

Course Transfer Process

Introduction

SP22 Course Form Submission Deadline: November 5, 2021

AAP is currently preparing for the upcoming term. The IRC Course Transfer Process will ensure the minimization of errors and ensure content is transferred to the current term shell. This document provides information regarding the process to ensure a smooth transfer of courses.

Action Steps Needed

- All instructors must complete the [Course Transfer Request Form](#) to ensure the correct source course is copied. A new form has been created for the SP22 term. Please follow the instructions below:
 - Find your SP22 course by looking in the Destination Course Column and moving down to your course or by searching by your name (Control + F).
 - Enter your Source Course in the Source Course Column on the same row as your Destination Course.
 - In the “Do you plan to use Panopto in your course” Column, select Yes or No.
 - In the “Do you plan to use VoiceThread in your course” Column, select Yes or No.
 - In the “Notes” Column, add anything you would like to communicate to the AAP Course Management Team.
 - Repeat these steps for each course you will be teaching.
- **Fully online** courses (.8X) and **Partially online** courses (e.g., .0X, .5X, .7X, and .9X) will be transferred into the new shells once the Course Transfer Request Form has been submitted.
- **Additional Course Sections** require a Course Transfer Request Form submission for each section.
- **Do not copy or transfer** any courses using Blackboard tools, as this may cause course errors. Instead, check with the IRC for course diagnosis, even if you have rebuilt or moved the course in prior terms.
- View your source course for the 4 Basic Course Errors (located on page 4) to reduce transfer errors.
- All instructors will receive a personalized message when their course transfer is complete.

Note: Any work completed on new courses during the transfer process could be deleted, lost, or cause course stability issues for the coming term.

Course Content

Blackboard has limited elements within courses that can be transferred. Interactive tools (discussion, blogs, and wikis) contain student data; therefore, only a skeleton of the structure and instructions will be copied to the new shell.

Elements that are Transferred

- Welcome page
- Syllabus
- Calendar and Adaptive Release (which work wonderfully with the date management tool)
- About Your Instructor
- Banner image (if it contains no text)

Course Transfer Process

- Lessons & Lesson Content (e.g., images, multimedia pdfs, links, text)
- Test, Surveys, Test pools
- Blogs, Wikis, Journals (shell and instructions - no posts or homepages)
- Discussions

Note: If forums have been set up according to best practices, they will be moved. Due to FERPA considerations, the transfer will move threads only if the instructor, **NOT** students, created them in the source course.

- Group settings (without student data)
- Assignments and Assignment Guidelines
- Gradebook Columns
- Rubrics
- Content in the content collection that is not linked within the course (unless there are space issues or content errors - we will contact you if there is an issue with your specific course)

Elements that are NOT Transferred

Considering compatibility, Blackboard settings, or FERPA

- [eReserves/ARES](#): These documents are managed by the library staff and need to be renewed each semester ([see current policies](#)). [Email Reserves](#) to request the library obtain permissions for the content and add it to your course.
- Wiki and Blog Homepages (Blackboard does not have transfer functionality for this feature)
- Date sensitive information: Announcements, Early warning system rules
- Course availability (all transferred courses will be unavailable to students)

Section Transfers (e.g., when .81 & .82 section are taught by the same instructor)

If a faculty member is teaching more than one section of the course, the transfer to the second section will occur about one week prior to the term start date, when possible. This will allow the faculty member to update the primary (usually the .81) section and minimize repetitive manual labor on the faculty member's part. For the semester to start on time for students, we need to ensure the course can be transferred prior to the start date.

To maximize faculty time, we are offering to transfer the updated primary (lower numbered) section with your changes into the second (higher numbered) section before the term. We ask that faculty members finish updating the primary section before the section transfer begins to minimize the changes made to both sections of the course.

For information on what course content is transferred, see the Course Content section above.

Four Basic Course Errors Solutions

Notice an issue in your course?

Please contact AAPTechnicalSupport@jhu.edu with the details, including your course number, location of the problem, and your browser. This information allows us to work with Blackboard to make changes for future versions.

1. Attach all files using an "item" rather than a "file."

- **Issue:** The Build Content > File tool often breaks if the file name does not conform to Blackboard's naming conventions and permissions.
- **Solution:**
 - To attach a file safely, click Build Content > Item and then add a title for the item. To attach a file within the item, click the paperclip icon.
 - Please use proper naming conventions for files (ex. Economics_101.pdf, Economics_101_Week1, or ECON101_Introduction).
 - Avoid the following in file names.
 - Special characters (~ ! @ # \$ % & - etc.)
 - Spaces (there have been problems related to this, though they are technically supported)
 - Long File Names (more than 32 characters)
 - Open Files- Always close the file on your hard drive before uploading it to Blackboard. Uploading an open file will often result in a corrupted file, meaning any possible viewers cannot access it.

2. Link to files in the current course's content collection

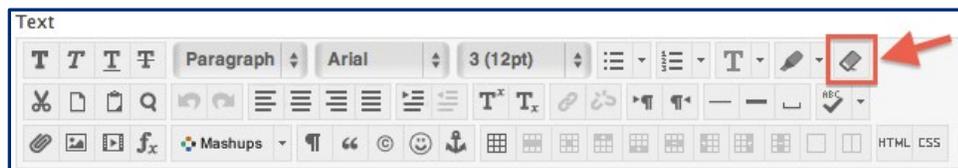
- **Issue:** Many files within the lessons and tabs of courses point back to an older course section. Although Blackboard allows linking to previous course files, it comes with a high cost.
 - Students might not have access to the file (which is very misleading since instructors can) due to permission settings.
 - JHU archiving previous courses and storing them off the live Blackboard servers. When there are links to content in courses that have been archived, then all links in the current course will break.
- **Solution:** Link to the current course's content collection. It is recommended to link all content items with the course and not open the content collection to students.

3. Insert images using the image tool in the content editor

- **Issue:** Just like files, images are housed in and have permissions in the current course. (See permissions issue above for the full explanation).
- **Solution:** Insert images via the image tool in the content editor only. Then choose to upload an image from your computer ("browse my computer") or the current course's content collection.

4. Removing strange or problematic text formatting (cleaning up the code)

- **Issue:** When copying and pasting information into Blackboard, formatting often does not copy accurately. The text spacing, bullets, or fonts may not look as you intend or are difficult to edit.
- **Solution:** Remove all formatting (along with the problematic code behind the scenes). Clearing the formatting will safely remove any text features, color, or styles and revert it to plain text that matches the Blackboard default. Any problem code behind the scenes will also be removed in this process.
 - In the content editor, highlight all the text that you would like to clean up.



- Then edit or add new formatting using the content editor toolbar. (You could also leave the text as is after the format cleaning.)
- Press "submit" to save your work.

Questions on the Course Transfer Process

If you have questions, contact the IRC transfer team at AAPCourseManagement@jhu.edu.