

Migrating Courses

Please follow these steps to migrate an entire course from WebCT 4 (CE4) to WebCT 6 (CE6). If you would like move only a quiz database or a content module, see Handouts 3 and 4.

OVERVIEW

1. Prepare your WebCT 4 course.
2. Migrate your course from WebCT 4 to WebCT 6.
3. Locate content in WebCT 6. Not all features map directly from WebCT 4 to WebCT 6, so some revision may be necessary.
4. Prepare the migrated course for your students, and review it as a student. You may also wish to redesign some elements in order to take advantage of WebCT 6's new features.
5. Delete copies of course from WebCT 6.

DETAILED STEPS

1. Prepare your course.

- Update any links or text that refer specifically to the WebCT 4 server or course ID (e.g., "http://webct.samford.edu/SCRIPT/100832002J/scripts/serve_home").



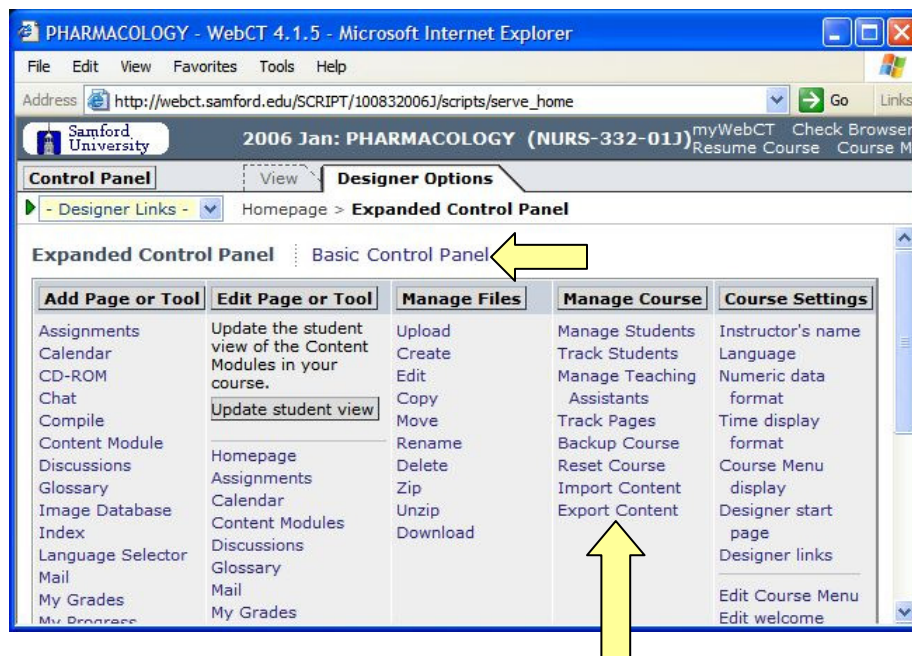
- If you use the glossary tool, you must delete certain characters from glossary entries. Entries that contain the following characters will not export: / * ? < >
- Make sure that all quiz questions have answers. Questions without answers will not export.
- In the **My Files** area, delete any files you do not want to migrate to WebCT 6. This will decrease the file size of your course and thus decrease the time it will take to import it into WebCT 6.

2. Migrate your course from WebCT 4 to WebCT 6.

- a. Log in to WebCT 4.
- b. Go to the course you wish to export.
- c. Click **Control Panel** in the upper left-hand corner:

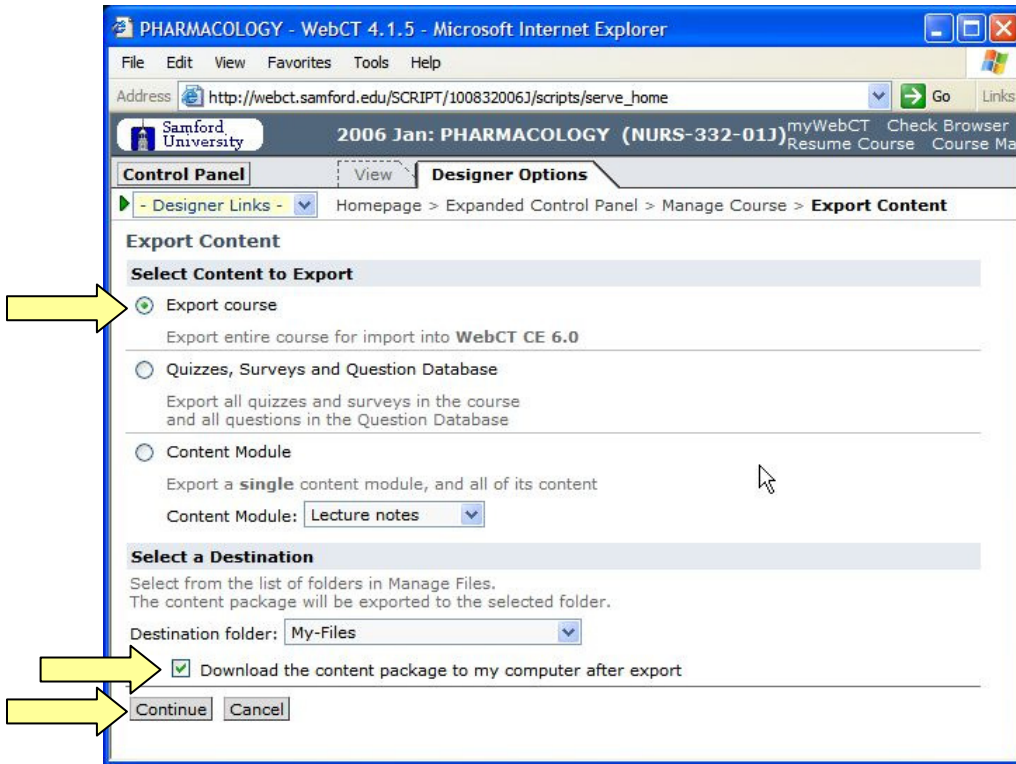


- d. Under **Manage Course**, click **Export Content**. If the **Export Content** link does not appear, click the link to toggle from **Basic Control Panel** to **Expanded Control Panel** view.

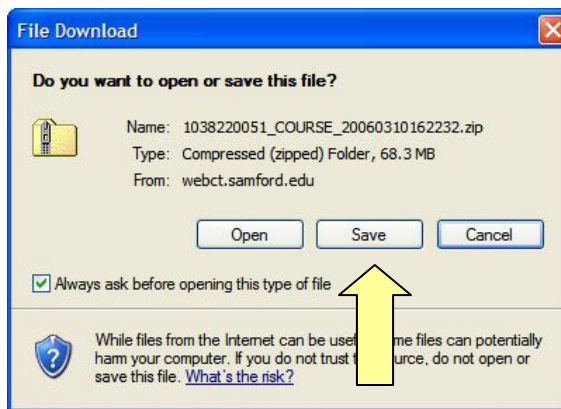


Handout 2: Migrating Courses from WebCT 4 to WebCT 6

- e. Select **Export course**.
- f. Select **Download the content package to my computer after export**.
- g. Click **Continue**.

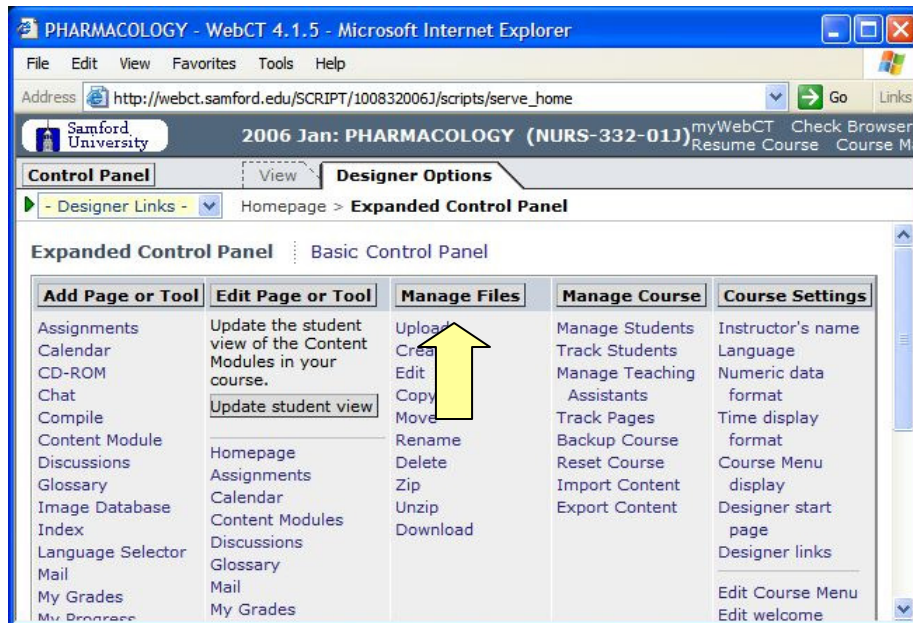


- h. Click **Save** to save the file on your computer. (If necessary, click **Close** in the **File Download** dialog box after the download completes.)

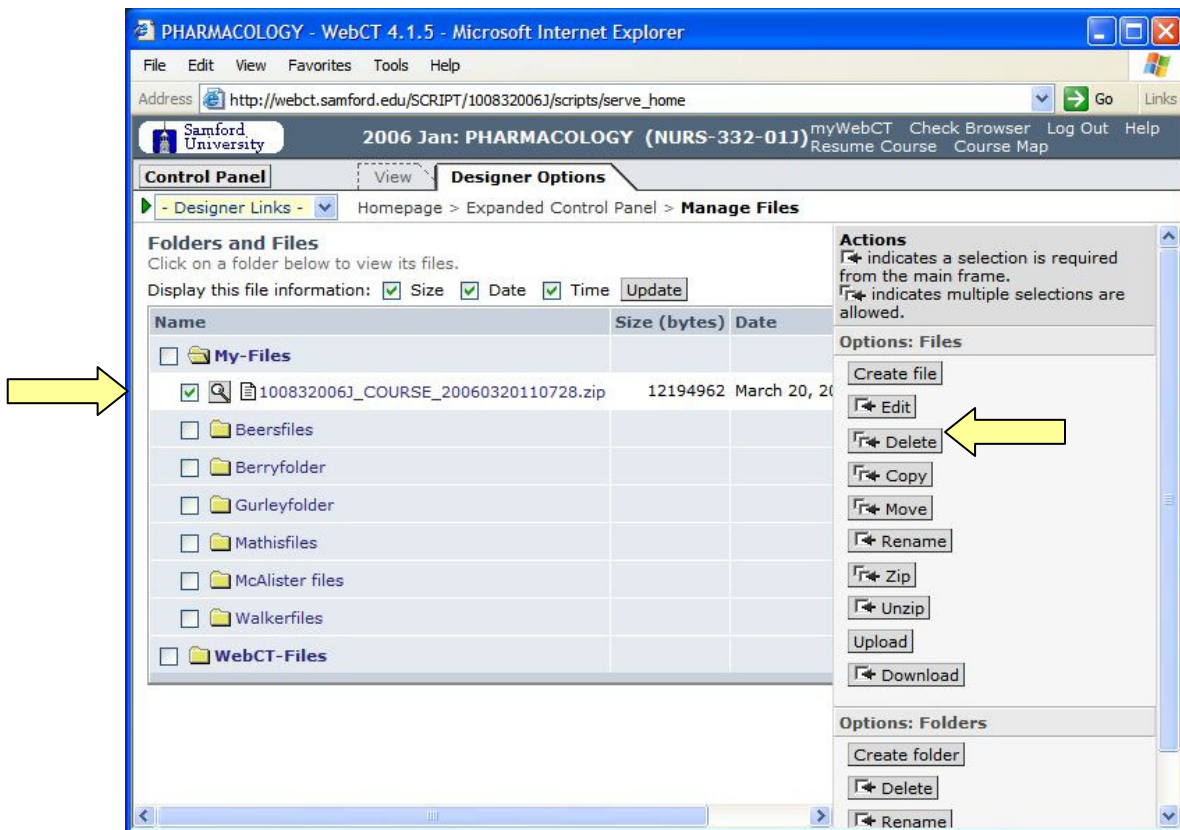


Handout 2: Migrating Courses from WebCT 4 to WebCT 6

- i. Go back to the **Control Panel**, then click **Manage Files**:

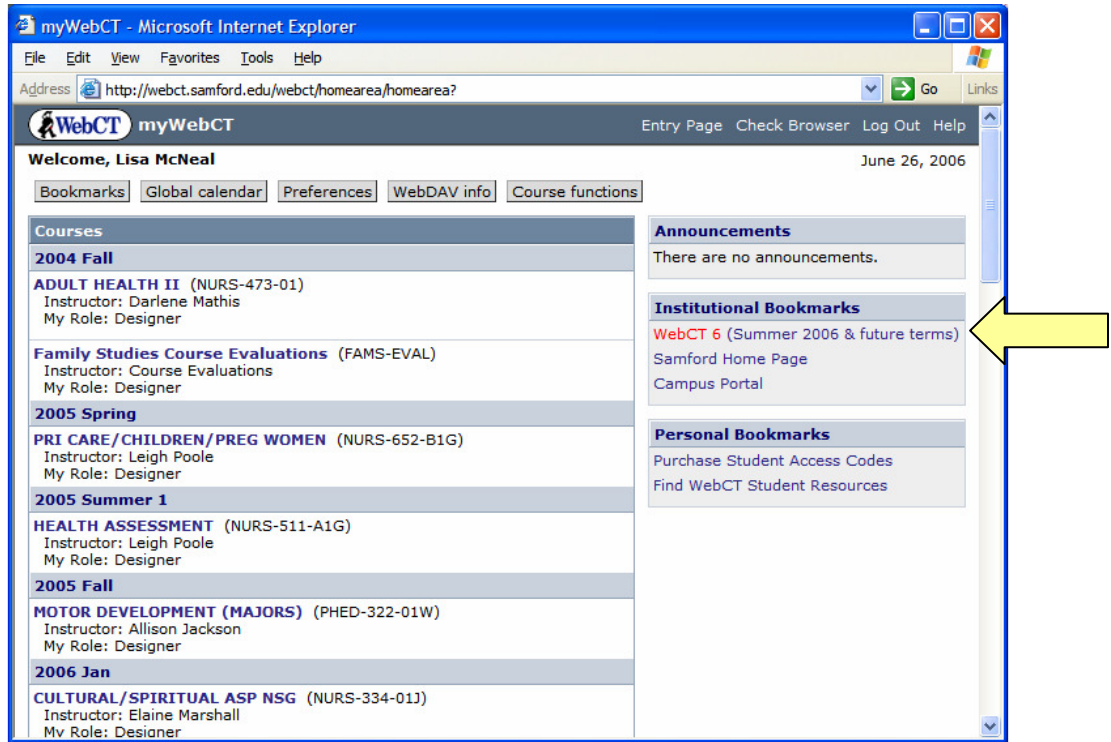


- j. Select the ZIP file and click **Delete**:

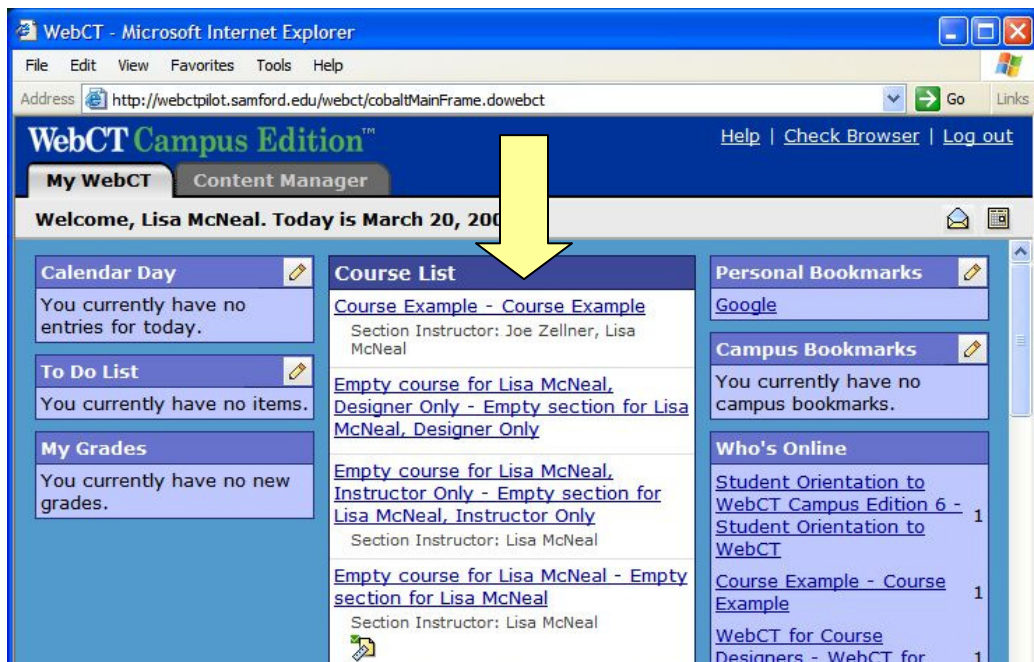


Handout 2: Migrating Courses from WebCT 4 to WebCT 6

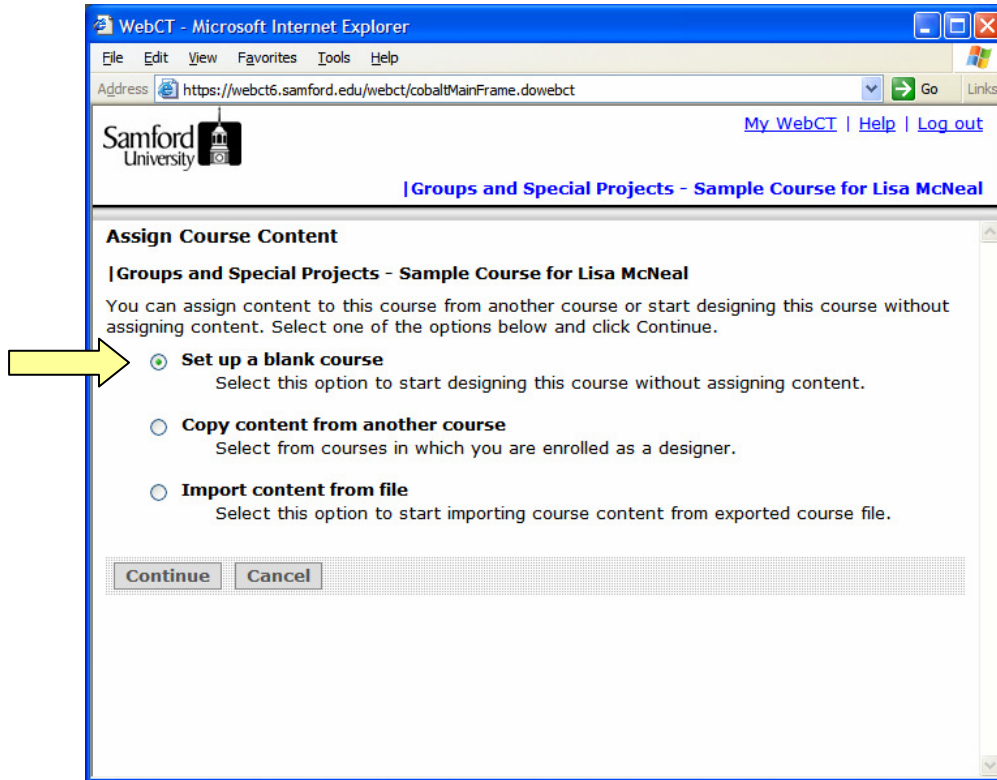
- k. Click **MyWebCT** in the upper right-hand corner, and then click the link for WebCT 6:



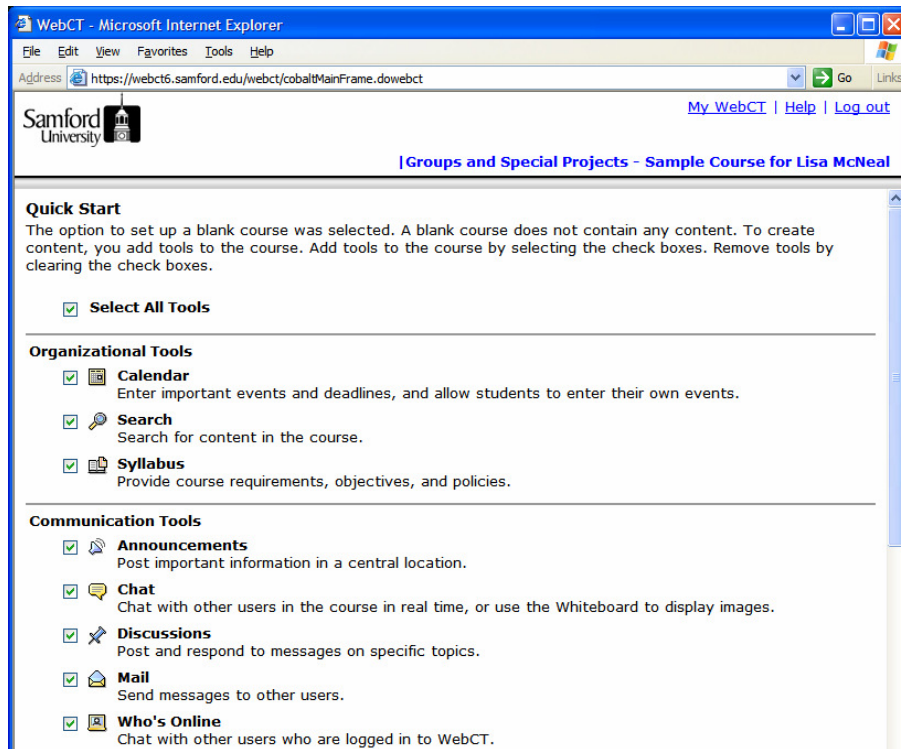
- l. Log in to WebCT and then click the title of your course:



m. Select **Setup a blank course** then click **Continue**:

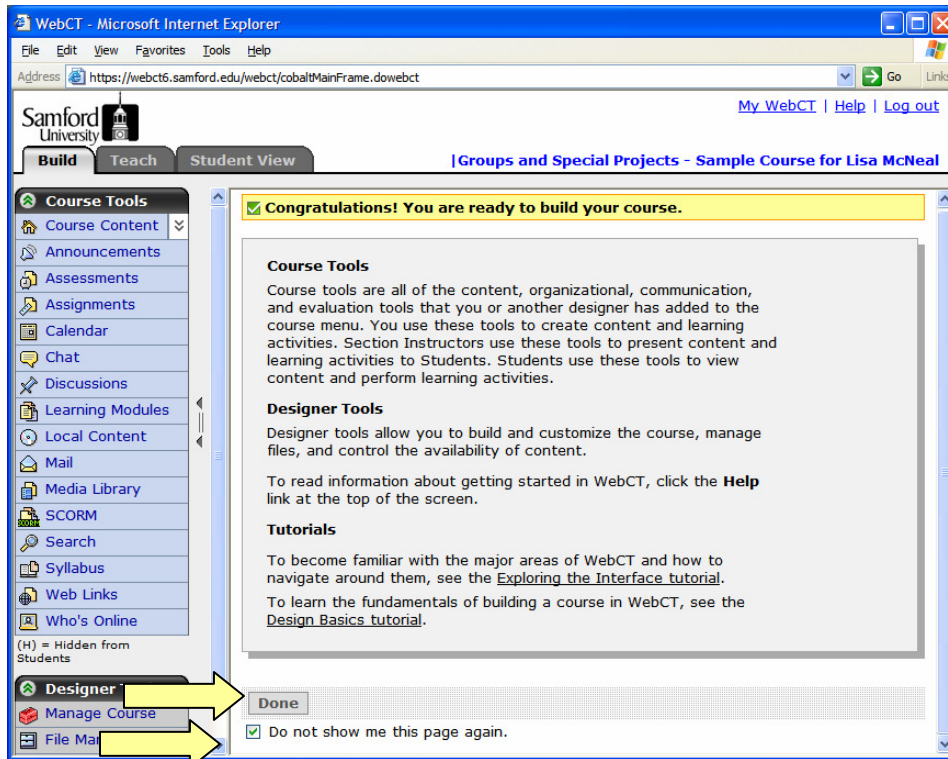


n. Put a check by **Select All Tools**. Scroll to the bottom of the screen and click **Save**:

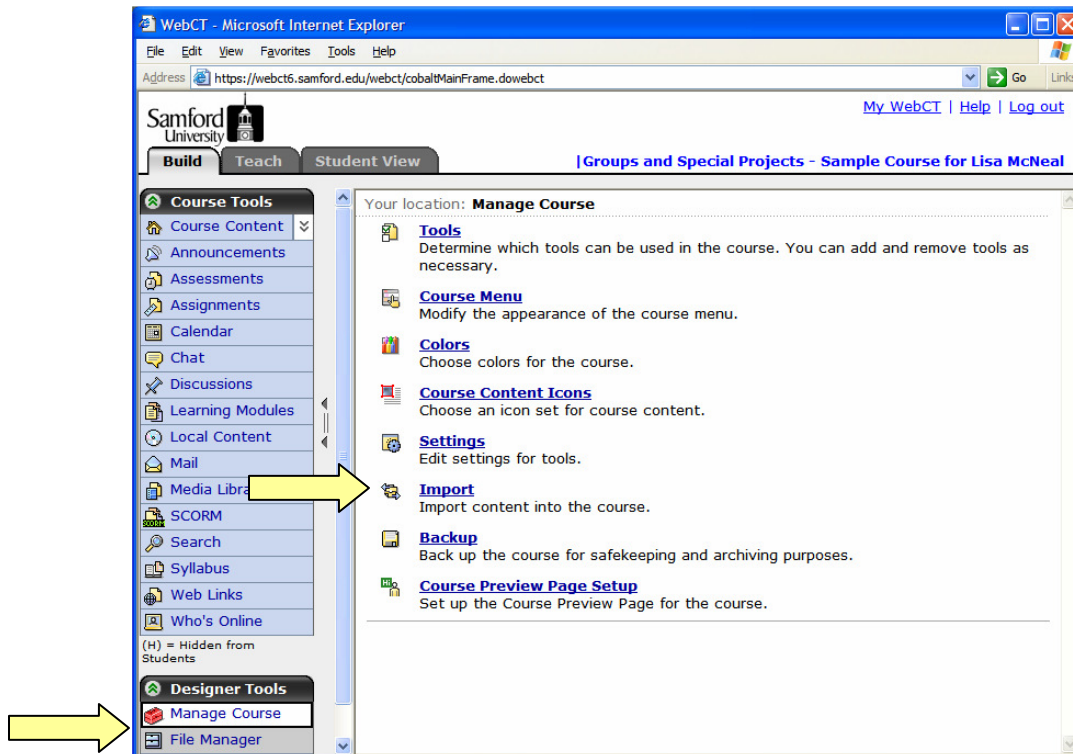


Handout 2: Migrating Courses from WebCT 4 to WebCT 6

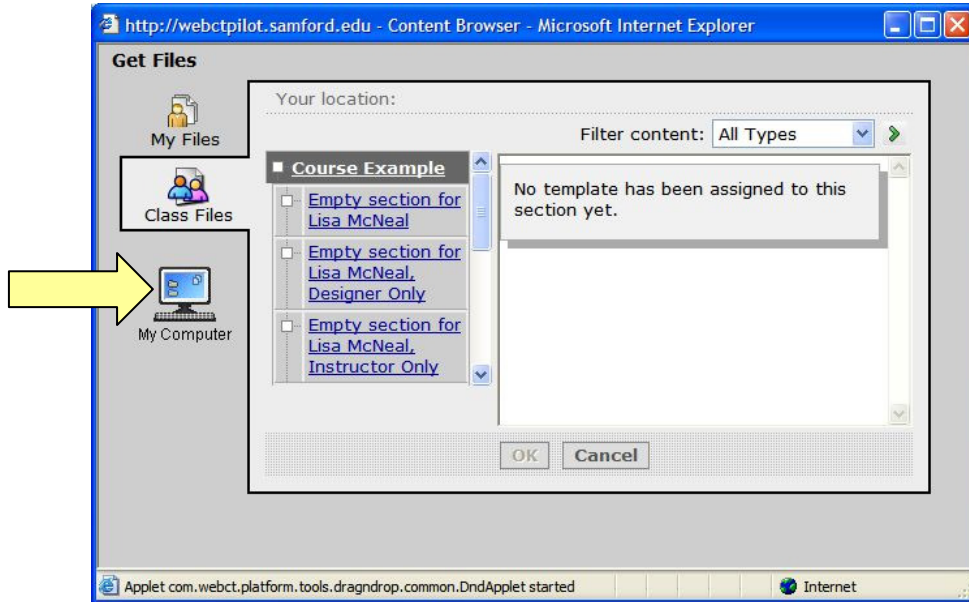
- o. Select **Do not show me this page again** and click **Done**:



- p. Click **Manage Course** then **Import**:

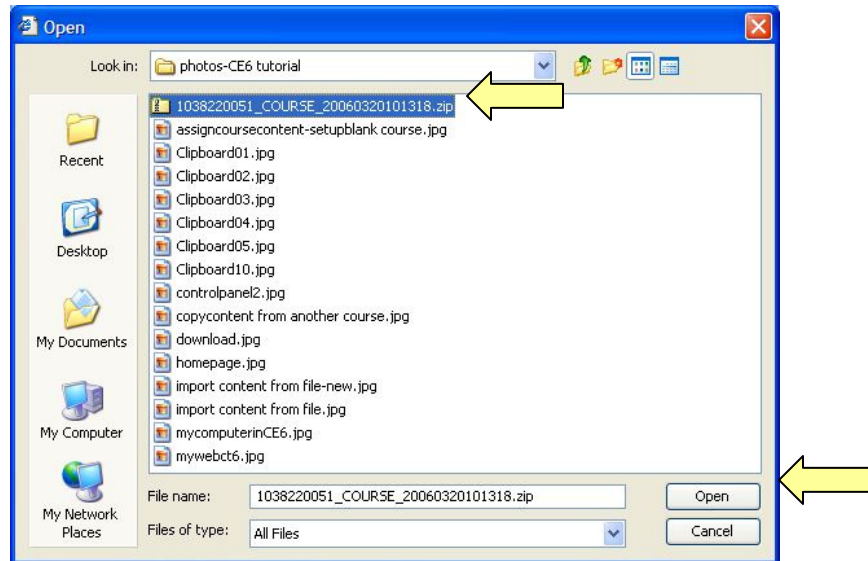


q. The **Get Files** dialog box will appear. Click **My Computer**:

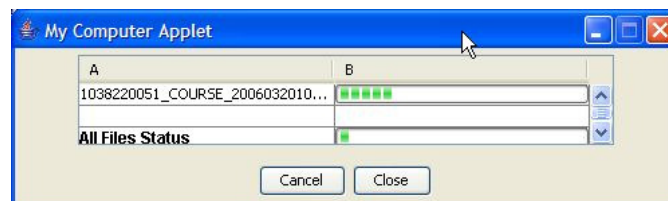


Handout 2: Migrating Courses from WebCT 4 to WebCT 6

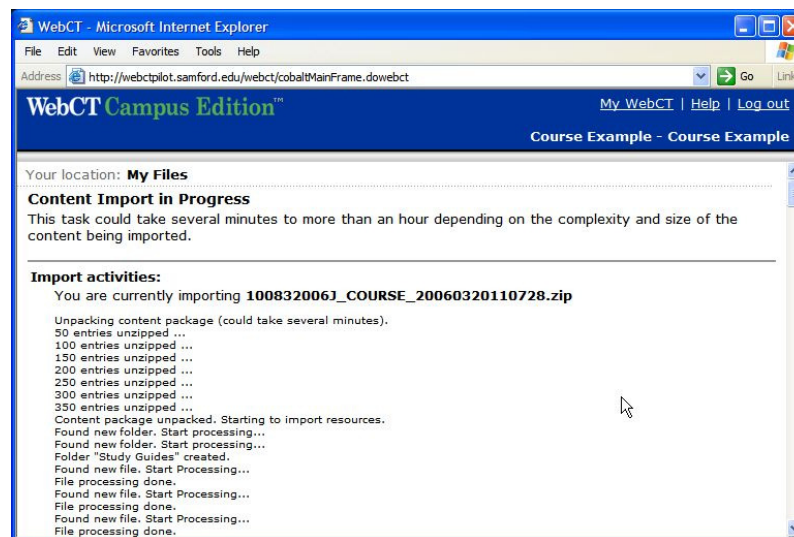
- r. Locate the previously exported course on your computer. Click on the ZIP file to select it, then click **Open**:



- s. The **My Computer Applet** will appear and the status of the upload will be indicated by the green bars. Wait until this applet closes; this may take a few minutes.

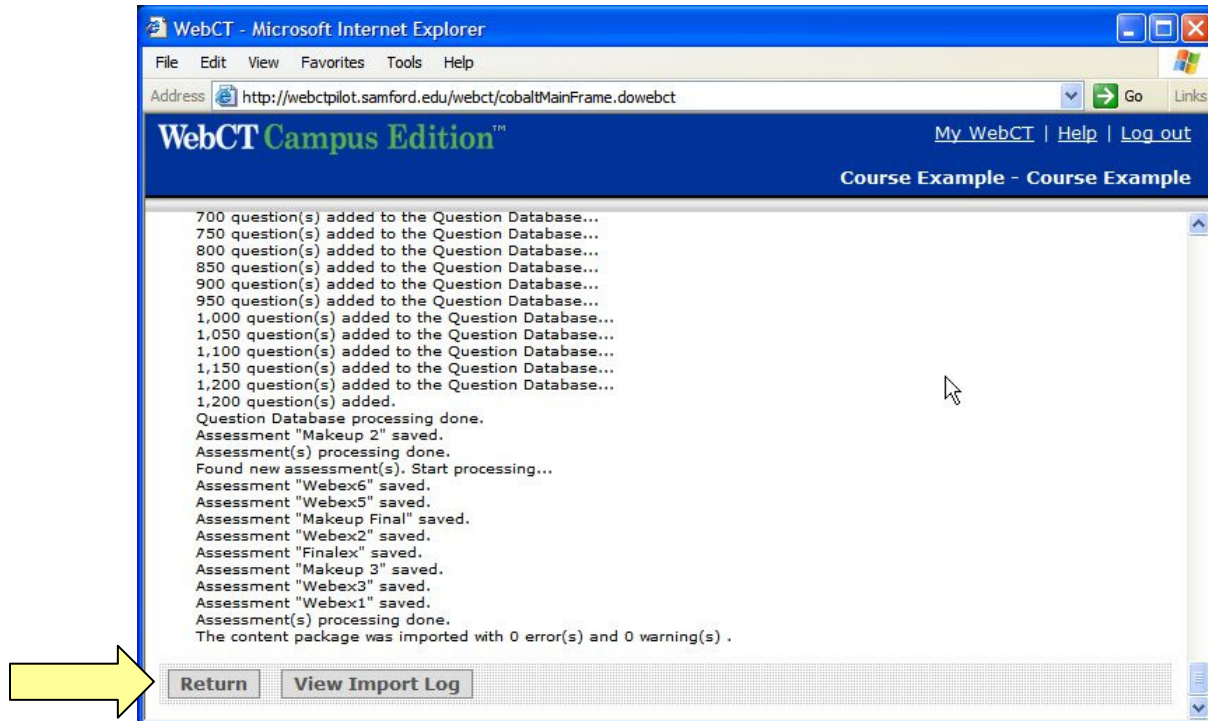


- t. Next you will see **Content Import in Progress**. Wait until the import completes.



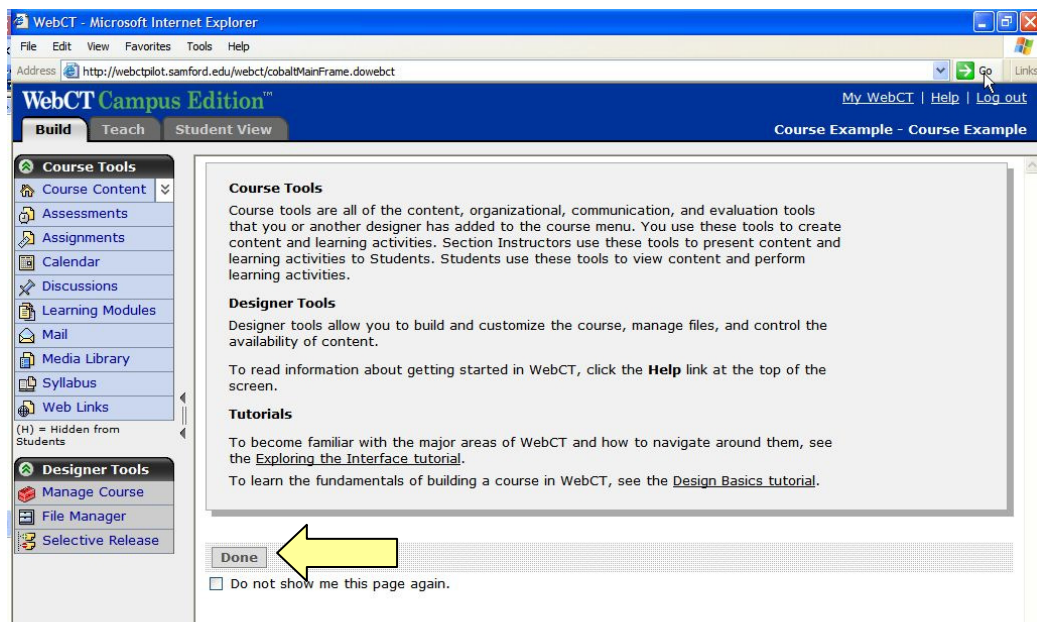
Handout 2: Migrating Courses from WebCT 4 to WebCT 6

- u. Click **Return** to go to the Course Content page (also known as the home page of your course):




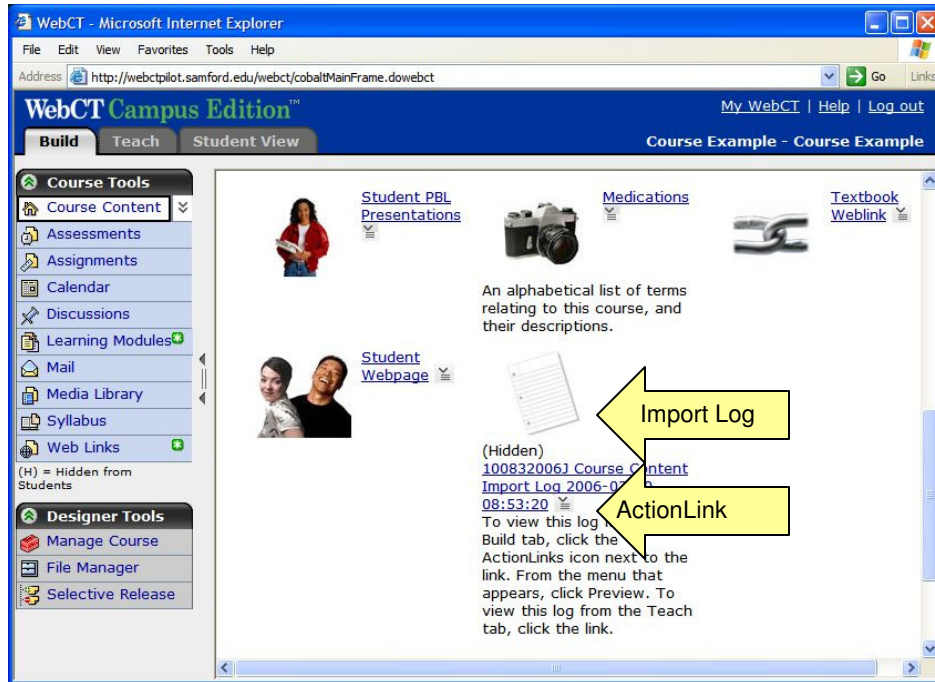
3. Locate Course Content

- a. Read the information about Course Tools and Designer Tools, then click **Done**:

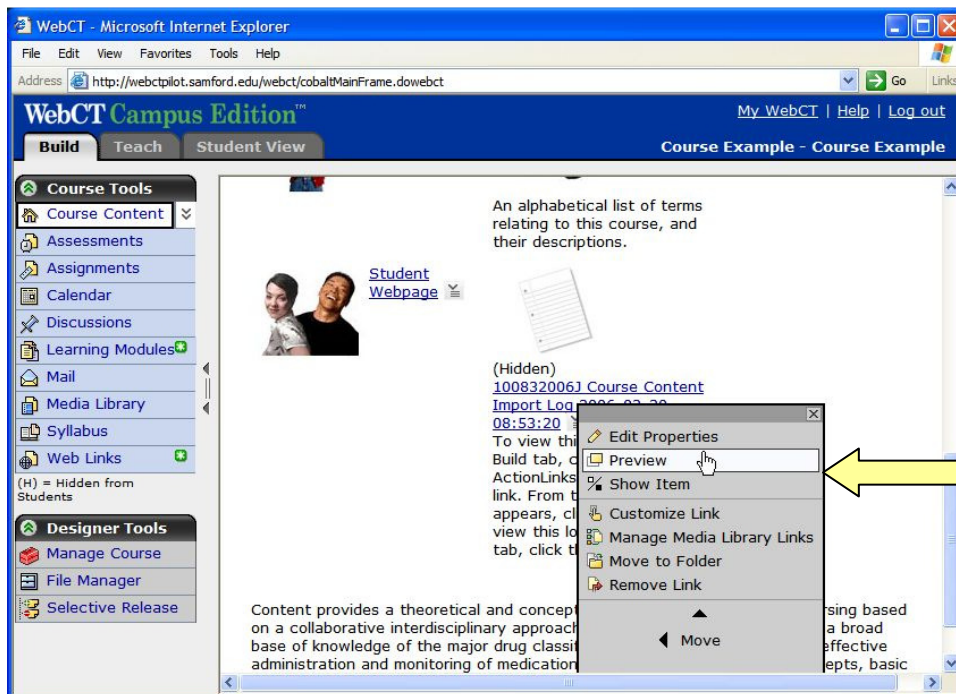


Handout 2: Migrating Courses from WebCT 4 to WebCT 6

- b. Locate the **Import Log** on the **Course Content** (home) page.
- c. Click on the grey ActionLink icon  next to the **Import Log**.
Note: The ActionLink icon appears next to content items. Clicking this icon reveals a menu of options, which include editing, previewing, moving, and other tasks.

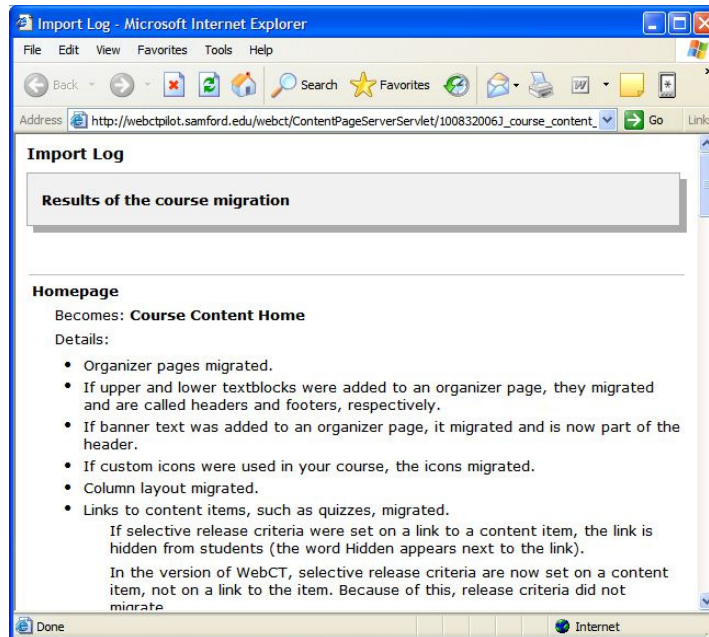


- d. Click **Preview**.

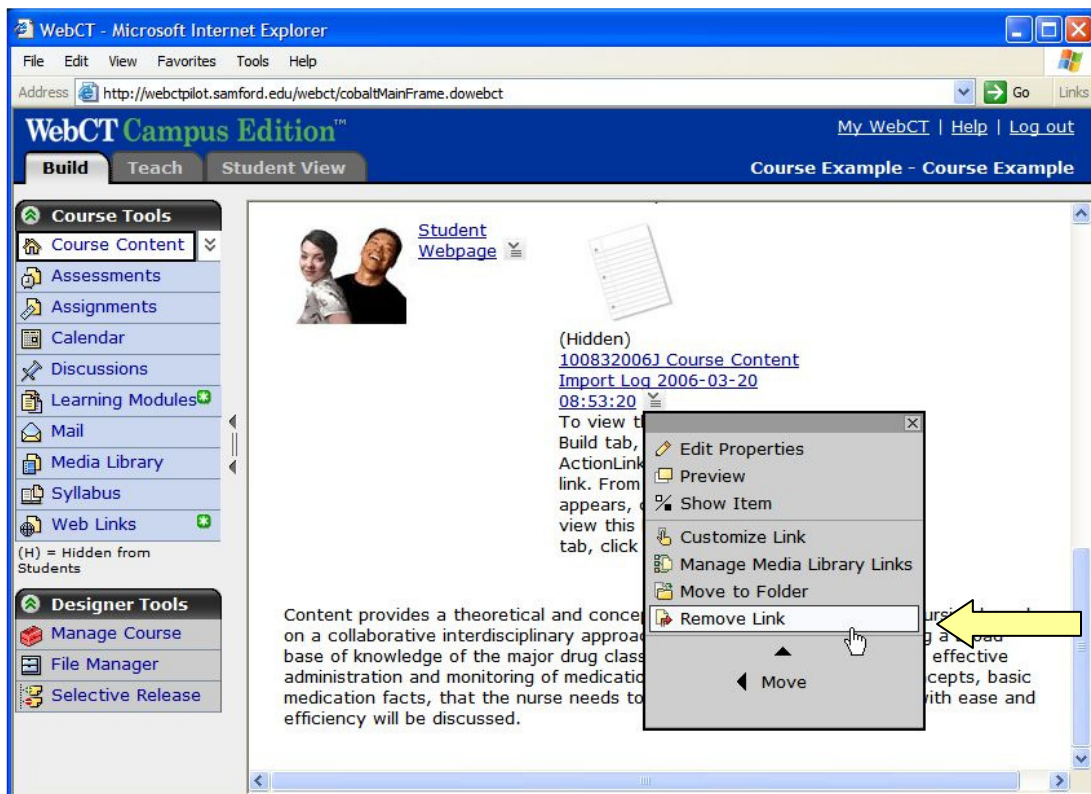


Handout 2: Migrating Courses from WebCT 4 to WebCT 6

- e. Review the Course Import Log and print out a copy if desired. Then close the **Import Log** window.



- f. Click the ActionLink next to the Import Log and select **Remove Link**. If you wish to look at the Import Log later, you can access it through the File Manager.



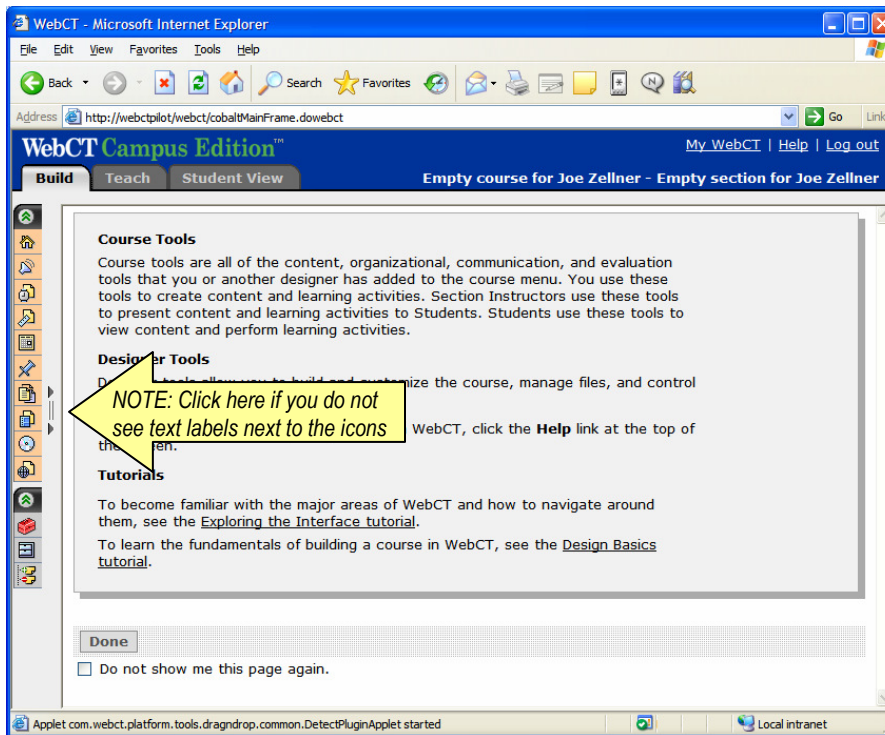
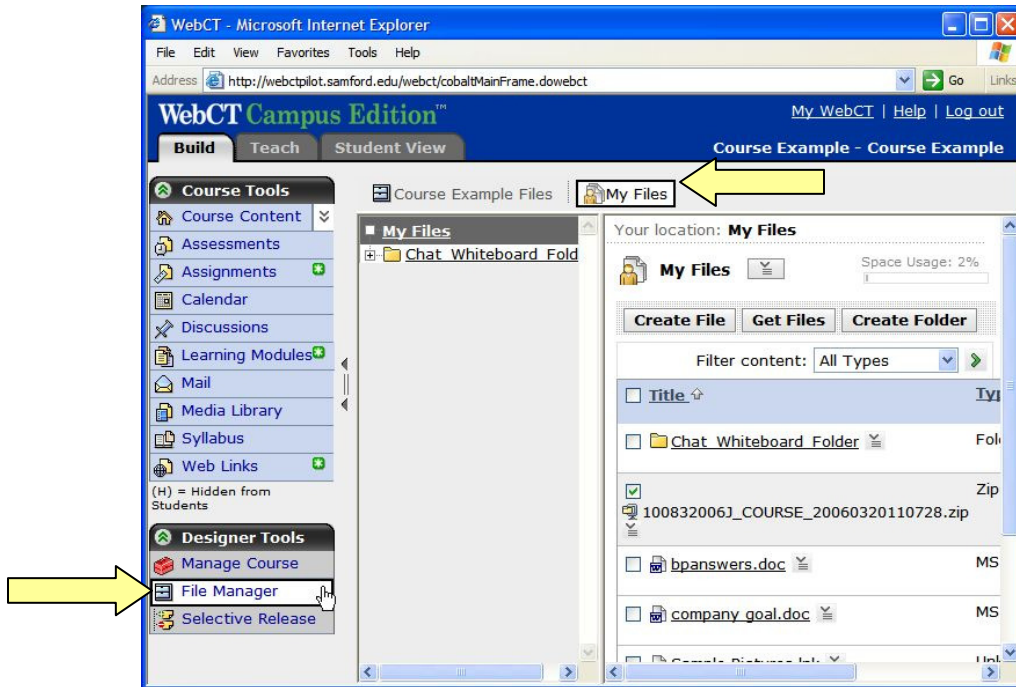
- In general the following features migrate:
 - Organizer Pages (Now called **Folders**)
 - Upper and lower text blocks (Now called **Headers and Footers**)
 - Banner text, custom icons, column layouts
- Links to specific content items migrate:
 - Content Modules (Now called **Learning Modules**)
 - Single Pages
 - Quizzes and Surveys (Now located under **Assessments**)
 - Discussion Topics
 - URLs (Now called **Web Links**)
- Links to some tools do not migrate as links. They are added to **Course Tools**, on the left side of the screen. Examples include:
 - Calendar
 - Search
 - Mail
 - Chat
- Some tools no longer exist in CE 6, but the content migrates over to the corresponding CE 6 tool. Examples include:
 - Student Home Pages and Student Presentations become specific assignments.
 - The Glossary and Image Database each become a collection in the **Media Library** Tool.

4. Prepare the Migrated Course for Students

- The most important thing to do is to review your entire course from the **Student View** tab. Be sure to check all links and content, complete all quizzes and surveys, and all other student activities.
- Check any items that use **Selective Release**. By default, all items with release criteria will be hidden from students in CE6. Unhide the items and then add the desired release criteria.
- You may also want to enhance your course to take advantage of the new functionality in CE6. For example:
 - Look at the question database. You may want to incorporate the four new question types into existing assessments.
 - Use **Group Manager** to create sign-up sheets, allowing students to select their own groups.
 - Specify that certain discussion topics be gradable.

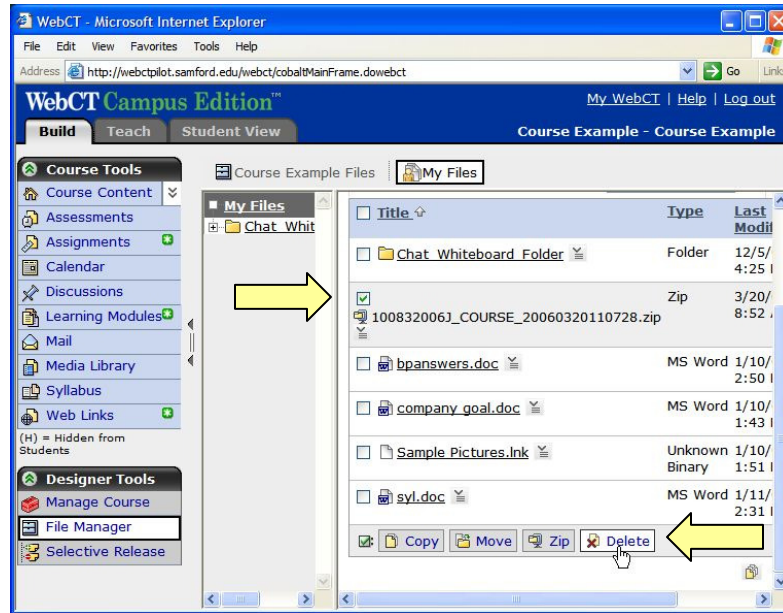
5. Delete copies of course from WebCT 6.

- a. In WebCT 6, click on **File Manager**, then **My Files**.

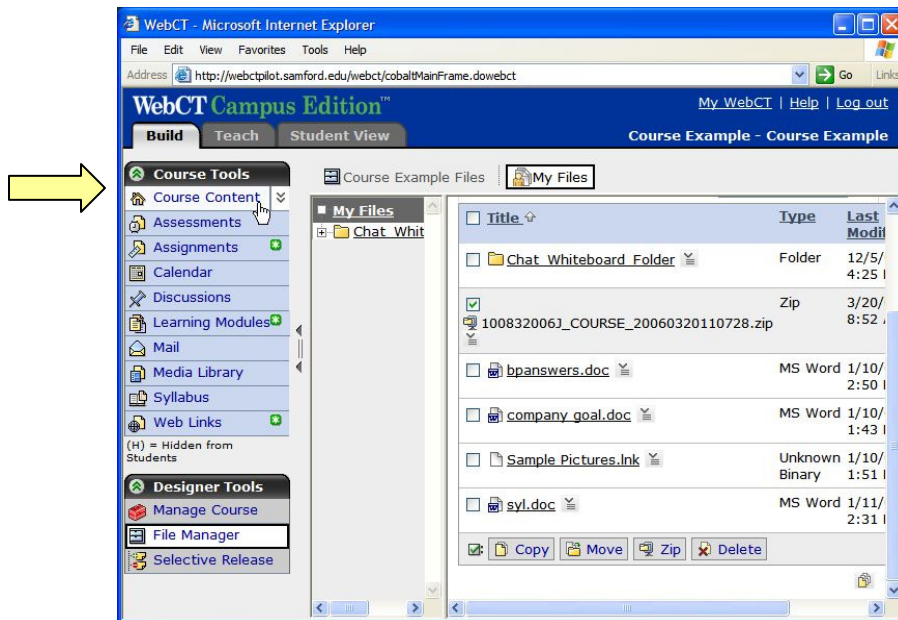


Handout 2: Migrating Courses from WebCT 4 to WebCT 6

- b. Put a check mark by the ZIP file and then click **Delete**.



- c. Click **Course Content** to return to the course home page.



Need more help?

For additional assistance with course migration or using WebCT, please contact Lisa McNeal or Joe Zellner:

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