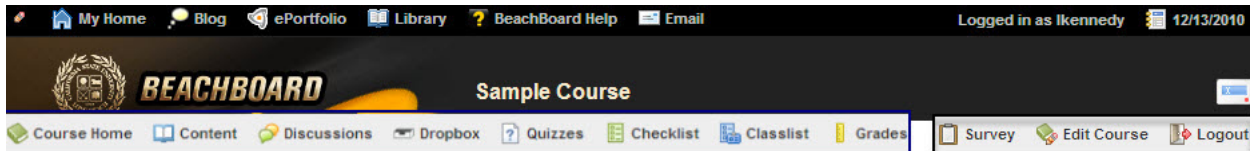


# Basic Bb to D2L Getting Started Guide

This document covers the conversion of content from a Blackboard course into Desire2Learn and provides tips on getting your course offering site ready to use.

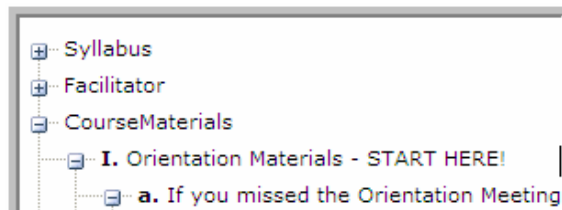
## General Tips on Using the New BeachBoard - D2L:

Most instructor tasks are executed by clicking directly on the **Navigation Bar** to access the area where you want to work instead of going to the Control Panel in Blackboard. Only a few tasks are done on the “**Edit Course**” in the upper right of your screen in D2L.



## Tools in the D2L Content Area: (Click on **Content** from the **Navigation Bar**.)

- Hover your mouse over an icon, and it will tell you what it does.
- You can re-order items using the up/down arrows.
- You can jump to a preview a piece of content by clicking on the curved arrow symbol.



- To see the whole **Content** area as students would see it, click on **View Content** in the upper left.
- To see **Reports** on how many users have viewed content items, click on **Reports**.
- To see the all the files associated with the course, click on **Manage Files**.
- In many places, instructions will automatically appear in the left hand frame as you do different tasks.

## Review Carefully and **MAKE SURE TO CHECK THE FOLLOWING:**

- Revise your instructions in your course documents so that they no longer refer to Bb.
- Make sure that the instructions are worded correctly and are clear.

For instance, check to see if you refer to “**Mark Reviewed**” or other wording from Bb.

## Transition Issues:

- The login page will link to BOTH Desire2Learn Server and Blackboard until June 2011 when Blackboard will no longer be available at CSULB.
- The address of that page will be <http://beachboard.csulb.edu> (Put that address on your syllabus.)
- You can also access the Desire2Learn server directly on the address <http://bbcsulb.desire2learn.com>
- Login with your Campus ID# and BeachBoard/My CSULB password.
- The Help Desk will support BOTH systems over this period.

## Course Content Conversion Table:

<b>Element:</b>	<b>Desire2Learn Element:</b>	<b>Process Required in D2L:</b>
<b>Announcements</b>	Converts to <b>News</b> area	Update text and dates.
<b>Course Documents:</b>	Automatically convert to Modules & Topics in <b>Content</b> area.	See Labeling Content Areas
<b>Other Items on the Blackboard Course Menu:</b>	Most convert automatically. Some must be recreated manually	May not have same functionality. See Course Menu Items
<b>Documents uploaded as .doc files in Content areas</b>	Convert automatically into links to files in Topic areas	Dealing with Text Files and Optional Changes to uploaded files.
<b>Documents uploaded as .pdf files in Content areas</b>	Convert automatically into links to files in Topic areas	No modifications required.
<b>Documents pasted into WYSIWIG editor textbox</b>	Convert automatically.	No modifications required.
<b>Web links created in Bb</b>	Automatically convert OK.	No changes needed.
<b>PowerPoint files uploaded to Bb</b>	Convert to link to PPT file	No changes needed.
<b>PowerPoint Files converted to web pages</b>	Play automatically in D2L.	Display varies in different browsers
<b>PowerPoint shows (PPS files)</b>	Will carry over as files in D2L.	Plays in PowerPoint viewer.
<b>Web Pages as zip archives</b>	Automatically work in D2L	Display depends on browser
<b>Media Files (.avi, .rm or .mov)</b>	Convert automatically link to file	See Media Files

<b>Media Files uploaded as Flash movies in zip archive</b>	Convert automatically and play.	No changes needed.
<b>Assignments (students submit work to Bb)</b>	Link to submit must be edited.	See Assignments & Dropbox
<b>Discussion Boards</b>	Imported into D2L – ready to use	See Forums and Topics in D2L
<b>Existing Postings on Boards</b>	Must be recreated	See Postings on Discussion.
<b>Send Email to Prof link</b>	Does not convert.	See Communication
<b>Instructor or Staff Information</b>	Converted to a topic in Content.	Needs to be edited from content.Documents.label
<b>Quizzes and Exams</b>	Quizzes and pools import except for question types not available in D2L	See Issues with Quizzes and Pools
<b>Question Pools</b>	Question Pools import into Question Library automatically	See Issues with Question Pools

## Details on Conversion from Bb to D2L:

1) **News** - Edit and update text in existing announcement.

- Click on the small pencil icon  by any news item that needs to be edited.

2) **Labeling Content Areas** – depending on your preferences, you may need to modify names or labels converted to Modules and Topics in D2L from content areas in Blackboard.

- Click on **Content** on the navigation bar to view your **Modules** and **Topics**.
  - **Course Menu** buttons in Blackboard become **Module Names** in D2L.
  - **Folders** in Content Areas also become **Modules** in D2L.
  - **Items** (documents) in Bb become **Topics** below parent modules in D2L.
- **Changing Titles:** Review the names for the modules and topics brought over from Blackboard.
  - Some extra code is brought over on some course menu names from Blackboard. These course menu names are converted to module names in D2L and the extra text needs to be deleted.



- To select all the items in the Content area and edit them all at once, click on the empty box at the top of the content area listing. This selects all the items, then click on the double pencil to see and edit them all.
- Then you will see a screen where you can edit ALL your **Module** and **Topic Titles** at once.

Manage Content
 Edit Selected Items

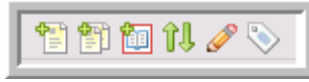
**Properties**

Type	* Title	Short Title	Hide	Hide Enumeration
Module	<input type="text" value="content.Syllabus.label"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Topic	<input type="text" value="Syllabus as PDF File"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Topic	<input type="text" value="Syllabus as Rich Text Format doc"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Topic	<input type="text" value="Syllabus Pasted into Textbox fron"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Module	<input type="text" value="Facilitator"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Module	<input type="text" value="content.CourseMaterials.label"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



- **Enumeration:** By default the “enumeration” is OFF in D2L. Enumeration adds Unit 1, Unit 2, etc. to each module and other outline formatting to each topic beneath a module.
  - If you want the Unit designation to show, go to **Content Areas > Settings > Enumerations**.
  - If you want the Unit designation to show for some items and not for others, select all the items where you do want enumeration by putting a checkmark in the empty square beside the item in the Hide Enumeration column.
    - a) If you want to make a change to only one topic, you can also click on the single pencil by the item.
    - b) To change settings that apply to the whole area, click on Settings and change the enumeration options. The settings will apply to the whole page.
- **Preview:** NOTE: The student’s view of the content area and your view are not identical.
  - Be sure to click on **View Content** to see how it looks before making more modifications.

- **Embedded Folders in Blackboard:**

- Folders created within other folders in Bb are automatically indented beneath the module name that they were embedded in and no changes to names should be needed. However, check all to add or change as needed.

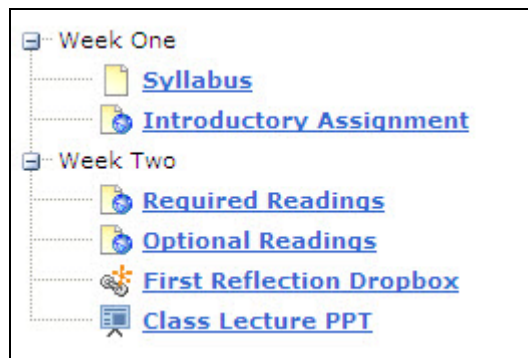


- **Adding Modules or Topics:**

- If you need to add new modules or new topics beneath those modules to hold your content, click on **Add Module**  or **Add Topic**  using the icons beside each item.

### ***\*Update Your Course:\****

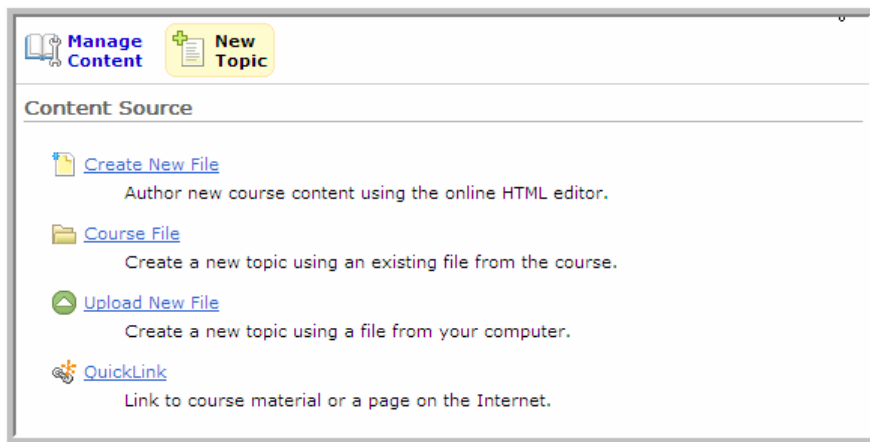
Since all course materials are now located in the **Content** tool, the **Modules** and **Topics** can be rearranged to guide the students through your materials. Instead of using the Blackboard folder structure (Course Documents, Assignments, etc.), you can use your syllabus' schedule to create a **Module** for each week (Week One, etc.) and then place all items required for that week (links to documents, readings, the Dropbox and/or Quizzes, external web links, etc) within each **Module** as **Topics**. For example:



### **3) Course Menu Items from Bb that may need modifications:**

- **Faculty or Staff Information**

- If you used a **Faculty** or **Staff Information** profile in Blackboard, a topic with that name appears in the D2L content area, but it does not have the profile information from the Bb page.
- Change the name as needed using instructions above for changing topic title.
- Open the page with the information you want in Bb, then copy and paste the content onto a new page in the existing area using the instructions below.
  - a) Click on **Add New Topic** in D2L, then on **Create New File**, paste the content from the Bb page, including the image (if you have one there), click **Save**.

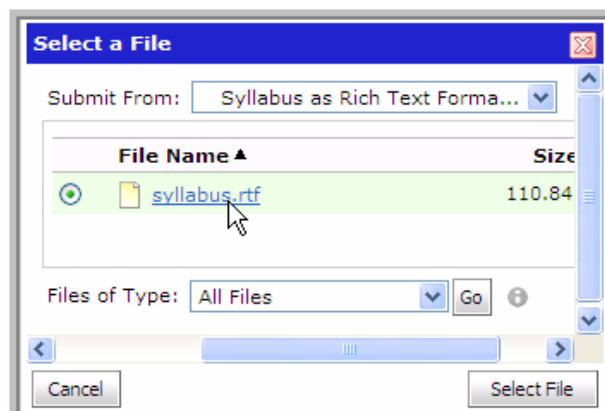


- **Syllabus**


- If you had a **Syllabus** button on your Bb course menu, the conversion adds that area and its documents to the **Content** Area automatically.
- You will need to modify the title of the “topic” as noted above and decide whether you want the enumeration to show on that item or not. Follow instructions above.
- Depending on the way that you created your syllabus document (.pdf, .rtf, .doc, etc.), you may want to review the section below on **Dealing with Text Document in D2L** and **Optional Changes** to make in these documents.

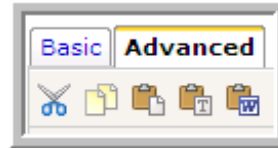
#### 4) Dealing with Text Documents in D2L and Optional Changes.

- **Adobe Acrobat (.pdf) files, Rich Text Format files (.rtf) and Word documents.**
- Files uploaded to Blackboard in any of the formats above need no changes.
- They will appear as links on a page with any other text you added to the page in Bb.



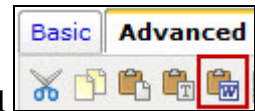
If you want to make a more direct link to the document without other text, you can.

- a) Click on the pencil icon  by the item, and then click on **Change File**.
- b) Navigate to the folder named the same as the item you are changing, open the folder and select the actual file inside. Click **Select File**.



• **Content Pasted into the textbox editor in Blackboard:**

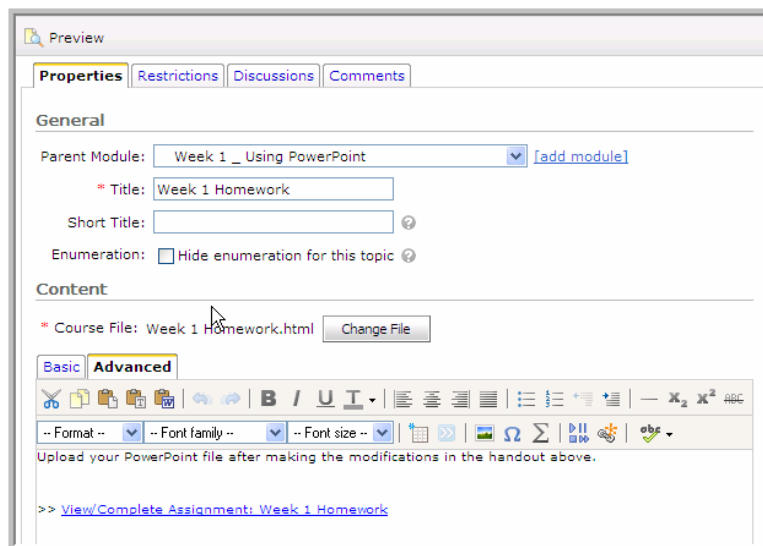
- Text documents created this way appear the same in D2L as in Bb.
- Remember that problems with formatting when converting Word docs for the web are often due to the way the Word document was created and not the conversion process.
- When creating new documents in D2L using this method, be sure to click on the



**Advanced** tab of the textbox editor. Then use the **Paste from Word** option and there will be fewer formatting problems.

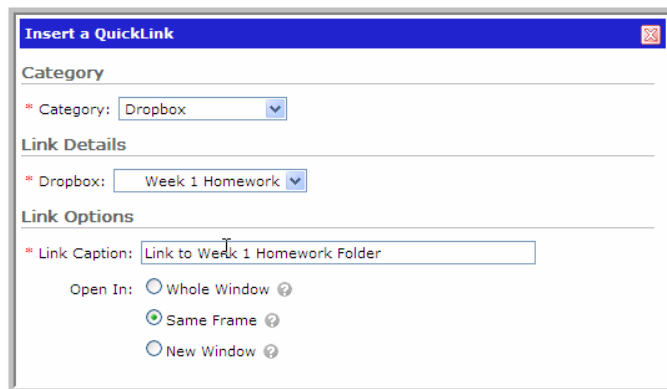
- One advantage of creating text documents by pasting into the textbox editor is that you can edit directly in the textbox later to make changes.

## 5.) Assignments (where students submit directly to Bb) & D2L Dropbox



- **Assignments** in Bb must be recreated in Desire2Learn as Folders in the **Dropbox**.
- If you had a link in a content area to the assignment in Bb, the text for instructions is converted to a topic in the **Content** area in D2L. Then either:
  - Modify the text to delete the Bb link and to say “**Click on Dropbox and select Folder xxx**”.

- o You can modify the link on the existing page in the content area to make the link go to the appropriate **Dropbox** folder.
  - a) Click on the pencil by the item and make any needed changes in the text or instructions.
  - b) Remove the link used formerly in Blackboard “**View/Complete Assignment**, etc.”
  - c) Click on the **Quick Link** icon, to provide a direct link to the **Dropbox** folder.
  - d) Select **Dropbox** from the pull-down menu, then select the correct folder in list of options. Add text to be the link. Click **Insert**.



**c. Other Dropbox Tasks:**

- You will do your grading of assignments from **Dropbox** location where you can view student submissions and leave feedback.
- Notice that you can also send an email from this location to all the students who have not submitted their assignment.
- You can also sort the submissions by those which that have feedback already and those which do not.
- You can also download the files individually to put feedback directly on the file.
- You can also download groups of submissions to grade them off-line.
- NOTE: Don't let the name fool you. This tool in D2L is well-designed and is much easier to use for you and for students than the Assignments tool in Blackboard.

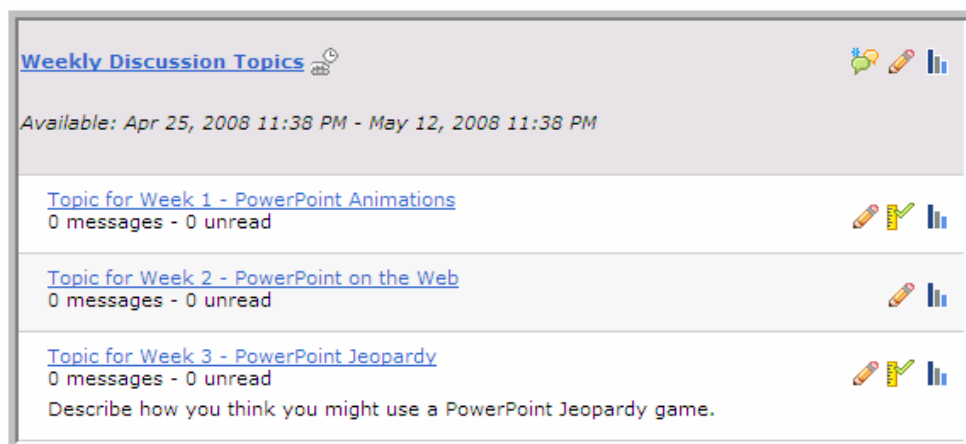
**d. Turnitin**

- Click **New Folder** > type a **Name** for your assignment.
- Check the box next to **Plagiarism Detection**:  **Enable for this folder**.
- Select or create a category (optional).
- If you would like the result to display in the gradebook, click **New Grade Item**, and create a column in the gradebook.

- The Out of box should match what you posted as Maximum Points in the gradebook.
- Select additional **Submission** options.
- Click **Save**.

## 6) Discussion Forums and Topics in D2L:

- **Understanding D2L Discussion:** Forums in D2L are used to organize your discussion topics. Discussion takes place inside a topic and each topic must belong to a forum. (Each topic is the same as a Bb Discussion Board.) You can apply settings to the entire forum and then those settings will apply to all the topics in the forum.
- The Blackboard Discussion Boards are converted so that BOTH a Forum and a Topic under that Forum are created.
- You can only post to a Topic (not to the Forum itself). Topics are NOT the same as new threads but are the equivalent of a discussion board. Each topic can have multiple threads and be graded.
- If you wish, you can leave your new **Forums** and **Topics** alone and everything will still work but it might make more sense to re-organize a little and avoid confusion.
- You might need to delete old postings from the previous course.
- **Re-organizing Forums and Topics:**
  - Click on the **Forums and Topics List** and decide what changes you might want to make. You could start by re-labeling some of your forum names so they are more general and then move the topics beneath the new general forum areas. For example, you might want to name one forum “Weekly Discussion Topics”.
  - To change the location of a topic (board), you need to attach it to a new parent (forum). Click on the pencil by the topic you want to move, then use the pull-down list to select the new parent forum that you want it to be located beneath. NOTE: You can’t delete a forum until you have moved or deleted all of its children (topics).
  - Once you have made the needed changes and moves, go back to the **Forum and Topic list** and delete any un-needed childless forums. See example below.



- **Discussion boards created in the Groups area** of Blackboard do NOT get converted in D2L. These will need to be recreated. Then use the **Restrictions** to make them available only to the groups you want to use them.

## 7) Existing Postings on Discussion Boards

- If your instructions were the first posting on the forum in Bb, these are not imported to D2L.
  - You will need to open the posting in Bb and copy the instructions.
  - Click on D2L forum topic, click **Compose**, then paste into textbox.
  - You can “pin” a posting so it always appears as the first posting on a topic.
  - When you copy a topic, it WILL bring along the pinned posting but no others.
- If your instructions were in the description of the discussion board in Bb, this text is placed in the description of both the forum and the topic.
  - First, remove it from the **Forum** description. Click the pencil, select, delete.



- You may see some HTML code in the description area in D2L.
  - a) Select the text in the description area (including the HTML code).
  - b) Click on the **Topic** where you want those instructions, click **Compose**.
  - c) Before pasting the text, click on the **Edit HTML** icon at the bottom left of the textbox.
  - d) Then paste and the code will disappear. **Pin** the message.

## 8) Quiz and Exam Issues:

- The current conversion process will import quiz questions already existing in the class that contain ONLY question types that Desire2Learn uses. Not all question types are available in Desire2Learn.
- Any other question types will not be imported – just skipped.
- **Problems with specific question types from Blackboard.**
  - Ordering Questions: Import OK but point values may need to be adjusted.
  - Matching Questions: Import OK but point values may need to be adjusted.
  - Question with Media File attached – Not possible – only image files can be attached to questions
  - Hotspot.- These don't convert and you would have to recreate the question.

- (1) Method 1: Edit the bitmap for the image. Add balloons or caption boxes to point to different portions. Then assign labels to each portion. The question then becomes a multiple choice question.
- (2) Method 2: Edit the bitmap for the image. Add grid lines and grid labels. The question then becomes a “short answer” question in Desire2Learn or a multiple choice question where they pick the correct grid location.
- v) Jumbled sentence.
  - Needs to be converted to Multiple Selection item.
- vi) Calculated Answer in Bb – is Arithmetic Question in D2L – can give unique questions to individual students from a range of values provided. Other questions specific to science and math – not in Bb.
- **Conversion of Quiz Pools in Bb to the Question Library in D2L**
  - ALL the Bb Question Pools are converted into the **Question Library** in D2L.
  - Click on **Quizzes**, then on **Question Library**, click on the name subsection to see which questions are in that particular group.
- Importing New Quizzes into D2L:
  - If you want to upload your Quiz from a publisher’s CD or exam-creation program, do
    - (1) From the file menu in your exam creation program, choose **Export**.
    - (2) **Select IMS QTI** or just **QTI** as the format and this creates a zip archive which can be saved to your own computer.
    - (3) To import this file into D2L, go to **Edit Course, Import/Export/Copy Components. Browse** to the zip file and upload it to D2L. **DO NOT** try to import into the **Question Library**.

## 9) Media Files:

- You may need to change text typed into textbox about media files. Check each and make any needed changes. Click on the Edit icon by the topic and change any text in the textbox editor.
- If you selected “**display on the page**” in Blackboard, then you have to fix those items.
  - i) The name of the item will say “display on the page” in D2L.
  - ii) Click on the edit button and first change the title text to describe the media file you want.
  - iii) Click on the **Change File** and then navigate to the **Display on the Page** folder, into the **Embedded** folder and then select the media file itself, click **Replace File**.

## 10) Communication:

- Instructors and Students can **Page** (send Instant Message) if user is logged in.
- Instructors can send **email** from a wide variety of locations.
- Students can send email from the **Classlist**.
- Users can set email preferences and settings.
- The **Chat Tool** which can be used for real-time communication either with the entire class or with designated groups of students.

The screenshot shows the 'Restrictions' tab in a Blackboard interface. The 'Availability' section is highlighted. It includes a 'Hidden' checkbox (unchecked) and a 'Date Availability' section. Under 'Date Availability', there are two checked options: 'Has Start Date' and 'Has End Date'. The start date is set to April 20, 2008, at 10:18 PM. The end date is set to April 27, 2008, at 10:18 PM. There are 'Now' buttons next to the date pickers. At the bottom of the section, there is an unchecked checkbox for 'Display in Schedule'.

## 11) Changing Dates:

- You can enter dates by clicking on the **Restrictions** Tab.
- Click on **start date** or **end date** or **both**. Use the drop down lists to enter the date directly. Click on the **calendar** symbol to choose a date. Or click the **Now** button.
- Click on “**Display in Schedule**” if you want the item to be added to the course calendar.

## 12) Using the D2L Gradebook:

- **Recreating your Assignments in the Gradebook.** (The gradebook in Blackboard cannot be imported into D2L and must be recreated.) This is a straight-forward job using the **Setup Wizard** and a copy of your syllabus.
  - a. Click on **Grades** from the **Navigation Bar**.

- b. Click on **Setup Wizard**. Click through the options depending on your grade preferences.
- c. To set up the equivalent of a “**Running Total**” final grade, choose “**drop ungraded items.**”
- d. If you use a points scheme, then each item will probably be “numeric”.
- e. Each item is a column in the gradebook and can later be linked to quizzes, discussion boards, dropbox folders, etc. as each of these is created.

### 13) Adding Students to your Course Site and Using the Classlist

- The students will be added to your course site automatically
- If you do need to add a student to your course manually,
  - a. Click on **Classlist** on the Navigation Bar.
  - b. Click on **Add Participants**, then **Add an Existing User**.
  - c. Put the student’s last name in the search textbox, click search.
  - d. In the list that appears, make sure that the Student ID# matches your student’s # on the roster.
  - e. If so, select them, make their role student, then click **Add Selected Users**.

### 14) Copying your Course into a New Site:

- Each semester you will continue to copy your course content from your previous course offering into the new “empty shell” that will be created automatically.
- A NEW site will appear on your My Courses widget in the appropriate semester after you make your request. This is your actual class site.
- You can copy your course from your current site into your new "empty shell", do this:
- From within your **NEW** course,
  - a. click on **Edit Course** (top right hand side),
  - b. then on **Import/Export/Copy Course Components**,
  - c. then choose “**Copy Components from another Org Unit**” (this means copy from another course site),
  - d. From the pull-down list at the bottom of this screen, **choose the site that you want to copy FROM**, click **Next**,
  - e. Select the items you want to copy
  - f. You can always remove anything from your course after the copy.
  - g. You can modify any of the copied components once they are on your new course site and this will not change anything on the site that you copied from.

## 15) Activate a class

- so that students can see the link to it on their My Courses list and enter the course site, a faculty member will need to take the following steps:
  - Click on “**Edit Course**” (in the upper right of your screen)
  - Click on “**Course Offering Information.**”
  - Click on “**Course is active.**”
- o NOTE: By default, the courses are created with the semester start/end date.
  - Click on the “**Save**” button.

## 16) Fixing Broken Links in Imported Content from Blackboard:

Sometimes, the export from Blackboard does not work correctly and the names of some files in your course may be changed to a long string of numbers.

If this happens to you with your Converted Bb course in D2L, you will see a "File Not Found error" when you click on the link that used to go to the PowerPoint presentation in Blackboard. To fix the broken links, do the following.

- First, when you see click on the link, pay attention to the name of the file that the links is supposed to connect with. Select this file name and copy it.
- Click on Edit Course, then on Manage Files, locate the files whose names have been changed.
- Click on Edit Course, then on Manage Files. Scroll until you see a folder with the same name as the file you are looking for, click to Open the folder.
- Click on the Rename icon, and then paste the file name you copied into the textbox to give the file its correct name.
- Then go back to the Content area and test that the link now works by navigating to the content topic that had the broken link.
- If the link is still not working, you can simply recreate the link to the newly renamed file.
  - Click on Edit (pencil icon) for the topic you are fixing
  - Click Change File which opens the Manage Files area.
  - Then browse to the correct folder, then to the renamed file, select it, and click save.
- Another option, of course, is to delete the content topic with the broken link and re-upload the file you need from your own computer.