

## Blackboard Transition Checklist

Blackboard is here! Waubonsee is officially transitioning to Blackboard for the Fall 2010 semester. While it is a large undertaking, with some planning and preparation the transition be easier for you and your students. The CTLT has created a short list of tasks below that may help you to organize your thoughts and materials for a smooth transition.

- Group all files for a class together (Refer to job aid: *WebCT to Blackboard-Gathering Files out of WebCT*)
  
- Export tests/quizzes from WebCT (Refer to job aid: *WebCT to Blackboard-Exporting WebCT Tests for Blackboard*)
  
- Map out your course shell organization (by topic, by week, cross reference) (Refer to job aid: *Content Building-Organizing Your Course Content*)
  
- Build the file structure for your course in the shell (Refer to job aids: *Content Building-Understanding Icons and Building Blocks* and *Content Building-Creating Course Content Areas*)
  
- Upload the files into the proper areas of your course (Refer to job aid: *Content Building-Formatting Your Learning Content*)
  
- Review course to ensure that all necessary materials are present
  
- Familiarize yourself with the Blackboard technical support services available through the Distance Learning Office for students