

Preparing Your Migrated Course for Students

NOTE Migrating a course to the most current version of WebCT is typically a clean and straightforward process. However, there are a few housekeeping details you should attend to before students access the course.

To Do Checklist

Course Area	To Do Item
Entire course	<ul style="list-style-type: none"> <input type="checkbox"/> Use the Student View tab to test all links and content in your course as a Student. For example, complete and submit each migrated assessment and assignment. Test Mail by sending a message. <input type="checkbox"/> Update or delete any date-sensitive content from the course. <input type="checkbox"/> Update or delete any text that references and any images that include the CE 4 user interface. <input type="checkbox"/> If you have absolute links (in files or to tools) that reference the CE 4 server (for example, href="http://<ce_4.x_server>/images/image.gif">Image File), update these links. These links will not work in the migrated course. <input type="checkbox"/> Take advantage of the new tools and functionality available. For example, use the new Announcements tool, new question types, or add individual assignments/chat rooms/discussions to learning modules.
Course menu	<ul style="list-style-type: none"> <input type="checkbox"/> If there were selective release criteria set on tools in CE 4, the tools are now hidden from Students with no release criteria set. In this version of WebCT, you set release criteria only on <i>content items</i>, such as assignments. Review the course menu and decide whether you want to show or hide any of the tools on the course menu. To hide or show tools on the course menu, use Manage Course Course Menu.
Assessments tool	<ul style="list-style-type: none"> <input type="checkbox"/> If quizzes, surveys, and self tests were migrated, ensure you review the properties (settings) of each assessment by choosing Edit Properties from the ActionLinks for that assessment.
Assignments tool	<ul style="list-style-type: none"> <input type="checkbox"/> If assignments were migrated, ensure you review the properties (settings) of each assessment by choosing Edit Properties from the ActionLinks for that assessment. <input type="checkbox"/> Student Homepages/Presentations: if you migrated Student Homepages or Presentations, add instructions to the now-assignments using Edit Properties from ActionLinks.

Calendar tool	<input type="checkbox"/> Review and, if necessary, edit Calendar settings.
Discussions tool	<input type="checkbox"/> If discussion topics were migrated, topic descriptions may have been created automatically for these topics (if there were messages in a migrated topic, the message text of the first message posted by an instructor is now the topic description). Review and, if necessary, edit the descriptions to ensure they are appropriate.
Group Manager tool	<input type="checkbox"/> If Student Presentations groups were migrated from your CE 4 course, ensure Section Instructors add Students to these groups when Students are enrolled.
Mail tool	<input type="checkbox"/> If users were allowed to forward Mail messages to external e-mail addresses in your course in CE 4, you need to set this up in this version of WebCT using Manage Course Settings Management Mail settings .
Question Database tool	<input type="checkbox"/> If any calculated questions were migrated that did not contain formula variables, the question title is appended with the phrase NEEDS_REVIEW. Ensure you add formula variables to these questions.
Selective Release tool	<input type="checkbox"/> If selective release criteria were set on links to content items in your CE 4 course, the items are hidden from Students. Use the Selective Release tool to set release criteria for these items.
WebDAV	<input type="checkbox"/> If you had web folder connections to folders in your course, you will have to create the web folders in this version of WebCT. See Creating WebDAV Folders in Help .