ANGEL to Blackboard Learn Migration

Prepping your Angel Course

1. **Move your content** into the fall 2015 course shell(s). Video on how to copy your course [http://youtu.be/-KQ9fI797zA](http://youtu.be/-KQ9fI797zA) (permission to use from NCCC). **You want to be in the new fall shells for this step!**
   
   *Note:* Make your changes in the new fall 2015 shell, this is where we pull your content for the migration.

   a. Moving content and Updates will need to be done by either **May 28 or July 31**. The migration process will take place on the following day. **Content will be migrated once.** Therefore, once you copy content into your fall ANGEL course shell the content will be migrated to Bb Learn on the earliest migration date (May 29 or July 31)

2. Delete any old or unused files under *Learning Modules* tab.

3. **Important** - remove any unnecessary assignments (tests, discussions, dropbox assignment, etc) from your course in Angel. Any of these assignments removed after the content is migrated will always be part of your grade center. They can be deactivated and hidden but will always be listed.

4. Any information linked to LOR - content should be copied into the course instead of linked.

5. Check any documents within your course for references to ANGEL. Make sure you change them to Blackboard.

6. Check your discussions titles. Any titles over 40 characters in length should have the names shortened to avoid potential problems.

7. Due to the way Blackboard displays Discussion Forums, it is strongly recommended that you put a note at the beginning of each discussion to indicated which module it is from (M1D1 for example).

8. The order of content may not be maintained when content is moved over. If you have a large amount of content you may wish to add numbers in front of each item to assist in the migration.

9. If you are using the *Resources* tab, move any content from there into the *Learning Modules* as content in this tab will not be copied. Note also that announcements will not be moved over.

10. If you wish to set date releases for individual files, this is easier to do in Angel. The date release will carry over.

11. If you have used Test Pools, delete any unused Pools.

12. Mark down areas that contain navigation instructions that will need to be updated once the course is migrated.

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*Note:* Any content in the fall ANGEL shells on either May 28th or July 31st will automatically be migrated by Open SUNY to Blackboard Learn. (Content will only be migrated one time.)