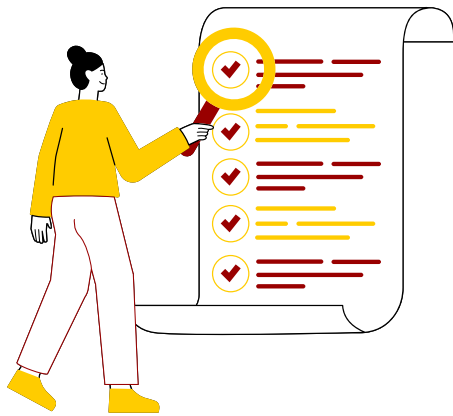# Introduction

The University of Southern California is transitioning from Blackboard to Brightspace. As part of this transition, the Brightspace team migrated and cleaned up courses from Blackboard to the Brightspace platform to ensure courses look as close to Blackboard as possible. This process is called uplifting. No content has been changed in the uplifting process, however some areas of your migrated course may still require your attention, such as:

- Align Gradebook Schemes (Points vs. Weighted) and Point Values
- Align Quiz Scores
- Ensure hyperlinks to learner resources work correctly
- Created any missing assignments that used the Turnitin or Bongo LTI tools as Brightspace Assignments

This document serves as a checklist of items to review and update before your course(s) start.

Contents

Course Readiness Checklist

Refer to the following list of items to consider updating prior to your course's start date:

Migration Exception Log

☐ Review the "Migration Exception Log" Page in your migrated course to Complete Outstanding Items.

This is a hidden page at the end of the Table of Contents that students will not be able to see, and it will provide you with a list of items impacted during the migration process. Your migration log may be empty, indicating that everything on this page was resolved during the migration. Please see the image below for what the migration log may look like:
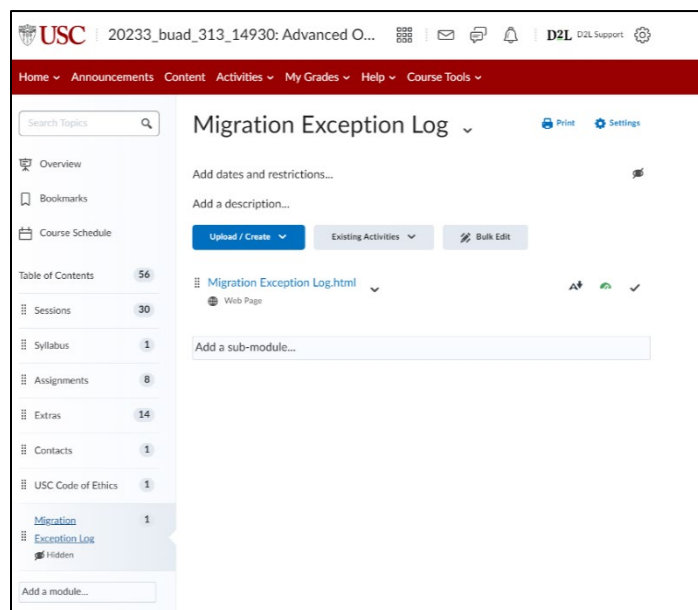
The following list provides insight into common items found in the migration log:

- Action: Notice, question type not supported
  - This indicates that a quiz question in your course was not migrated over because there is no equivalent question type in Brightspace. You will need to recreate these questions using an available question type (refer to Quizzes in this checklist, Question Types Not Imported, for more details).
- Action: Match, found 1 reference in pattern **Blackboard**
  - This item indicates that there was a mention of Blackboard within your course that has been updated to Brightspace within the course (e.g., content pages, announcements, assignments, etc.). However, if you referred to Blackboard as "Black Board," you will need to manually update these instances. Additionally, your course may reference Blackboard in uploaded documents and/or videos. Consider revising these materials to reflect the use of Brightspace instead of Blackboard. The Brightspace Tutorials YouTube channel has how-to videos that may be useful for your course. We recommend reviewing your course to ensure that all mentions of Blackboard were successfully updated.
- Action: Warning, failed to import Tasks
  - This item indicates that Blackboard Tasks could not be migrated because there is no equivalent tool in Brightspace. If you course used Tasks in Blackboard, consider scheduling a one-on-one ITS LMS consultation to discuss Brightspace tools that can be used in place of Blackboard Tasks.

Announcements

Announcements were migrated over from Blackboard, so it is important for you to ensure that Announcements are updated according to your course offering.

☐ Review the Start and End dates and times of Announcements.

- Individually: Navigate to Announcements > click on the name of the announcement.

- Bulk: Navigate to Course Tools > Course Admin > Manage Dates.
- Note: An End Date is required if you wish to remove the announcement from the student's view. Any announcement with a Start Date in the past and no End Date will be visible to your students when the course is made active.

☐ Delete any announcements you no longer need.
- Navigate to Announcements > click the drop-down to the right of the announcement no longer needed > select Delete.

Assignments

As part of the migration process, Turnitin and Bongo assignments have been set up as Brightspace assignments. Even if your course did not use these tools, it is recommended that you review all assignments to ensure all settings and instructions are included as intended.

☐ Review Start, Due, and/or End dates and times of Assignments.
- Individually: Navigate to Activities > Assignments > click the drop-down to the right of the assignment > select Edit Assignment > click Availability Dates & Conditions on the right.
- Bulk: Navigate to Activities > Assignments > Select All assignments > click Bulk Edit. This can also be done in bulk from Course Tools > Course Admin > Manage Dates.

☐ Ensure each Assignment is linked to the Gradebook.
- Navigate to Activities > Assignments, click the drop-down to the right of an assignment > select Edit Assignment.
- Ensure the point value for the assignment appears in the 'Score Out Of' field and it is set to 'In Grade Book'.

☐ Ensure all instructions for each assignment have been migrated properly.

☐ Enable third-party tools for Assignments (e.g., Turnitin or Bongo).
- If your course previously used third-party tools for assignments (e.g., Turnitin or Bongo) you can enable it. Refer to the Brightspace Community article, Assignments and Turnitin, for more information on enabling Turnitin in your Brightspace assignments or the USC Turnitin help guide.

Quizzes

Ensure quizzes are set up correctly by reviewing and adjusting dates, updating links, verifying questions and more.

☐ Review Start, Due, and/or End dates and times of Quizzes.
- Individually: Navigate to Activities > Quizzes > click the drop-down to the right of the Quiz > select Edit > click Availability Dates & Conditions on the right.
- Bulk: Navigate to Activities > Quizzes > Select All quizzes > click Bulk Edit. This can also be done in bulk from Course Tools > Course Admin > Manage Dates.

☐ Ensure each Quiz is linked to the Gradebook.
- Navigate to Activities > Quizzes, click the drop-down to the right of an assignment > select Edit.
- Ensure the point value for the quiz appears in the 'Score Out Of' field and it is set to 'In Grade Book.'

☐ Review all quiz questions for formatting and accuracy.
- Navigate to Activities > Quizzes, click the drop-down to the right of an assignment > select Edit > review all questions within that quiz.

☐ Question Types Not Imported.
- Some Blackboard question types do not have a Brightspace equivalent and are not migrated over (e.g., hotspot, calculated formula, jumbled sentence, etc.). If your Blackboard course used any question types that were not migrated, you will need to re-create the questions in your quizzes/surveys/self-assessments using a different

question type (e.g., multiple choice, true/false, multi-select, matching). Refer to the [Creating Question Library questions](#) Brightspace Community article for more information on quiz question types that are available in Brightspace.

☐ **0-Point Quiz Questions.**
- You cannot have a quiz question in Brightspace that is out of 0 points. Any 0-point quiz questions in your course have been set as bonus questions so that the quiz's total points in Brightspace matches the total points in Blackboard. If your course had quizzes with multiple 0-point questions, we recommend reviewing the quiz to ensure that it functions as intended.

☐ **Review the feedback settings of each quiz.**
- Navigate to Activities > Quizzes > click the name of the quiz > click Evaluation & Feedback on the right.

Discussions

Confirm Discussions are ready by reviewing dates, verifying link to Gradebook, and more.

☐ **Review Start, Due, and/or End dates and times of Discussions.**
- Individually: Navigate to Activities > Discussions, click the drop-down to the right of the discussion topic > select Edit Topic > Click the Availability Dates & Conditions on the right.
- Bulk: Navigate to Course Tools > Course Admin > Manage Dates.
- Note: The Discussions tool in Brightspace does not have a Due date/time – only a Start date/time and End date/time.

☐ **Ensure the Discussion is linked to the Gradebook.**
- If you wish to add a grade item associated to the Discussion navigate to Activities > Discussions, click the drop-down to the right of a discussion topic > select Edit Topic.
- Ensure the point value for the discussion appears in the 'Score Out Of' field and it is set to 'In Grade Book'.

☐ **Ensure the Instructions and response settings are correct.**
- In Blackboard, you could add discussion instructions to a text field within content and a description field. This may result in some duplicated instructions in Brightspace. It is recommended that you review the course discussion topics for duplicated instructions.

☐ **Make Discussions Visible.**
- Navigate to Activities > Discussions, click the drop-down to the right of a discussion topic and select Make Visible to Users.
- This will make the discussion visible to students, but they will not be able to engage with the topic until the Start date/time has passed.

Blogs, Journals, and Wikis

If your Blackboard course used Blogs, Journals, and/or Wikis, they have been migrated to Brightspace, now marked as Discussions in your course. If applicable to your course, you can view these items in the Discussion Forum called Blogs, Journals, and Wikis, respectively.

If you'd like to mimic the setup of Blogs, Journals, and Wikis in Brightspace, consider the following recommendations when setting up Discussions in Brightspace:

- **Blogs**: To encourage engagement, consider adding instructions to the discussions that require learners to comment on their peers' posts.
- **Journals**: To mimic the functionality of journals in Blackboard, you can create discussions that are only visible to the learner and the instructor. This is done by setting up single-user groups using the Groups tool. For more information, refer to the [Use Discussions for Journaling](#) video tutorial.

- **Wikis**: If you would like to restrict the Wiki discussions to smaller groups of learners, consider using Groups to set up a collaborative space for learners. You can create new groups and attach the groups to a specific discussion topic (i.e., the Wiki discussion topic). You may also choose to set up Assignments if learners need to submit a group assignment as part of the activity. For more information about setting up Groups, see the previous section of this document on Groups.

For more information on using the Discussion tool, please refer to the following Brightspace tutorials and articles:

- The [Discussions](#) article provides a visual tour of the discussion tool.
- The [Create Discussion Forums and Topics](#) article provides more information on how to create discussion forums and topics. Please note that USC is using the Classic Content Experience.
- The [Discussion Tool for Instructors](#) YouTube playlist includes video tutorials on topics such as creating a discussion forum and topic, adding rubrics to discussions, grading discussions, etc.

Content

Ensure content is teaching-ready by reviewing modules, submodules, dates, links, files and more.

☐ Go through each of the modules and sub-modules to ensure that all materials and pages are present and placed in the correct module.
- Click and hold on the dots to the left of each piece of material to drag and re-order each one to the proper sub-module as needed.

☐ Review the Start and End dates and times of Content modules, if applicable.
- Individually: Navigate to Content > click the name of the module.
- Bulk: Navigate to Course Tools > Course Admin > Manage Dates.

☐ Click through all files and links in Content modules.
- For any broken files/links, you can use the Upload/Create button to add new ones.
- For files that were migrated as webpages, download the file linked in Brightspace and re-upload it in its original file type.
- Double check permissions for student resources. We ensured that the resource could be accessed but were not able to check permissions.

☐ Re-establish broken links to third-party tools/LTIs.
- During the migration process we have been hiding pages that migrate over in place of LTI's. Therefore, it is recommended that you review any [third-party tools or LTI content](#) to ensure it is set up as you wish.

Gradebook

Your gradebook will be set up to use a point grading system or a weighted graded system, depending on your Blackboard course. We recommend reviewing your course's gradebook to ensure that everything is set up as expected.

☐ Verify the gradebook contains all graded activities.
- Navigate to My Grades > Grades > Manage Grades
- If you need to add standalone columns (i.e. to manually add participation scores), click Manage Grades > New > Item > Numeric > and establish the grade column.
- If activities that will take place in Brightspace are missing from the gradebook, return to the appropriate tool in the Course Tools menu. If the activity does not exist, create it from scratch. If the activity does exist, ensure it is connected to the gradebook.

☐ Points Gradebook
- You cannot set a gradebook item to be out of 0 points in Brightspace. Therefore, any 0-point grade center items in Blackboard have been migrated as 1 point and are excluded from the final grade calculation. Alternatively,

you can set gradebook items to be bonus items if you would like the points to be added on top of the students' calculated grade.

☐ Weighted Gradebook
- If your course used a weighted gradebook in Blackboard, your Brightspace course will also use a weighted gradebook. Please note that the category weightings will align, but the total points may be skewed because we cannot set items to be 0-points in Brightspace. However, any 0-point items will have a 0% weighting so that they do not count towards the learners' final grade.

☐ Refer to the following resources for more information:
- [Grading System Types](#)
- [Set up your Gradebook](#)
- [About Grades](#)

Rubrics

☐ Verify the rubrics have been imported.
- Navigate to Course Tools > Course Admin > Rubrics

☐ Verify Overall Score.
- Brightspace rubrics contain an overall score feature, which allows you to specify performance levels based on the achieved score. An overall score will be automatically assigned for each achievement level that is included in migrated rubrics. For example, if a rubric is out of 100 points and the indicated levels are Level 4, Level 3, Level 2, Level 1, then Brightspace will assign a point-value for each level (e.g., Level 4 is 90 points or more). Please review and adjust the overall score of any rubrics in your course to align with your grading scale. Point ranges can be manually adjusted to include fractions of points.

Groups

If your course uses Groups in Blackboard, they will need to be recreated in Brightspace.

☐ Recreate groups in Brightspace.
- Please refer to the following resources for help setting up groups:
  o Video: [Groups – Create a Group - Instructor](#)
  o [Create group work areas for learners](#)
  o [Create categories and groups](#)
  o [Restrict a forum or topic to specific groups or sections](#)

Additional Considerations

Dates

☐ **Review and adjust all dates.**

- Review and adjust dates for course activities and assessments (i.e., assignments, discussions, quizzes, etc.) in accordance with the upcoming semester.

View as Learner

☐ **View your course as a Learner.**

- If you would like to view your course as a learner, please use the View as Learner functionality. For more information about accessing this feature, refer to the [View your course using a different role](#) article. Note that there are certain tools and functions that you will not be able to properly test using the View as Leaner role switch (e.g., Groups, Quizzes). . You may submit quizzes as a student through the [Quiz Activity Preview](#) and submit assignments as a student by Submitting [an Assignment as a Learner.](#)

Accessibility

☐ **Run an Ally Report.**

- Run an Ally report for your course to view any accessibility concerns. Refer to the [Faculty Ally Accessibility Tools](#) webpage for more information.

Suggested Resources

Please refer to the following list of training opportunities and Brightspace resources for further assistance:

- **USC Brightspace Help Site:** Explore USC's [help website](#) for resources, guides, troubleshooting aid, FAQs, and more.
- **ITS LMS 1:1 Consultations**
  - [Schedule your one-on-one ITS LMS consultation](#) for **technical support** on how to navigate and use Brightspace tools.
- **CET Consultations**
  - [Schedule your CET consultation](#) for **pedagogical support** on designing your course using Brightspace tools.
- **Premium Brightspace Guided Training**
  - Access to asynchronous *Brightspace Guided Training* and recordings of institute sessions are available to all faculty on the USC Brightspace landing page. Look for the Brightspace Guided Training (moose) widget!
- **Brightspace Community**
  - Check out [Brightspace Community](#) for help articles and videos.