▾ **More Actions** ▾

 Bulk Edit

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points
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If you see something written here with a (?) next to it, that indicates that it is an item from your course content that is associated with the gradebook. You should see these items categorized into Assignments, Discussions, and Quizzes, and you can find more information about the association by selecting the question mark icon.



<input type="checkbox"/>	Assignment ▾			30
<input type="checkbox"/>	Final Reflection (Due 11x20) ▾	Numeric	Assignments ?	30
<input type="checkbox"/>	Discussion ▾			42.03
<input type="checkbox"/>	Discussion: Introduce Yourself! (Due 10x31) ▾	Numeric	Discussions ?	5
<input type="checkbox"/>	Discussion: Reflection- Using Instructional Design Models (Due 10x31) ▾	Numeric	Discussions ?	5
<input type="checkbox"/>	Discussion: Share a Rubric (Due 11x3) ▾	Numeric	Discussions ?	5

If you see gradebook columns with no association (as shown below), this tells us that these columns came over from Blackboard but are not currently associated with any activities or assessments in the course.

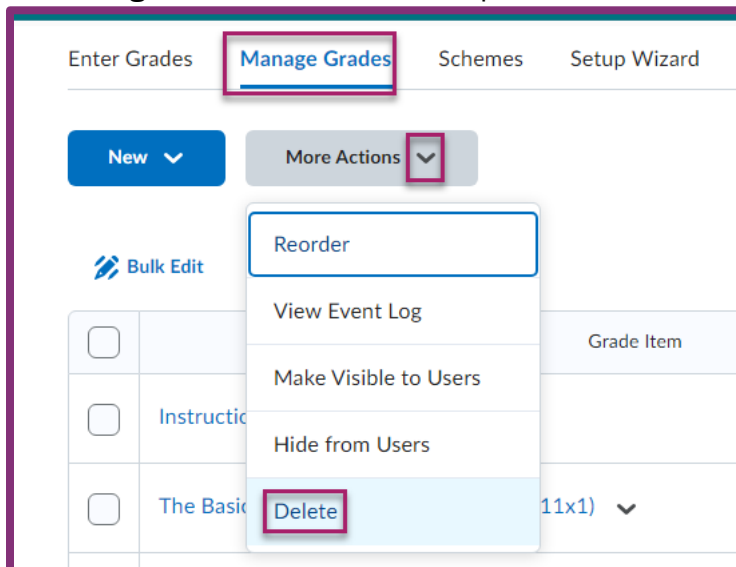
<input type="checkbox"/>	Grade Item	Type	Association	Max. Points
<input type="checkbox"/>	Instructional Design Review Fixed ▼	Numeric	-	11
<input type="checkbox"/>	The Basics of Bloom's Taxonomy (Due 111x1) ▼	Numeric	-	20
<input type="checkbox"/>	Course Alignment Activity ▼	Numeric	-	11

In most cases, these are from third-party tools that will need to be rebuilt in Brightspace. **To avoid confusion, it is recommended to delete these columns before adding your third-party content.** Otherwise, you will end up with duplicate columns, which is much more difficult to manage!

Deleting Extra Columns

To delete extra columns with no association:

1. [Take a screenshot](#) of your gradebook in “Manage Grades” view so that you have a reference of which columns have no association. Depending on how many items are in your gradebook, you may need to take several screenshots. You can paste them into a word document for now.
2. In “Manage Grades,” select the dropdown for “More Actions” and select Delete.



- Check the box(es) next to the column(s) you want to delete and select the Delete button at the bottom of the screen.

<input type="checkbox"/>	Name	Type
<input type="checkbox"/>	Instructional Design Review Fixed	Numeric
<input type="checkbox"/>	The Basics of Bloom's Taxonomy (Due 11x1)	Numeric
<input type="checkbox"/>	Course Alignment Activity	Numeric
<input type="checkbox"/>	Assessment Types Practice 10-11	Numeric
<input type="checkbox"/>	Course Resources and Alignment (11x7)	Numeric
<input type="checkbox"/>	22 Tips for Course Videos	Numeric
<input type="checkbox"/>	Exploring Third Party Interaction Tools	Numeric

Part 2: Reorganizing Course Content

When course content is exported from Blackboard and imported to Brightspace, a module will be set up for each content area in Blackboard's side menu (the black rectangle), excluding those that link to a specific tool- like Announcements and Discussions. Any folders or modules from those content areas will become submodules, with additional nested folders/modules becoming sub-submodules, etc.

Here is an example:

Blackboard Content Areas/Folders

The screenshot shows the Blackboard interface with a side menu on the left and a main content area on the right. The side menu includes the following items: Information, Course Content, My Awards, Discussions, My Grades, Tools, and Hypothes.is sample. Yellow arrows point to 'Information', 'Course Content', and 'Hypothes.is sample'. The main content area displays a message: "Information, Course Content, and Hypothes.is sample will migrate as modules. The other items link to tools, and while the content there will migrate, the menu items will not." Below the message, a module titled "Module 3: Finding, Creating, and..." is visible.

Start Here (Due 10/31)

Click on the name of the folder to open it.
 Inside this folder, you will find:

- An Introduction to your instructor
- Course Overview and Navigation Video
- Introduce Yourself Discussion Forum
- Course Schedule
- Syllabus
- Syllabus Scavenger Hunt*

This example has a folder for "Start Here" followed by a series of chronological modules.

***You must score at least 80% on the syllabus scavenger hunt to unlock Module 1.**

The content in this folder will take approximately 15-30 minutes to complete.

Module 1: Planning Your Online Course (Due 11/1)

Availability: Item is available, but some students or groups may not have access.
 Enabled: Adaptive Release
 Click the title to launch the module.

This module will take approximately 1-2 hours to complete.

Module 2: Creating Online Assessments (Due 11/3)

Availability: Item is available, but some students or groups may not have access.
 Enabled: Adaptive Release
 Click the title to launch the module.

This module will take approximately 1 hour to complete.

Brightspace Modules/Submodules

Table of Contents 91

- Information 6
- Course Content 84
- Hypothes.is sample 1
- Hidden

Add a module...

Table of Contents v

Import Course v

Bulk Edit

Related Tools v

Expand All | Collapse All

Information

Course Content

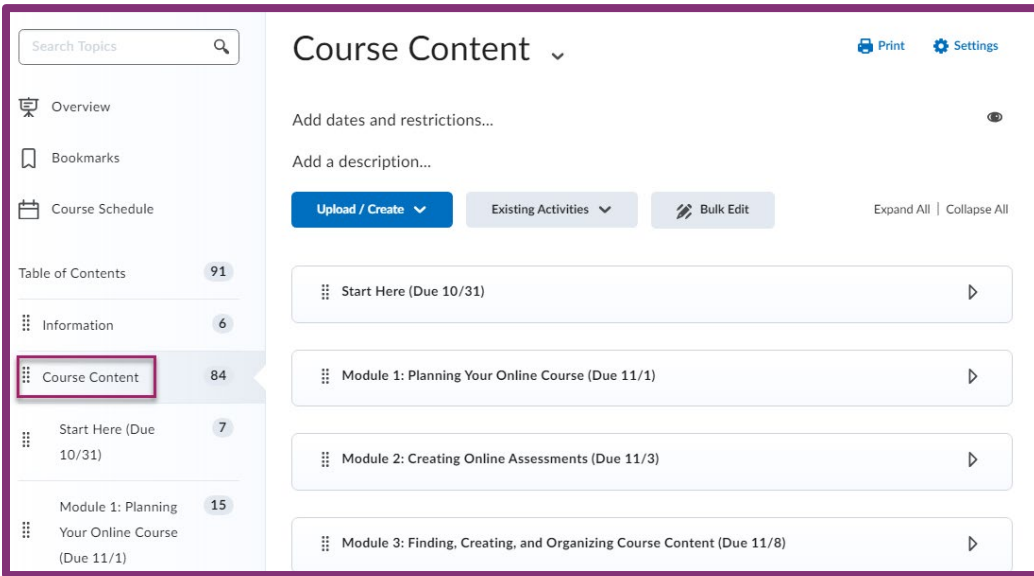
Hypothes.is sample

Add a module...

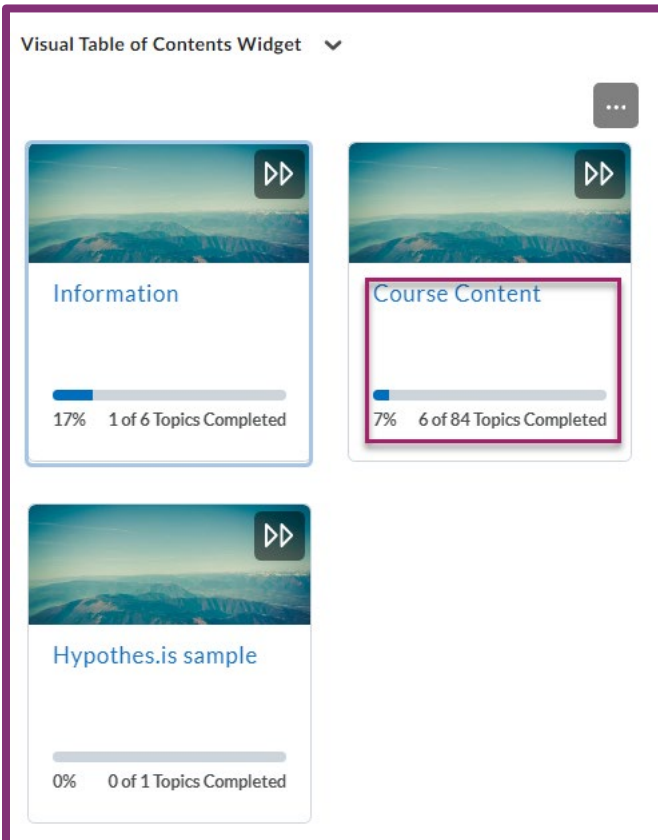
Instructional Design & Learning Excellence

| Created by Heather Young Mandujano | September 2024

In this instance, students entering the course would select Content from the teal navigation bar, then click into Course Content, and then click into a submodule to begin working.



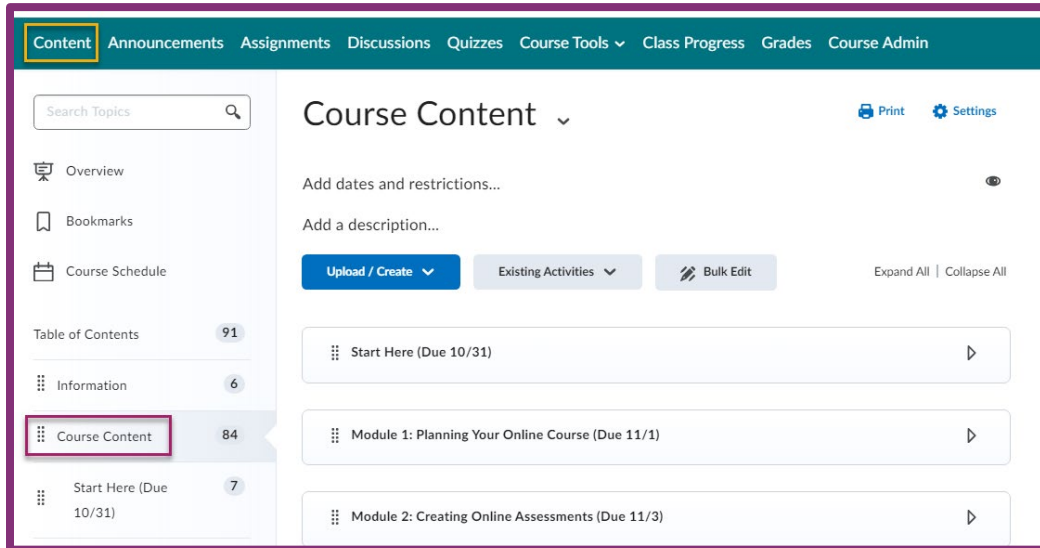
This also means that their progress will be shown on the Visual Table of Contents Widget (on the course home page) as just the one “Course Content” module, rather than the individual modules, and this layout also prevents students from using the widget to quickly pick up where they left off.



A better option would be to eliminate the need for submodules by moving each of them to be its own module.

Step 1: Navigate to Course Content

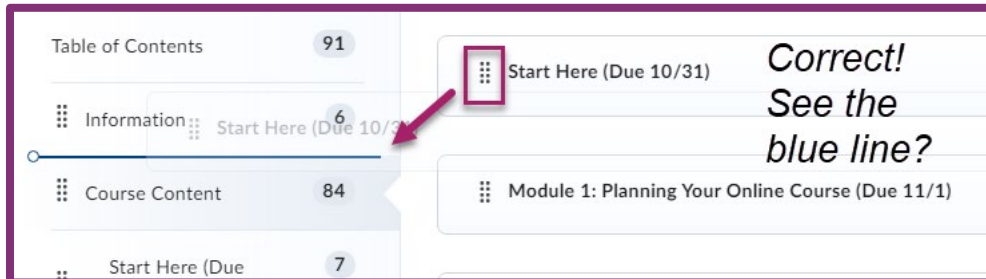
- Select “Content” in the Teal Navigation Bar.
- Select “Course Content” from the Table of Contents on the left.



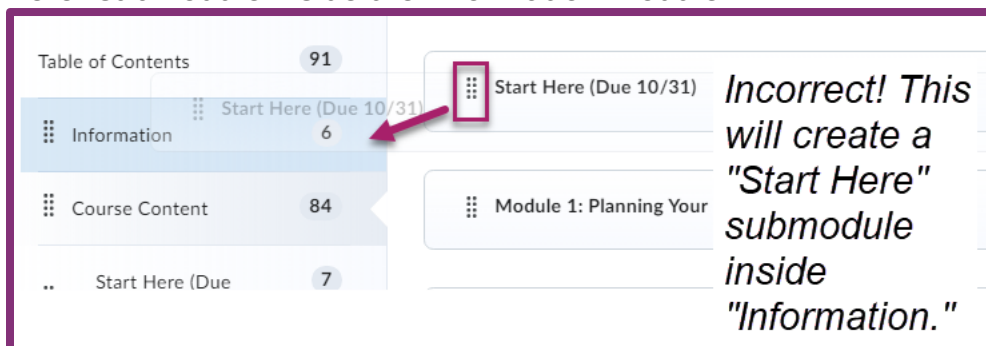
Step 2: Move each submodule to the Table of Contents

- Select the chocolate bar next to a module
- Drag it to the Table of Contents on the left.
- **Important:** Make sure you see the blue line indicating where the module will go. If one of the existing modules or submodules is shaded blue, that means you will be dropping the module inside of it as a submodule (or sub-submodule) instead of creating a stand-alone module.

CORRECT: Notice the blue line between modules indicated where “Start Here” will go.

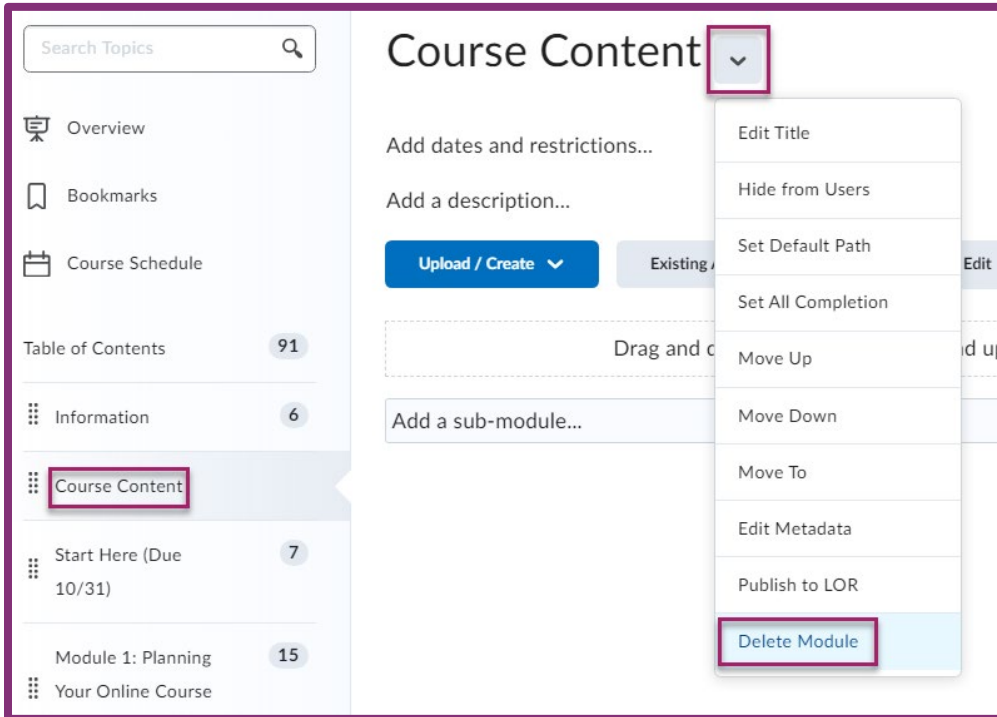


INCORRECT: Notice that “Information” is shaded, indicating that we are creating a “Start Here” submodule inside the Information module.



Step 3: Delete the empty Course Content module.

- Select “Course Content” from the Table of Contents on the left.
- Select the dropdown arrow next to the module name.
- Select delete.



Note, your course may be set up differently depending on your course layout in Blackboard. Because Brightspace modules are linear and designed for students to navigate through them using the “next” and “previous” buttons, it is recommended to set up chronological modules for your course – either by week, unit, or topic. If you need to do a larger reorganization on a course, you can create new modules with the appropriate titles (Week 1, Unit 1, Module 1, or descriptive topic names) and then drag individual content items from your existing modules into the new ones.

Relink Third Party Tools

All LTI integrated third party tools (such as PlayPosit, Softchalk, Mediasite, publisher content, etc.) will need to be relinked in Brightspace. The good news is, you will only need to do this once! Learn more about how to add third party tools from our [helpful guide](#).

Note: LTI tools with graded components should automatically populate to the gradebook. Some will default to 100 points for the column, however you can easily change this in “Manage Grades.”

Go the Extra Mile!

Because Brightspace is designed linearly, you may want to consider adjusting your module structure so that it is easier for students to navigate. Consider reorganizing your content to create sequential learning experiences for students. Here is an example of what you might choose to include.

Sample Module Structure

1. Begin with a **module introduction**. You may choose to utilize the module description or create a File/Webpage. You can include:
 - a. A brief welcome message.
 - b. A list of objectives addressed in the module.
 - c. How students will be assessed.
 - d. A to do list, and/or important due dates.
 - e. Instructions to select the “next” button at the top or bottom of the screen to move on.
2. Learning resources, like readings, videos, links, publisher content, files, or various third-party tools.*
3. Activities**, like discussions or interactive third-party tools, that provide an opportunity for practice, feedback, and/or reflection.
4. Assessments, like assignments or quizzes.
5. A module wrap-up page that may include:
 - a. A congratulatory message for completing the module (and letting students know they’ve reached the end).
 - b. A summary of what has been learned (refer to your objectives).
 - c. A preview of what is coming in the next module.
 - d. Next steps.

**All third-party tools will need to be relinked after migration. You will only need to do this once. See the section on [Third Party Tools](#) above for more details.*

***To help keep students engaged, you may choose to intersperse your resources and activities, or create some formative assessments to correspond with various resources.*

Sample Courses

If you’d like to explore some common course layouts and see what it’s like to navigate through them as a student, we have several sample courses available for you! You can [use the discover menu](#) to self-enroll. Under Discover, try searching for the following:

- **Sample Course Layouts:** There are currently five sample layouts with one module completed and the others set up as a template. If you find one you like, you can download the module structure and import it into your own sandbox, where it can be customized.
- **Beyond Basics:** A workshop on online teaching that has been moved over from Blackboard. This course will allow you to see more of a “completed” course. You can click around as a student, and even practice submitting assignments, taking quizzes, posting in a discussion, and even trying out some third-party tools.

Get Help!

If you’re not sure what type of course layout works best for your course, or if you’d like to have your course layout reviewed, [make an appointment](#) for Course Review with the Instructional Design Team.

If you need help with the mechanics of moving things around in your course site, please contact the [Help Desk](#).



Part 3: Reorganizing Discussions

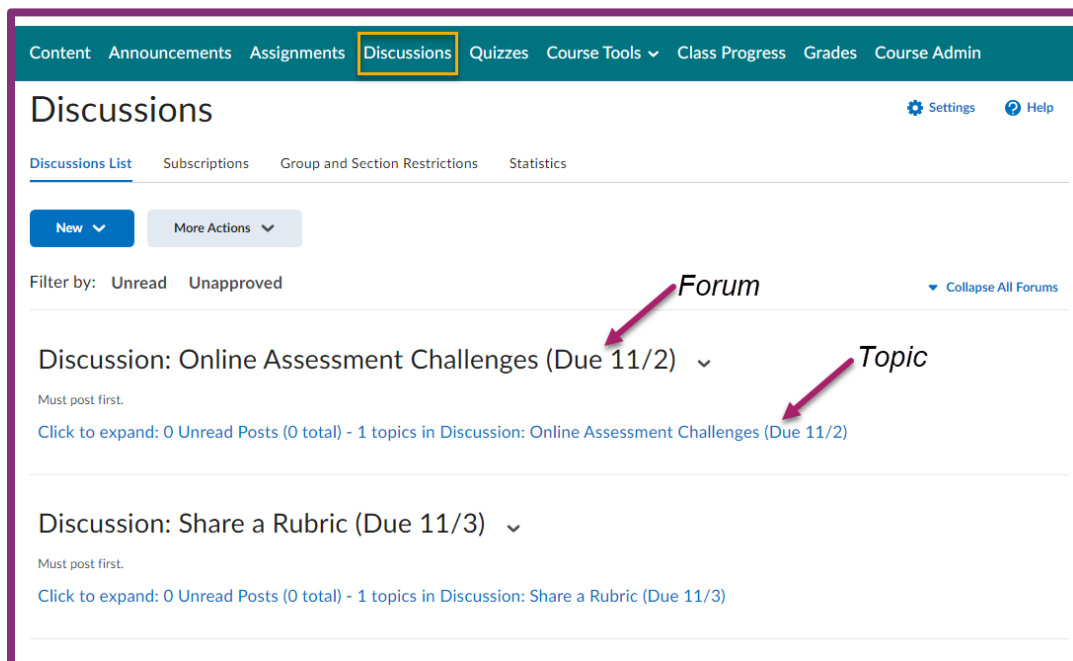
Brightspace uses a unique system for organizing discussions.

- **Forum:** A container used for organizing Discussions.
- **Topic:** A prompt you construct that your students will respond to.
- **Thread:** A response to a Topic, either by students or faculty.
 - Students and faculty can also reply to threads.

[Learn more](#) about how Brightspace organizes discussions.

How will Brightspace organize my discussions?

When you export your discussion from Blackboard and import them into Brightspace, a forum is created for each discussion topic, meaning that each forum has one topic in it. The forum and topic will share the same name.



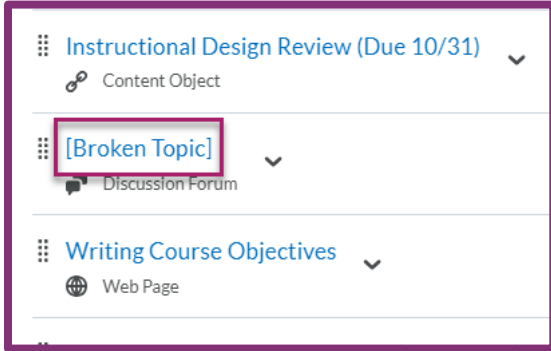
The screenshot shows the Brightspace interface for the 'Discussions' section. The navigation bar includes 'Content', 'Announcements', 'Assignments', 'Discussions' (highlighted), 'Quizzes', 'Course Tools', 'Class Progress', 'Grades', and 'Course Admin'. Below the navigation bar, there are tabs for 'Discussions List', 'Subscriptions', 'Group and Section Restrictions', and 'Statistics'. A 'New' button and a 'More Actions' dropdown are visible. The 'Filter by' section shows 'Unread' and 'Unapproved' options. The main content area displays a list of discussions. The first discussion is 'Discussion: Online Assessment Challenges (Due 11/2)'. A red arrow points to the word 'Forum' above this discussion, and another red arrow points to the word 'Topic' above the discussion title. Below the discussion title, there is a link to expand the discussion: 'Click to expand: 0 Unread Posts (0 total) - 1 topics in Discussion: Online Assessment Challenges (Due 11/2)'. The second discussion is 'Discussion: Share a Rubric (Due 11/3)'. Below its title, there is a link to expand: 'Click to expand: 0 Unread Posts (0 total) - 1 topics in Discussion: Share a Rubric (Due 11/3)'. A 'Collapse All Forums' link is also present.

Should I reorganize the forums/topics?

You can keep this structure, especially if you have a minimal or moderate number of discussions in your course. You may choose to reorganize your discussions by creating new forums (perhaps grouping them by week or topic) and then moving your discussion topics to the appropriate forum. [Learn more.](#)

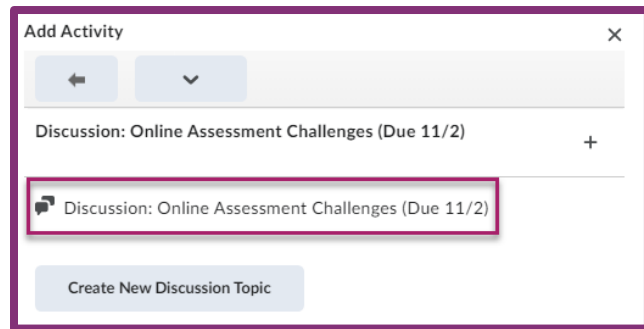
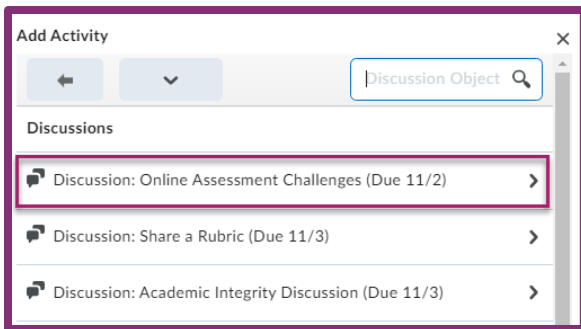
If you had your Blackboard discussions deployed in a folder or module, they should still be there after migration. **If you decide to reorganize your forums/topics, or if you have reorganized your modules, please double check the modules where discussions are deployed to make sure the discussion topic is still linked.**

If the link is broken, it will display as “[Broken Topic].”



To fix:

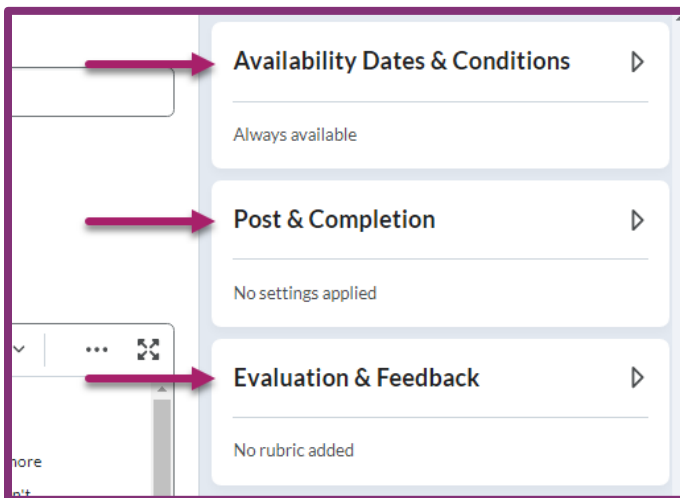
- Select the words “[Broken Topic]”
- Select the correct forum, and then select the correct topic.



Check Settings

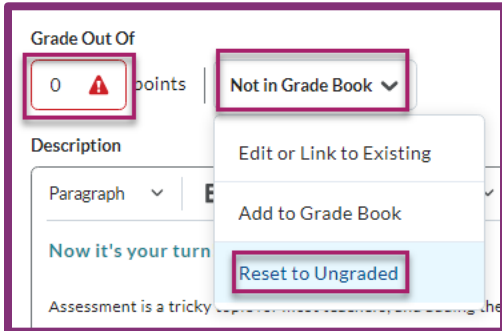
Once you have organized your discussion forums and topics, spot check a few of them to make sure that any settings you had in Blackboard have carried over. You may also want to take advantage of settings unique to Brightspace. [Learn more about discussion settings.](#)

To access the setting below, select a topic to open it, select the dropdown arrow next to the topic title, and select edit.



Ungraded Discussions

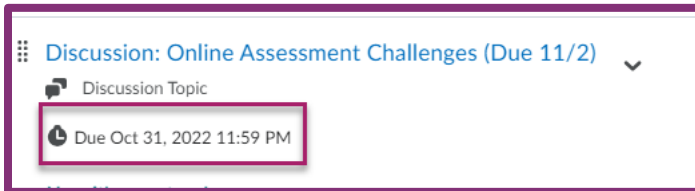
If you had an ungraded discussion in Blackboard, it will come over with zero points and “Not in Gradebook.” This is a setting that Brightspace does not allow. You can either assign points and leave it out of the gradebook if you plan on providing feedback or change the setting to ungraded.



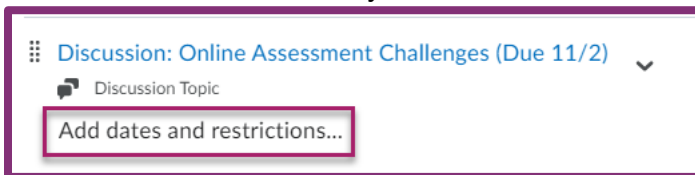
Due Dates

If you need to add or edit a discussion due date, the *only* way to do that is from where the discussion is linked inside a module.

- Locate the discussion topic in the module.
- If it has a due date, select the date to change it. Make sure to scroll down and select update to save.



- If there is no due date and you would like to add one, select “Add dates and restrictions.”



Part 4: Checking Quiz Questions

Most of Blackboard’s test questions will transfer seamlessly to Brightspace. Below is a list of question types that you will want to double check before finalizing your course.

Questions to Recreate

The following Blackboard question types do not have a Brightspace counterpart and will need to be recreated in another format. They will not transfer.

- Calculated Formula
- Hot Spot
- Opinion Scale (likert)
- Quiz Bowl

Please [make an appointment](#) with an instructional technologist if you need help designing alternatives for these question types.

Question Adjustments

Calculated Numeric

- Transfers as short answer, which does not have an option to add a +/- range.
- Can recreate the question as Arithmetic.

Either/Or

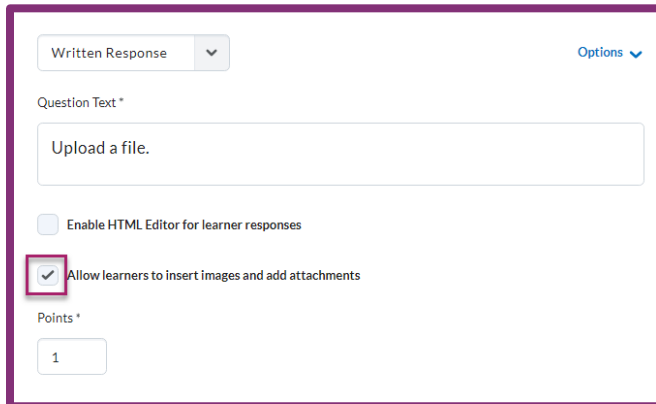
- Transfers as True/False
- Update question text if using True/False works for your answers.
- If not, change to multiple choice with two options for your answer choices.

Essay

- Transfers as written response.
- Cannot attach a rubric to the question (also not possible on other question types)

File Response

- Transfers as Written Response question.
- Edit the question and check the box that says, “Allow learners to insert images and add attachments.”



Written Response Options

Question Text *

Upload a file.

Enable HTML Editor for learner responses

Allow learners to insert images and add attachments

Points *

1

Fill in Multiple Blanks

- Transfers as Fill in the Blanks.
- Does not have an option for partial credit.

Fill in the Blank

- Transfers as Short Answer
- Review question text to make sure the blank is in the correct place.

Jumbled Sentence

- Transfers as Matching.
- Review question text to make sure it makes sense in this format.

Matching

- Transfers as Matching.



- If you had the question set so that students could receive partial credit, it will reset as “all or nothing.” You can change this in the question settings.

Ordering

- Transfers as Ordering.
- If you had the question set so that students could receive partial credit, it will reset as “all or nothing.” You can change this in the question settings.

Short Answer

- Transfers as Written Response
- If it is a very short answer (1-3 words) and you want it to be autograded, recreate this question as Short Answer.

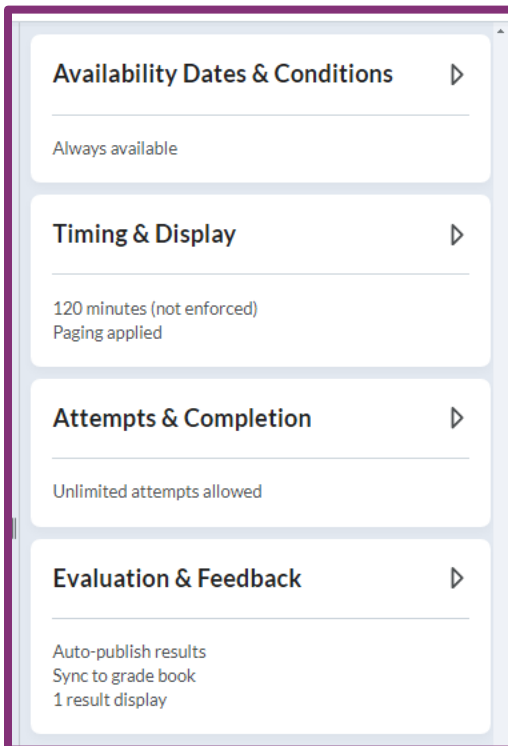
Questions with No Changes Needed

- Multiple Choice
- Multiple Answer (called Multi-Select in Brightspace)*
- True/False

**In our test, the Multi-Select question transferred correctly but was out of order. Please check your question order if you are not shuffling questions in your quiz.*

Quiz Settings

Make sure to check your quiz settings – not everything will align perfectly from Blackboard. For example, quizzes with no timer in Blackboard will be automatically assigned to 120 minutes in Brightspace.



Test Pools and Random Blocks

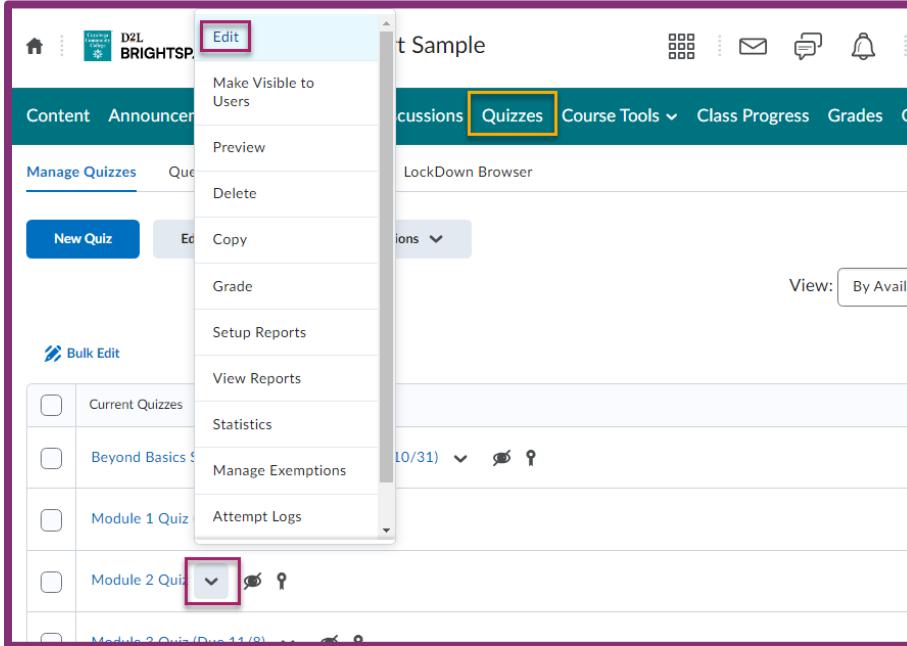
If you were using Blackboard's random blocks in conjunction with test pools, you'll need to do some minimal set up in Brightspace.

Terminology:

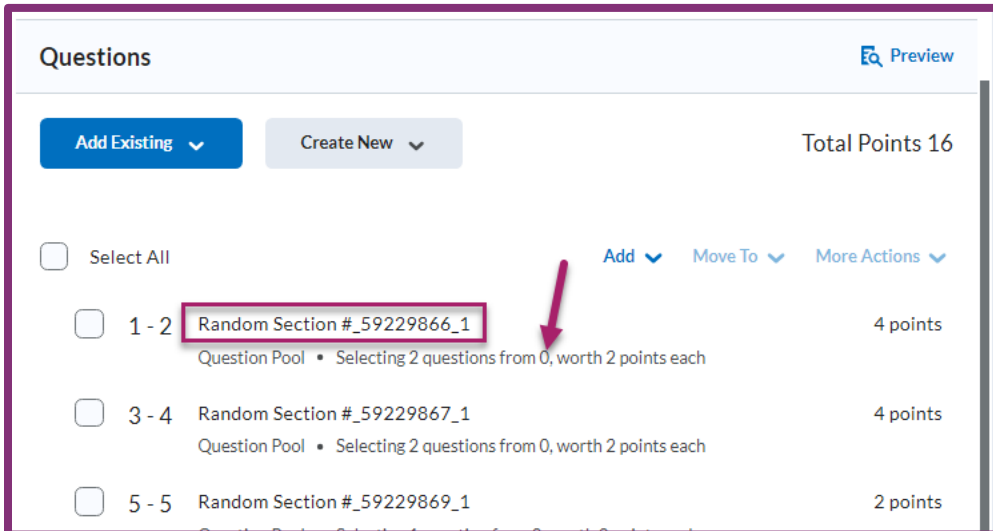
- Blackboard Test Pool = Brightspace Question Pool
- Blackboard Random Block = Brightspace Section

Steps to Fix:

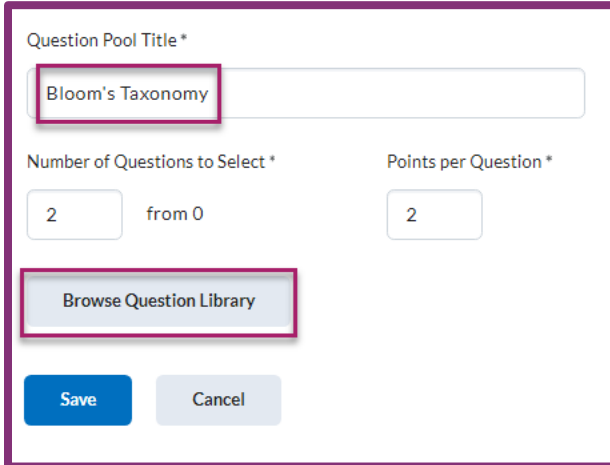
1. Go to Quizzes and select the dropdown arrow next to a quiz to edit it.



2. Notice that your sections are there, but the names haven't transferred, and the questions are not assigned. Select the name of the section to open it.

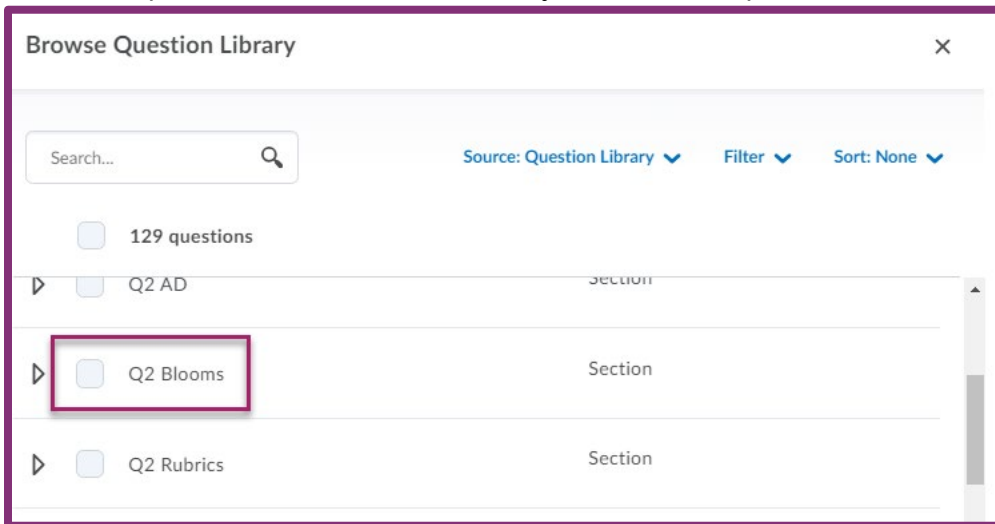


3. Rename the section and then select “Browse Question Library.”



The screenshot shows a form for configuring a question pool. At the top, there is a text input field labeled "Question Pool Title *" containing the text "Bloom's Taxonomy". Below this are two input fields: "Number of Questions to Select *" with the value "2" and "from 0", and "Points per Question *" with the value "2". A button labeled "Browse Question Library" is highlighted with a red box. At the bottom, there are two buttons: "Save" (blue) and "Cancel" (grey).

4. Select the pool from the Question Library and select Import.



The screenshot shows a "Browse Question Library" dialog box. It has a search bar at the top left and a search icon. To the right of the search bar are three dropdown menus: "Source: Question Library", "Filter", and "Sort: None". Below the search bar, there is a summary line that says "129 questions". A list of sections follows, each with a right-pointing triangle icon and a checkbox. The sections are: "Q2 AD", "Q2 Blooms" (highlighted with a red box), and "Q2 Rubrics". Each section is followed by the word "Section".

5. The number questions and points per question should have transferred from Blackboard, but feel free to adjust these numbers if you need to. You can also edit questions from here by selecting them. Then select Save.

Question Pool Title *

Bloom's Taxonomy

Number of Questions to Select *

2 from 6

Points per Question *

2

Browse Question Library

Which of the followi
Multiple Choice • Also in Question Library

Which of the followi 2
Multiple Choice • Also in Question Library

Which of the followi 3
Multiple Choice • Also in Question Library

Which of the followi 4
Multiple Choice • Also in Question Library

Save Cancel

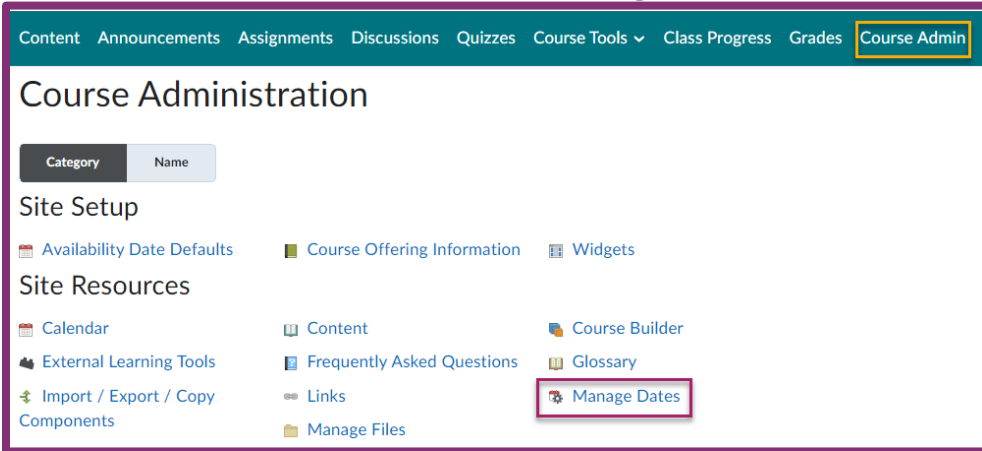
Part 5: Adjusting Dates

This section will cover adjusting due dates and release dates for various types of content.

- **Due dates** will migrate with your content. You can adjust all of them by a certain amount using the **offset dates** tool, described below.
 - You can manually adjust due dates on individual items by locating the item in a module or by locating and assignment or quiz in via the teal navigation bar.
 - For **discussions**, you will need to access the discussion in a module to adjust the due date.
 - Brightspace also allows you to add a due date to a module (optional, but this will add it to the calendar for your students, which may be helpful).
- **Availability dates** will migrate for folders/modules and assignments. You will need to reset them for quizzes and discussions. Make sure to check your course carefully!
- **Release conditions:** If you had **adaptive release** set up in Blackboard, you will need to set up release conditions in Brightspace manually.

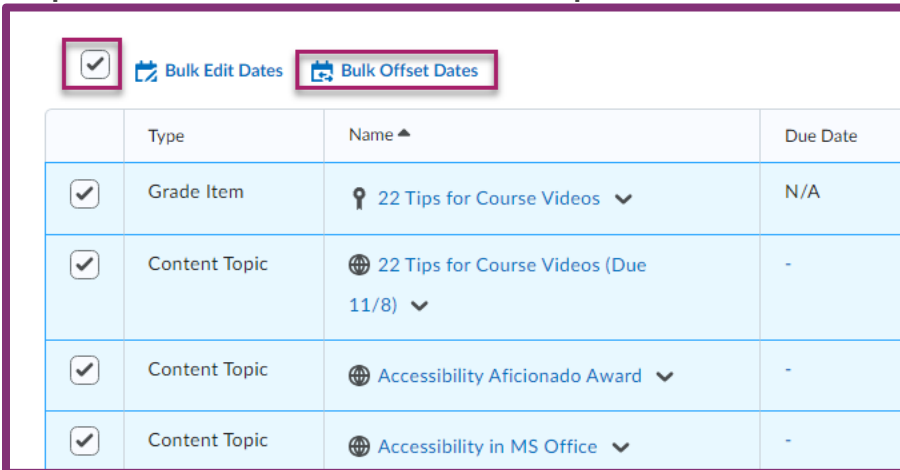
Offset Dates

Step 1: Under Course Admin, select “Manage Dates.”



The screenshot shows the Course Administration interface. At the top, a navigation bar includes links for Content, Announcements, Assignments, Discussions, Quizzes, Course Tools, Class Progress, Grades, and Course Admin (highlighted with a yellow box). Below the navigation bar is the 'Course Administration' title and a search bar with 'Category' and 'Name' filters. The main content area is divided into 'Site Setup' and 'Site Resources'. Under 'Site Resources', the 'Manage Dates' option is highlighted with a red box.

Step 2: Select the checkmark at the top to select all and then select “Bulk Offset Dates.”



The screenshot shows the Bulk Edit Dates page. At the top, there are two buttons: 'Bulk Edit Dates' and 'Bulk Offset Dates' (highlighted with a red box). Below the buttons is a table with four columns: Type, Name, and Due Date. The table contains four rows of items, each with a checkmark in the first column. The 'Bulk Offset Dates' button and the checkmarks in the first column of the table are highlighted with red boxes.

	Type	Name ▲	Due Date
<input checked="" type="checkbox"/>	Grade Item	🔑 22 Tips for Course Videos ▼	N/A
<input checked="" type="checkbox"/>	Content Topic	🌐 22 Tips for Course Videos (Due 11/8) ▼	-
<input checked="" type="checkbox"/>	Content Topic	🌐 Accessibility Aficionado Award ▼	-
<input checked="" type="checkbox"/>	Content Topic	🌐 Accessibility in MS Office ▼	-

Step 3: Decide what you want to offset, and how you would like to make the calculation.

- **Offset by direction and range** gives you the opportunity to select specific number of days, and you can move the due dates forward or backward. This option allows you full customization and is helpful if you need to move dates backwards.
- **Calculate range between two dates** will offset everything by the distance between two dates. This is helpful if you know the start date from the term you copied from, and the start dates of the term coming up.

Bulk Offset Dates

Dates to Offset

Due Date

Start Date

End Date

Other activity dates

Offset by direction and range

Calculate range between two dates

Make sure to **save** when you are finished.

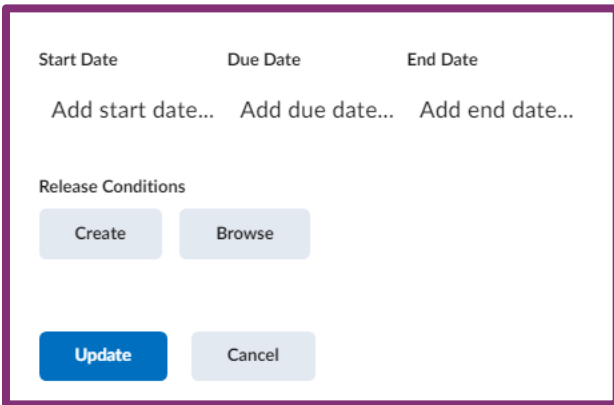
Modules

Step 1: Select “Content” in the teal navigation bar, select the module title from the Table of Contents, and select “Add Dates and Restrictions.”

The screenshot displays a course management interface. At the top, a teal navigation bar contains the following tabs: Content, Announcements, Assignments, Discussions, Quizzes, Course Tools, Class Progress, Grades, and Course Admin. The 'Content' tab is selected. Below the navigation bar, the page title is 'Module 1: Planning Your Online Course (Due 11/1)'. On the left side, there is a 'Table of Contents' with the following items: Overview, Bookmarks, Course Schedule, Table of Contents (92), Information (6), Course Content, Start Here (Due 10/31) (7), and Module 1: Planning Your Online Course (Due 11/1) (16). The 'Module 1: Planning Your Online Course (Due 11/1)' item is highlighted with a red box. The main content area shows a list of activities. The first activity is 'Module 1 Overview' (Web Page). The second activity is 'Online Mythbusters Survey (Due 10/31)' (Survey). The third activity is 'Mythbusters Answers' (Web Page). The 'Add dates and restrictions...' button is highlighted with a red box.

Step 2: Add or edit start dates, due dates and end dates.

Note: Brightspace gives you the option to add a due date to a module, which was not possible in Blackboard.



The screenshot shows a form with three columns: Start Date, Due Date, and End Date. Below each column is a text input field with the placeholder text "Add start date...", "Add due date...", and "Add end date..." respectively. Underneath these fields is a section titled "Release Conditions" with two buttons: "Create" and "Browse". At the bottom of the form are two buttons: "Update" (highlighted in blue) and "Cancel".

Step 3: Add Release Conditions if desired.

For example, you might want students to complete an attempt on the Syllabus Quiz before being able to access Module 1.

Step 4: Select "Update."

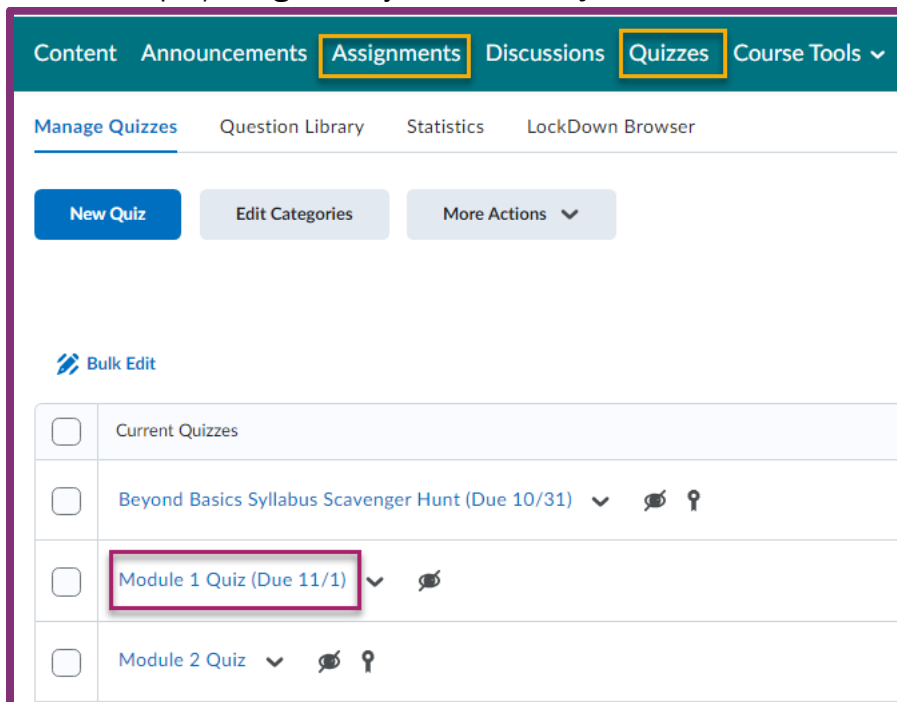
Individual Content Types

Quizzes and Assignments

There are two ways to adjust due dates and availability dates on quizzes and assignments

Option 1: Teal Navigation bar

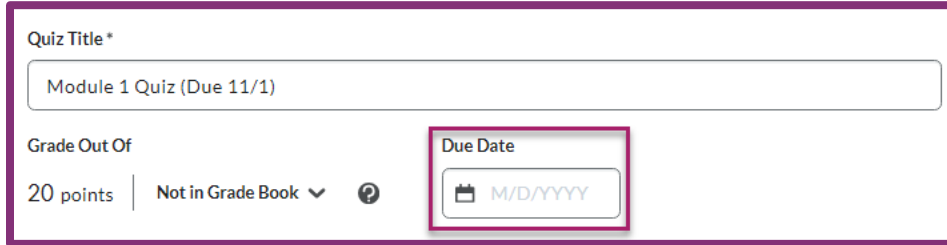
1. Select Quizzes or Assignments from the navigation bar.
2. Select the quiz/assignment you want to adjust.



The screenshot shows the Brightspace interface. At the top is a teal navigation bar with tabs for Content, Announcements, Assignments, Discussions, Quizzes, and Course Tools. The "Quizzes" tab is highlighted with a yellow box. Below the navigation bar is a sub-menu with "Manage Quizzes", "Question Library", "Statistics", and "LockDown Browser". Under "Manage Quizzes" are buttons for "New Quiz", "Edit Categories", and "More Actions". Below these buttons is a "Bulk Edit" section. A table lists quizzes with checkboxes, titles, due dates, and icons. The "Module 1 Quiz (Due 11/1)" row is highlighted with a red box.

Checkbox	Quiz Title	Due Date	Dropdown	Eye Icon	Key Icon
<input type="checkbox"/>	Current Quizzes				
<input type="checkbox"/>	Beyond Basics Syllabus Scavenger Hunt	Due 10/31	▼	👁	🔑
<input type="checkbox"/>	Module 1 Quiz	Due 11/1	▼	👁	
<input type="checkbox"/>	Module 2 Quiz		▼	👁	🔑

3. Add or edit the due date.



Quiz Title*

Module 1 Quiz (Due 11/1)

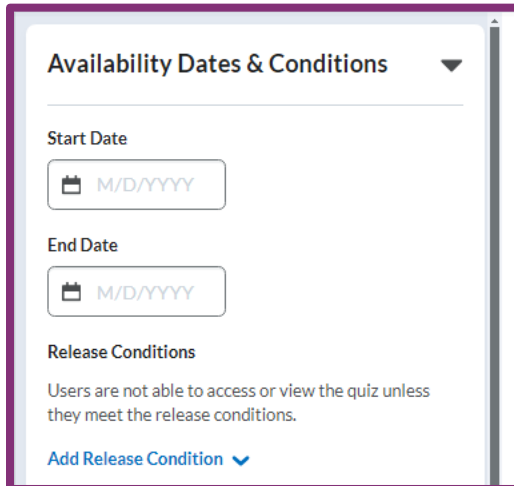
Grade Out Of

20 points | Not in Grade Book ▾ ⓘ

Due Date

📅 M/D/YYYY

4. Select “Availability Dates and Conditions” from the menu to the right to adjust availability dates and/or release conditions.



Availability Dates & Conditions ▾

Start Date

📅 M/D/YYYY

End Date

📅 M/D/YYYY

Release Conditions

Users are not able to access or view the quiz unless they meet the release conditions.

[Add Release Condition ▾](#)

5. Save and close.

Discussions

- You can adjust availability dates for discussion topics via the Discussions link in the teal navigation bar. Follow the same process as quizzes/assignments outlined above.
- The only way to add or edit due dates for discussions is from the module in which they are deployed. Follow the [instructions](#) listed previously in this document.

Announcements

If you had start dates on your announcements, they should migrate from Blackboard. These can be adjusted using “offset dates” as describe above. Or you can manually adjust them following the process below.

Note: If you make no adjustments, all announcements will be visible to students in the same order in which they were listed in your Blackboard course. In most cases, that is with the last announcement of the semester on top.

Step 1: Select Announcements from the teal navigation bar and then select the announcement you want to edit.

Content **Announcements** Assignments Discussions Quizzes Course Tools ▾ Class Progress

Announcements

[New Announcement](#) [More Actions ▾](#)

Search For... [Show Search Options](#)

[Delete](#)

<input type="checkbox"/>	Title	Start Date
<input type="checkbox"/>	IT'S THE LAST DAY! ▾	Nov 21, 2022 2:00 PM

Good morning!

Step 2: Scroll down past the announcement to add start/end dates.
If you scroll down a bit more, you can also add release conditions.

Availability

Show Start Date

Always show start date

If unchecked, only users with permission to edit announcements will be able to see the start date in the Announcements tool.

Start Date

End Date

Remove announcement based on end date

Step 3: Select “Update” to save your work.

Unavailable vs. Hidden

Brightspace has two options to prevent students from accessing various items in your course.

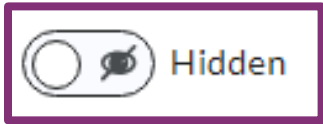
Unavailable

Set items as available or unavailable by selected start and end dates. When an item is unavailable, students will be able to see that it exists, but they will not be able to click on it or open it.



Hidden

If you want to prevent students from seeing an item altogether, you must manually hide it by selecting the eye icon.



You will see these icons throughout your course, and visibility can be edited either from the modules or by accessing items from the teal navigation bar.

IMPORTANT: You must *manually* unhide the item in order for students to be able to see it during the availability window. Hiding an item trumps making it available via release dates.

Part 6: Miscellaneous

Assignments

Assignments from Blackboard should transfer relatively seamlessly to Brightspace. Make sure to check your settings and rubrics, as there may be some slight differences based on options available in each LMS. You will also need to set up the “Overall Rubric” at the bottom of each.

SafeAssign → TurnItIn

Because SafeAssign is owned by Anthology (the company that owns Blackboard), it is not available in Brightspace. If you want to use a plagiarism checker on an assignment, you will need to set it up with [TurnItIn](#).

Availability Dates: Modules vs. Individual Items

Note that setting availability dates on a module *does not* affect the availability of items inside that module. For example, let’s say you have a module that contains a quiz. The module is set to release at a certain date, which means students can see the module, but cannot open anything inside it. Students could still access the quiz from the Quizzes tab in the teal navigation bar *unless* you have also set availability dates on the quiz itself. The same rule is true for Assignments and Discussions.

To fix: If you are using availability dates to release content, make sure to set them for the module *and* any Brightspace Assignments, Discussions, or Quizzes that live inside of it. You can set availability for individual items from the corresponding tabs in the teal navigation bar, or by locating the item in the module and adjusting the dates there.

Blackboard Tools with No Counterpart

Journals, Wikis, and Blogs from Blackboard do not have a counterpart in Brightspace. For help finding an alternative for these items, please work with an Instructional Technologist on the Instructional Design Team (see [Need Help?](#) below).

Journals

Journals show up in Brightspace as a file with nothing attached to it. The recommended solution is to create an assignment. You can copy and paste your prompt from Blackboard.

Wikis

Wikis transfer as a Web Page, which will contain anything you had typed in the wiki. If you are looking for a collaborative space, we recommend using Office 365 to create a shared document.

Blogs

Like Journals, Blogs will transfer as a file with nothing attached. The recommended solution is to create a discussion. You can copy and paste your prompt from Blackboard.

Check for Blackboard Artifacts

Make sure to thoroughly check your course, not just for the word “Blackboard” but also for any terminology that was unique to our prior LMS. You can navigate through your course and use CTRL+F (Command+F on Mac) to search for specific terms. Make sure to also check uploaded files, like your syllabus.

If you’re not sure which terminology has changed, please reference our [helpful glossary](#).

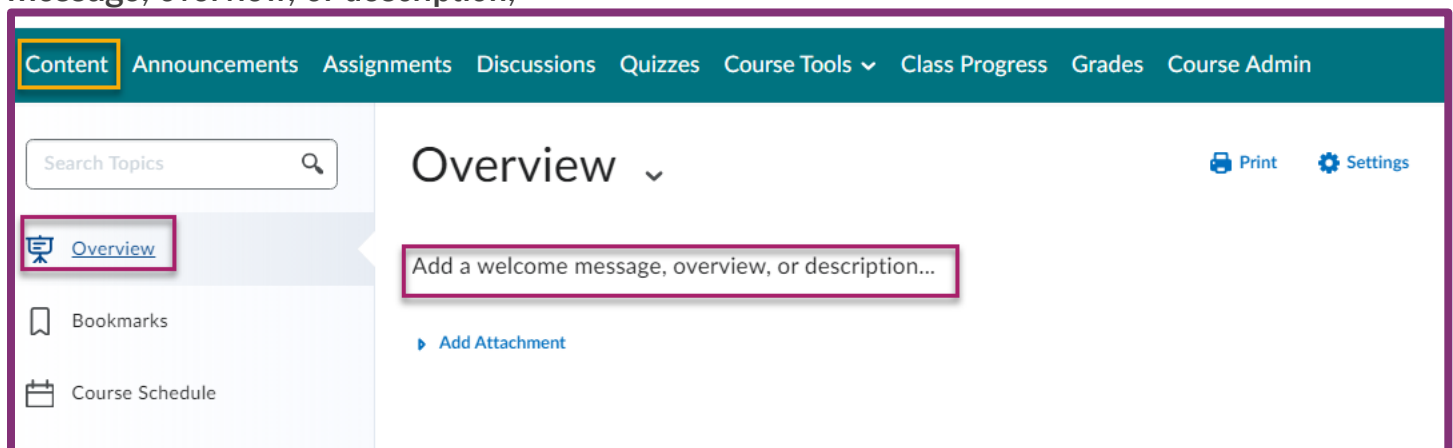
Course Overview

When your students navigate to “Content” for the first time, they will land on Brightspace’s Overview page. Because this page is unique to Brightspace, you will need to add some content to it. Here are some ideas:

- Copy and paste the catalog description and/or course outcomes from the [official course outline](#).
- Write a welcome message, introduce yourself, and tell students what to do first. This could also be a video.
- Include a navigation video (you may want to include the same video in your opening announcement and in your “Start Here” module to ensure students see it).
- Copy and paste the catalog description and/or course outcomes from the [official course outline](#).

Note that whatever you add should not live exclusively on the Overview page, because students may use the module widgets on the course home page to navigate—meaning they may miss the Overview page. If you’re not sure what to write, think about what would be most useful for students to see first in the course.

To edit the course overview, navigate to content, select Overview, and select “Add a welcome message, overview, or description,”



The screenshot shows the Brightspace interface. At the top, a teal navigation bar contains the following items: Content (highlighted with a yellow box), Announcements, Assignments, Discussions, Quizzes, Course Tools (with a dropdown arrow), Class Progress, Grades, and Course Admin. Below the navigation bar is a search box labeled 'Search Topics' with a magnifying glass icon. On the left side, there is a sidebar with three items: Overview (highlighted with a red box), Bookmarks, and Course Schedule. The main content area is titled 'Overview' with a dropdown arrow. It features a large text input field with the placeholder text 'Add a welcome message, overview, or description...' (highlighted with a red box) and a blue button labeled 'Add Attachment' below it. In the top right corner of the main content area, there are 'Print' and 'Settings' icons.

Files

Most uploaded files will transfer seamlessly to Brightspace. However, files with some special characters in the title will not. Make sure to check; you may need to upload some files.

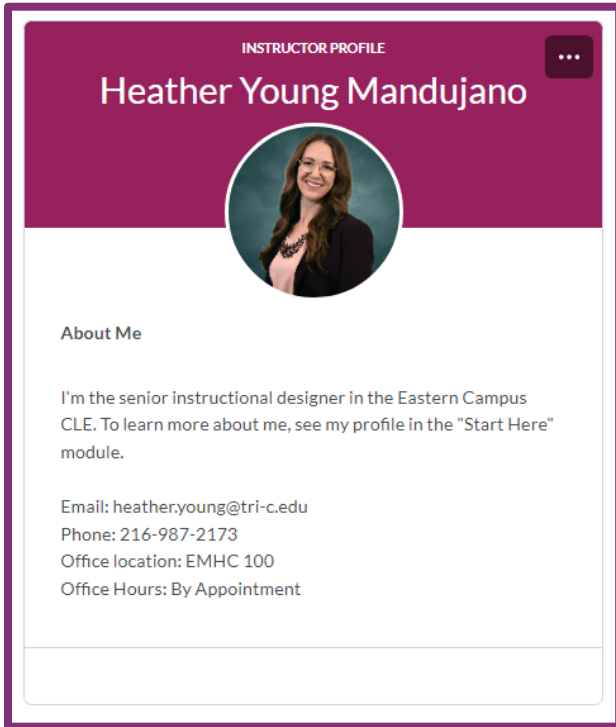


Accessibility/Ally

If you attached a file to an item in Blackboard, it will migrate as a hyperlink within a Brightspace webpage. This is perfectly functional, however it will prevent your students from accessing alternative formats provided by Ally. [Learn how to fix this.](#)

Instructor Information Widget

Each course home page has an Instructor Information widget, which is a great way to introduce yourself to the class and let them know when and how to contact you if they have questions. You can add your name, photo, brief bio, and contact information by selecting the three dots in the top right corner of the widget.



Text Formatting

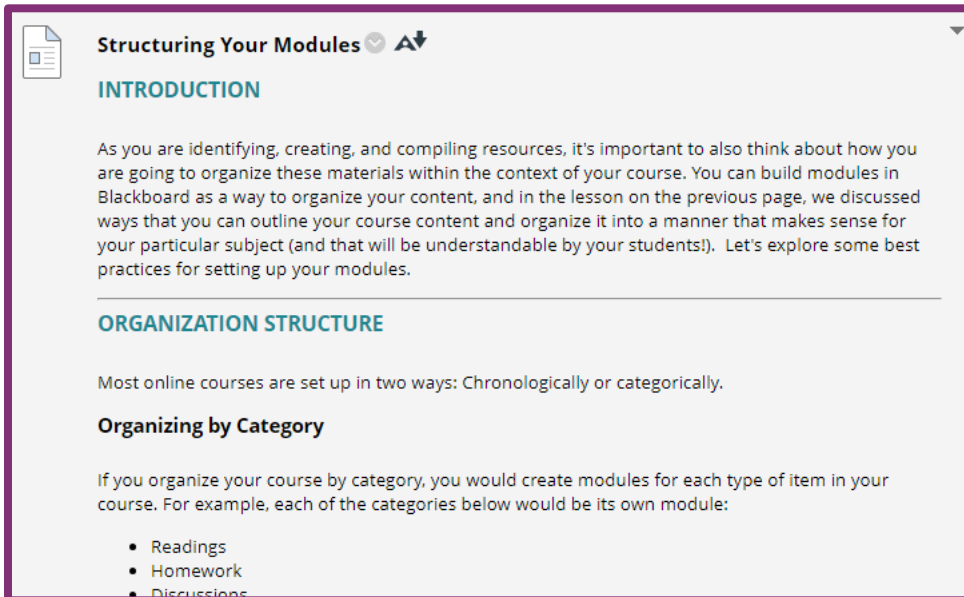
Depending on how text in your course is formatted, Brightspace may make some “unwelcome” changes when you export and import your content. Note: You will see the same issues any place that the text editor is used- Files/Webpages, Announcements, Discussions, Assignment/Quiz instructions, etc. To fix these issues, you will need to use the text editor, which can be accessed by selecting the dropdown arrow next to the item and selecting “edit” (or “edit HTML” if it is a file/webpage).



Here are a few items to lookout for.

Tiny fonts

Here is a comparison of the original item in Blackboard, and how it translated as a file/webpage in Brightspace.

Blackboard Original

A screenshot of a Blackboard content page titled "Structuring Your Modules". The page has a light gray background and a purple border. It features a document icon in the top left corner. The main heading is "INTRODUCTION" in blue. Below it is a paragraph of text. A horizontal line separates the introduction from the "ORGANIZATION STRUCTURE" section, also in blue. This section contains a paragraph and a sub-heading "Organizing by Category". Below this is another paragraph and a bulleted list with three items: "Readings", "Homework", and "Discussions".

Structuring Your Modules  

INTRODUCTION

As you are identifying, creating, and compiling resources, it's important to also think about how you are going to organize these materials within the context of your course. You can build modules in Blackboard as a way to organize your content, and in the lesson on the previous page, we discussed ways that you can outline your course content and organize it into a manner that makes sense for your particular subject (and that will be understandable by your students!). Let's explore some best practices for setting up your modules.

ORGANIZATION STRUCTURE

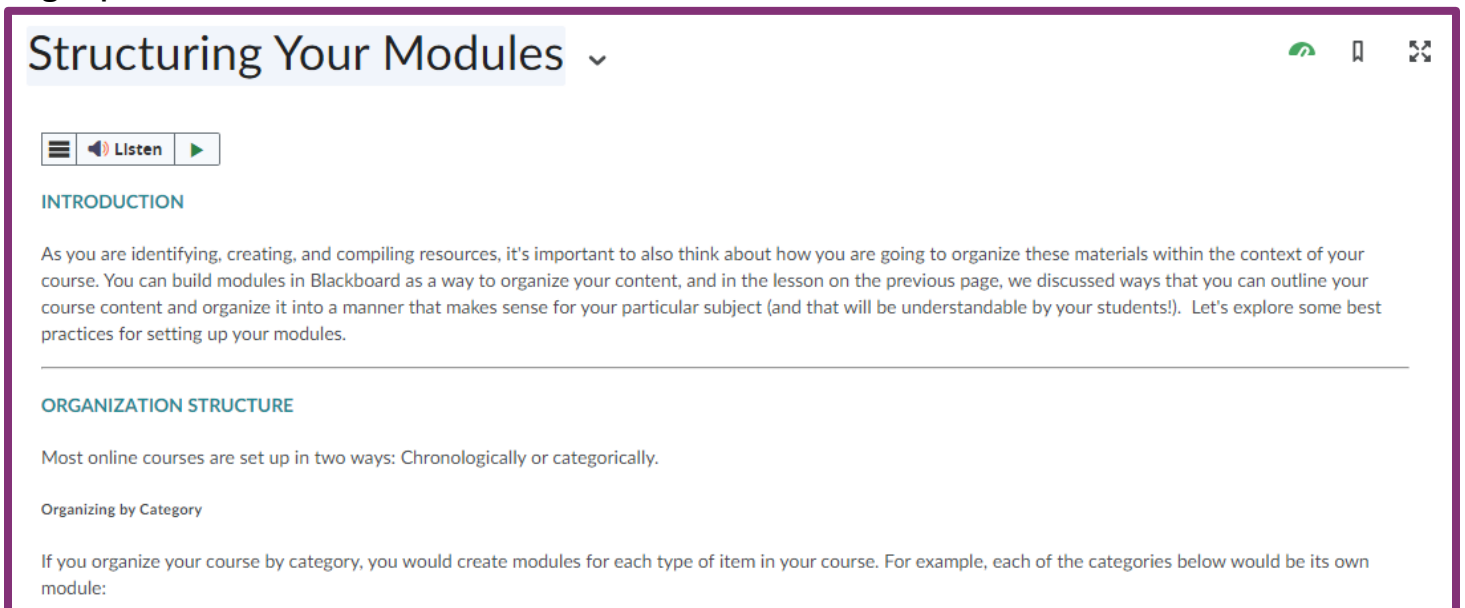
Most online courses are set up in two ways: Chronologically or categorically.


Organizing by Category


If you organize your course by category, you would create modules for each type of item in your course. For example, each of the categories below would be its own module:

- Readings
- Homework
- Discussions

Brightspace

A screenshot of a Brightspace content page titled "Structuring Your Modules". The page has a white background and a purple border. At the top, the title "Structuring Your Modules" is in a large, bold font, followed by a dropdown arrow. In the top right corner, there are three icons: a green speech bubble, a magnifying glass, and a square with an 'X'. Below the title is a "Listen" button with a speaker icon and a play button. The main heading is "INTRODUCTION" in blue. Below it is a paragraph of text. A horizontal line separates the introduction from the "ORGANIZATION STRUCTURE" section, also in blue. This section contains a paragraph and a sub-heading "Organizing by Category". Below this is another paragraph and a bulleted list with three items: "Readings", "Homework", and "Discussions".

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Organizing by Category

If you organize your course by category, you would create modules for each type of item in your course. For example, each of the categories below would be its own module:

- Readings
- Homework
- Discussions

While the font is small in both, it is more difficult to read in Brightspace. It is recommended to change the font size to Brightspace's default—19 pt.—to make content easier for your students to read.

Headings Out of Order

Using headings to organize your words is beneficial in many ways. Headings make content easier for students to find and read, improve accessibility, improve the overall look of your course, and can add a universal element of branding that brings everything together.

When exported/imported from Blackboard, the headings will look relatively normal but will not be tagged in the correct order. In the example below, the heading should be in order: Heading 1, Heading 1, and Heading 2. However, by opening the text editor, we can see that they are actually Heading 4, Heading 4, and paragraph text (which is also a smaller font size).

Structuring Your Modules

INTRODUCTION → *Heading 1 changed to Heading 4*

As you are identifying, creating, and compiling resources, it's important to also think about how you are going to organize these materials within the context of your course. You can build modules in Blackboard as a way to organize your content, and in the lesson on the previous page, we discussed ways that you can outline your course content and organize it into a manner that makes sense for your particular subject (and that will be understandable by your students!). Let's explore some best practices for setting up your modules.

ORGANIZATION STRUCTURE → *Heading 1 changed to Heading 4*

Most online courses are set up in two ways: Chronologically or categorically.

Organizing by Category → *Heading 2 changed to paragraph text*

If you organize your course by category, you would create modules for each type of item in your course. For example, each of the categories below would be its own module:

Check Accessibility

In addition to Ally, Brightspace has enhanced accessibility checking powers within the text editor. In this example, the blue-green color of the headings does not meet the color contrast standards to be accessible. Brightspace can check this for you directly in the text editor, and you can try different colors until you find one you like that is high-contrast.

Content Announcements Assignments Di

Edit HTML File

Structuring Your Modules

Hide from Users

Heading 4

INTRODUCTION

As you are identifying, creating, and compiling resources, it's important to also think about how you are going to organize these materials within the context of your course. You can build modules in Blackboard as a way to organize your content, and in the lesson on the previous page, we discussed ways that you can outline your course content and organize it into a manner that makes sense for your particular subject (and that will be understandable by your students!). Let's explore some best practices for setting up your modules.

ORGANIZATION STRUCTURE

Most online courses are set up in two ways: Chronologically or categorically.

Select a Color

53 %

2de2c0

Small Text 1.6:1 / 4.5:1

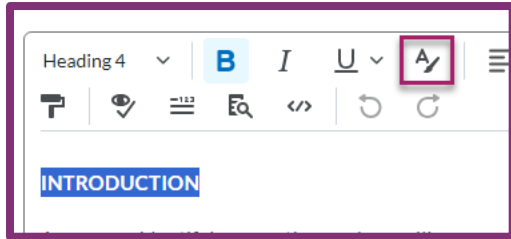
Large Text 1.6:1 / 3:1

Save Cancel

To check color contrast and/or change text color, follow the steps below:

- Access the text editor; this is different for various types of content, but for the file/webpage shown in this example, select the dropdown arrow next to the title and select “Edit HTML.”
- Highlight the text you want to check/change

- Select the icon that looks like the letter A with a paintbrush.



Need Help?

If you need help designing your course, are looking for recommendations for course layout, or need to find a substitute technology tool for something you were using in Blackboard, please contact the Instructional Design Team.

- [Book a virtual appointment](#)
- [Email us to meet in-person](#)

If you need help with the “how to” of any items in this article, please email OLAT@tri-c.edu to get assistance from the Help Desk.

If you're not sure whom to contact, please review our [Faculty Support Flowchart](#).