

Prepare Your Campus Edition Course for Migration

NOTE If you do not have access to the Campus Edition course you wish to convert, you can request your access be restored by e-mailing webct@unm.edu and providing the following information about the course:

- semester and year it was taught
- department
- course number
- section number

To Do Checklist

Course Area	To Do Item
Chat tool	<input type="checkbox"/> Clear all <i>Chat</i> logs (Chat logs do not migrate to Vista). This will decrease the file size of your course and decrease the time it takes to export it from CE and import it to Vista.
Entire course	<input type="checkbox"/> Delete any files or content that you do not want to migrate to Vista. This will decrease the file size of your course and decrease the time it takes to export it from CE and import it to Vista. <input type="checkbox"/> If you have absolute links (in files, textblocks, assignment guidelines, in publisher content or links that open media in separate windows) that include a reference to the CE server (direct links, possibly using the phrase <code>/_COURSEID_/</code> in the file name), you will need to make a note of where these links are so you can check them in Vista. The links will need to be re-written.
Manage Files	<input type="checkbox"/> Delete any files you no longer need
Content Modules	<input type="checkbox"/> If you use the upper or lower textblock to present module information, you will need to re-create that content as a web page in the Content Module in CE. Learning Modules in Vista do not make use of upper or lower textblocks. (Organizer page textblocks will migrate to Vista, though)