Preparing your Course Shell for SaaS Migration
A Guide for Course Shell Clean Up

Faculty can decide from which of their shells they would like to use to create a Development Shell. Once faculty have received their development shell, they can prepare for the cleanup process. The preparation process may include one of the following steps. Each of these steps is covered in more detail in this guide.

**BULK DELETE**  *you can archive your course first so that you can restore to its exact state before delete (Please do not delete the template in new shells)*

A Bulk Delete allows faculty to delete large quantities of content from their shell. Note* if a faculty plans to start fresh in a new shell bulk delete is not recommended.

**Bulk Delete**

1. First double check that you are in the correct shell
2. Go to Control Panel> Packages and Utilities> Bulk Delete
3. In the Select Content Materials to Delete section, select the check boxes for Content Materials in the course that you want to delete. For example, if you select Start Here, all of the data associated with Start Here will be deleted.
4. In the Select Other Materials to Delete section, select the check boxes for content found in other areas in the course that you want to delete. For example, if you select Blogs, all of the blogs in the course will be deleted.
5. Type the word Delete in the confirmation field
6. Hit SUBMIT once and wait for a green success message: Success: Bulk Delete operation completed
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A gray square icon will appear next to a link in the mean tab indicates the content area is empty.

1. To delete the menu links that no longer have content click the down arrow>delete
2. A new window will open and ask you “are you sure?”>click delete
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Export a Course

The export course creates a ZIP file of your course content that you can import to create a new course.

Export

Control Panel > Packages and Utilities > Export/Archive Course

1. On the Export/Archive Course page, select Export Package.
2. On the Export Course page, include only the links to course files or include the links and copies of the course files content.
   - For Copy links and include copies of the content, select Calculate Size to be sure that the package size doesn't exceed the displayed Allowed package size.
   - To remove files and folders from the package, select Manage Package Contents.
3. In the Select Course Materials section, select the check boxes for each course area and tool to export.
   - If you select Discussion Board, decide whether to include started posts for each thread in each forum (anonymously) or include only forums with no starter posts.
4. Select Submit.

Course Cleanup & Preparation

Gradebook

You will want to make sure you do not have any “hidden” columns or duplicate columns.
(Reminder* hidden columns in the organization area are “hidden” from you but not your students)
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1. Control Panel > Grade Center > Full Grade Center
2. Go to Manage> Column Organization> Slide the columns up & down
3. Reorganize the column order if you want to group according to assignments, when they are due, etc.
4. Check for “hidden” columns: click Manage> Column Organization> look for grayed out columns
5. To remove hidden columns: click Manage> Column Organization> check boxes you want to show> Show/Hide Button at top of page> Show in Columns> SUBMIT
6. Remove duplicate columns: In the Full Grade Center> Click the drop down for the column you want to remove> click Delete Column (if you do not see the DELETE this means that an assignment is attached to it in the content area. This will need to be removed before the column can be deleted)

Rubrics

You will want to make sure you do not have copies of a copied rubric in your Rubric Area. This can cause errors to occur in Blackboard. Decide which rubric (s) you need and only keep those in your Rubric Area.

1. Control Panel> Course Tools> Rubrics>

   ![Rubrics](image)

   2. Locate the original rubric or find the most recently edited rubric and select this one to keep
   3. Delete copies of copies of rubrics: Control Panel> Course Tools> Rubrics> check the boxes of rubrics to remove> select DELETE at the top of screen> hit SUBMIT

Discussion Forums

If you copied discussion board starters that you do not wish to keep, be sure to delete them.

1. Go to course Discussion Board
2. Click on the name of the discussion forum to view
3. To quickly select all posting, click on the top checkbox in the gray bar
4. Uncheck posts you wish to reuse
5. Click on the Delete button to remove any posts with check marks
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6. Repeat

Tests, Surveys and Pools

All of the tests and quizzes are located in the Tests, Surveys and Pools area of Blackboard. Some of the tests located there you may want to delete.

1. Control Panel > Course Tools > Tests, Surveys and Pools
2. Click TESTS
3. Here you can see all tests located in your Blackboard course
4. Click the down arrow right of the test > delete > click ok when new window pops up
5. Repeat for other tests, surveys and pools

Other

Some faculty use other tools in Blackboard (blogs, journals...) that will need cleaning up and should follow the same steps as mentioned above.