

## **Migration checklist for CUForum users**

**Moving from one system to another is not easy.** We will help you migrate all content from your course website in CUForum to CU eLearning System (Blackboard Learn). Please send a migration request to us at [elearning@cuhk.edu.hk](mailto:elearning@cuhk.edu.hk) with your Forum name in CUForum. We'll create a course in the CU eLearning System and migrate all content for your checking.

Please also spend some time to read this checklist before you proceed to check and update your migrated course website. This migration checklist provides essential information for you to check your migrated course website and start planning your course website to be set up for the new academic year.

**This migration checklist is structured as follows to guide you through the process:**

**A. The new course homepage in CU eLearning System (Blackboard Learn)**

This section briefly introduces the course homepage of a course website migrated from CUForum to you.

**B. Feature comparison table**

This section briefly shows you how the features of the new system compare to those of CUForum.

**C. Reviewing your migrated course**

This section guides you through items which you have to pay attention to when you check your migrated course.

**D. Learn more about CU eLearning System**

This section provides you information on the new system and arrangement on how course websites will be created on the new system according to information in CUSIS starting 2013-14.

Please contact us at <http://helpdesk.itsc.cuhk.edu.hk/group/eLearn-help/> or [elearning@cuhk.edu.hk](mailto:elearning@cuhk.edu.hk) if you encounter any problems with your migrated course websites.

eLearning Team, ITSC, CUHK

## A. The new course homepage in CU eLearning System (Blackboard Learn)

Once your course has been migrated to CU eLearning System, you will see the course listed under **My Courses** after successful logon to the system through <http://elearn.cuhk.edu.hk>. Once you have located your migrated course, clicking on the course link will bring you into the course homepage.

Pay attention to the following when you first enter your migrated course on CU eLearning System:

The screenshot displays the Blackboard Learn course homepage. At the top, there is a navigation bar with 'Home', 'Courses', and 'Community' tabs. Below this, the course title 'CUPS-2012-ITSC-PC0697 : Blackboard Learn Training - Practice Course 0697' is shown. The left sidebar is divided into two sections: 'Course Menu' (top) and 'Control Panel' (bottom). The 'Course Menu' includes items like 'Notifications', 'Announcements', 'Course Outline', 'Course Content', 'Homework', 'Discussion Board', 'Email', 'Groups', 'Tools', and 'My Grades'. The 'Control Panel' includes 'Control Panel', 'Content Collection', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Customization', and 'Packages and Utilities'. The main content area is titled 'Notifications' and contains several widgets: 'My Announcements', 'My Calendar', 'My Tasks', 'What's New', 'To Do', and 'Alerts'. A green circle '1' is placed over the Course Menu, and a green circle '2' is placed over the Notifications section.

1. There are two menus on the left: **Course Menu** (Top) and **Control Panel** (Bottom).
2. By default, the course home page displays **Notifications** which allows students to check updated course activities and due date of their course work.
3. Course Outline, Course Content and Homework are blank content area.

The course migration process only brought over the course content but **not** the student activities. *Discussion messages* and *Homework files* would not be migrated. All migrated files are stored under **Control Panel -> Content Collection -> "Your course title" -> CUForum Migrated Content** which is a private directory for instructor's access only. Instructors are required to link these files under **Course Content** to allow student's access. Please refer steps under **Section B**.

The screenshot displays the Blackboard Learning System interface for a course titled "CUPS-2012-ITSC-PC0697 : Blackboard Learn Training - Practice Course 0697". The main content area is titled "Course Content: 2012-ITSC-PC0697" and shows a list of items. A folder named "CUForum Migrated Content" is highlighted with an orange box. The folder was created on Feb 14, 2013 at 4:04:14 PM and has a size of 166.8 KB. The interface includes a left-hand navigation menu with options like "Notifications", "Announcements", "Course Outline", "Course Content", "Homework", "Discussion Board", "Email", "Groups", "Tools", and "My Grades". Below the navigation menu is a "COURSE MANAGEMENT" section with a "Control Panel" and "Content Collection" options. The "Content Collection" option is also highlighted with an orange box. The bottom of the page features the Blackboard logo, copyright information, and accessibility details.

File Type	Name	Edited	Size	Permissions
Folder	CUForum Migrated Content	Feb 14, 2013 4:04:14 PM	166.8 KB	

## B. Feature comparison table

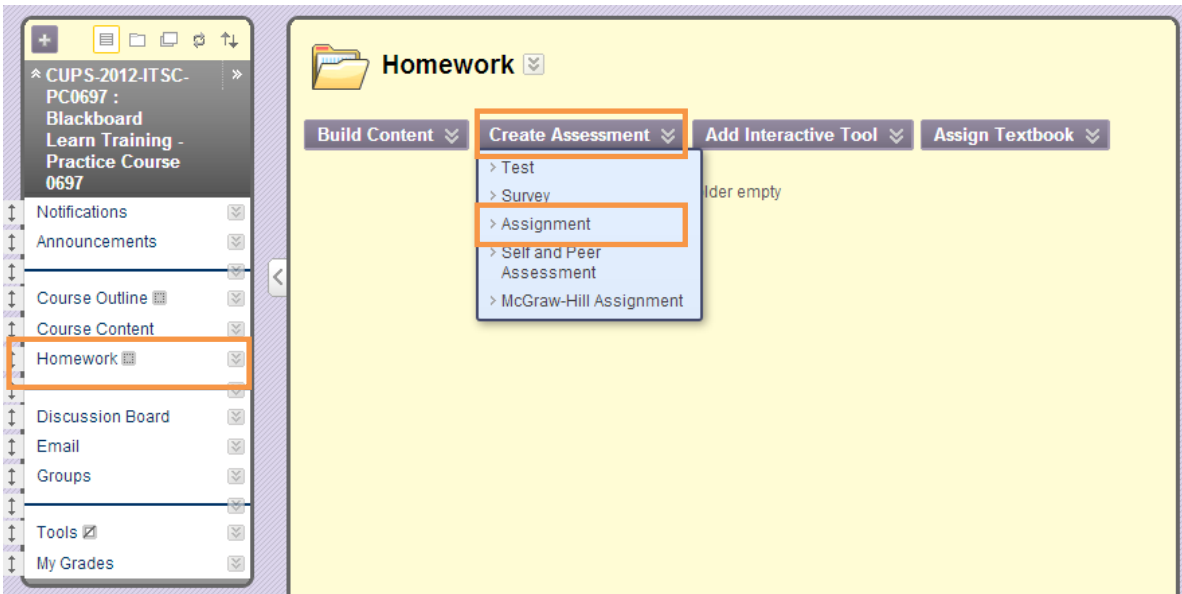
Most of the features in a CUForum course website are available in CU eLearning System (Blackboard Learn), all functions and customization settings can be accessed under **Control Panel**.

1. To reuse teaching materials, select “Course Content -> Build Content -> Item”, fill in the information and then select the migrated file by clicking “**Browse Content Collection**” button to add files to Course Content. You may select “Browse My Computer” to upload files from your computer.

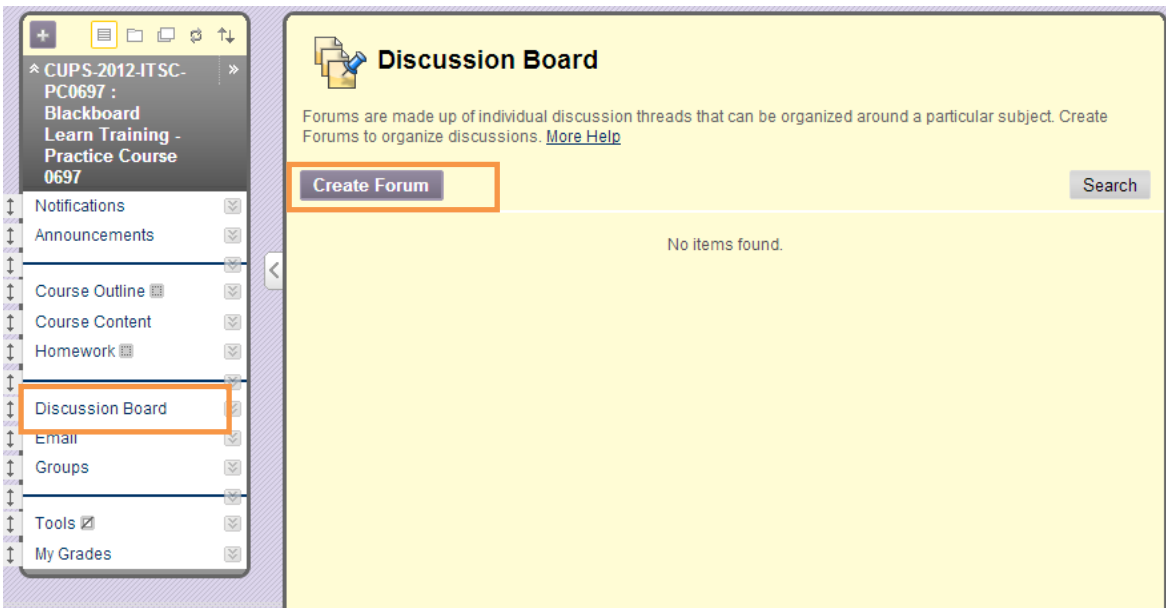
The screenshot shows the Blackboard Learn interface for a course titled "CUPS-2012-ITSC-PC0697 : Blackboard Learn Training - Practice Course 0697". The "Course Content" page is displayed, and the "Build Content" button is highlighted. The "Item" option is selected in the dropdown menu. The "Browse Content Collection" button is highlighted in the Attachments section below.

The screenshot shows the "Attachments" section of the Blackboard Learn interface. The text reads: "Attach a file from a local drive, Course Files, or the Content Collection. All attached files are saved in Course Files. Click **Do Not Attach** to remove the attachment. The file itself is not deleted." Below this text, there are three buttons: "Attach File", "Browse My Computer", and "Browse Content Collection". The "Browse Content Collection" button is highlighted.

2. To create Assignment drop box, select “Homework -> Create Assessment -> Assignment”



3. To create Discussion forum, select “Discussion Board ->Create Forum”



CUForum	CU eLearning System	Remarks
Announcement Message	<b>Announcements</b>	Option for teacher to send the announcement message to students by email
Message	<b>Discussion Board</b>	Need to create <b>Forum</b> for discussion. Option for course members to subscribe to forum/threads and received new post by email
File	<p>Please follow the below steps to upload file(s):</p> <ol style="list-style-type: none"> <li>1. Click the <b>Course Content</b> in the Course Menu</li> <li>2. Select <b>Item</b> from the <b>Build Content</b> Menu,</li> <li>3. Fill in the information and then select the upload file by clicking either the “<b>Browse My Computer</b>” or “<b>Browse Content Collection</b>” button.</li> <li>4. Click <b>Submit</b> button to complete the whole process.</li> </ol>	
Link	<p>Please follow the below steps to create URL link(s):</p> <ol style="list-style-type: none"> <li>1. Click the <b>Course Content</b> in the Course Menu</li> <li>2. Select <b>URL</b> from the <b>Build Content</b> Menu, fill in the information and options.</li> <li>3. Click <b>Submit</b> button to complete the whole process.</li> </ol>	
Photo	<p>Please follow the below steps to upload photo:</p> <ol style="list-style-type: none"> <li>1. Click the <b>Course Content</b> in the Course Menu</li> <li>2. Select <b>Image</b> from the <b>Build Content</b> Menu, fill in the information and options.</li> <li>3. Click <b>Submit</b> button to complete the whole process.</li> </ol>	

Homework	<p>Please follow the below steps to create your homework assignment:</p> <ol style="list-style-type: none"> <li>1. Click the <b>Homework</b> in the Course Menu</li> <li>2. Select <b>Assignment</b> from the <b>Create Assessment</b> Menu.</li> <li>3. Fill in the information and options.</li> <li>4. Click <b>Submit</b> button to complete the whole process.</li> </ol>	
Member	<p>Check members list</p> <ol style="list-style-type: none"> <li>1. <b>Control Panel</b> -&gt; <b>Users and Groups</b> -&gt; click the <b>Users</b> link.</li> </ol>	
Moderate	There is a <i>forum setting</i> to force moderation posts.	
Manage	<b>Control Panel</b> -> <b>Customization</b>	Please use the functions under the <b>Customization</b> to manage your course website.

## C. Reviewing your migrated course

When you check your migrated course, we suggest you to open another browser to open your original course website on CUForum as well. This allows you to compare the two websites side by side. This is especially useful when you check the course content items one by one.

Go through all items in the migrated course and check whether all content have been migrated successfully.

You are also welcome to contact us if you have any questions regarding your migrated course.

Content/Tool	What to Check
Check Files in Content Collection	<input type="checkbox"/> Check all course files under <b>Control Panel</b> → <b>Content Collection</b> → <i>your course title</i> → <b>CUFORUM Migrated Content</b> . The file structure is similar to the structure that you had in CUForum.

## D. Learn more about CU eLearning System

After you have reviewed your migrated course, you may have more ideas on how you would like to set up your new course site for 2013-14.

We highly recommend you to begin learning how to use the system and don't wait until beginning of the new academic year.

- Join our workshop to learn how to use the new system and explore new features for possible course enhancements.
  - (1) [http://www.cuhk.edu.hk/eLearning/c\\_resources/resources/training.html](http://www.cuhk.edu.hk/eLearning/c_resources/resources/training.html)
- Quick reference and self-learning videos are available at
  - (1) [http://www.cuhk.edu.hk/eLearning/c\\_systems/elearn/quickref.html](http://www.cuhk.edu.hk/eLearning/c_systems/elearn/quickref.html)
  - (2) <http://elearning.itsc.cuhk.edu.hk/blog/?cat=53>
- Request for eLearning Assistant Service
  - (1) [http://www.cuhk.edu.hk/eLearning/c\\_services/scs/assistant.html](http://www.cuhk.edu.hk/eLearning/c_services/scs/assistant.html)

With the implementation of the new system, all new course sites are created automatically before the beginning of each semester by importing course information from CUSIS into CU eLearning System. This takes place approximately 1 week after course information is made available on CUSIS.

For academic year 2013-14, it is expected that course information will be available around July 2013 on CUSIS. New course sites will therefore be created according to CUSIS data and ready for teacher access around mid-July.



For those of you who want to build your new course site from scratch, you can start working on your course sites around that time. For those of you who plan to build your course site based on your migrated course, you can start updating your migrated course. Once you have finished setting up the course content, you can submit a copy course request to copy materials from the migrated course to your new semester course site when they are auto-created following the schedule.

For those of you who are using CUForum for Non-teaching Activities, please contact our team at [elearning@cuhk.edu.hk](mailto:elearning@cuhk.edu.hk) for other platforms to facilitate your use.

If further assistance is needed, please contact us at [elearning@cuhk.edu.hk](mailto:elearning@cuhk.edu.hk)

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