

Recommendations

Preparation for Converting to eCampus Vista



As eCampus Vista access rapidly approaches, CTDL has developed a few recommendations for preparations faculty can make to ensure a smooth transition from WebCT Campus Edition (CE) to eCampus Vista.

1. **Plan** – Review how your course is currently organized. Making an outline or list that identifies the organizational structure of your content can expedite the process of developing your new course.
2. **Download Content from CE** – Zip and Download your course content from Manage Files in CE to your computer. You will need to unzip your file to view all of your course content materials.
3. **Clean Up** – Deal with outdated files – files that no longer apply to the course or outdated syllabi you no longer need etc.
4. **Copy Discussion Topics** – Copy all of your discussion topics and save them to the folder on your computer containing the previously downloaded materials.
5. **Copy Assignments** – Copy all of your assignments and save them to the folder on your computer containing the previously downloaded materials.
6. **Export / Retrieve Assessments** – Export /Retrieve assessments for your course to your computer. There are two methods available although exporting is recommended.
7. **Export Content Modules** - Export each content module for your course to the folder on your computer containing the previously downloaded materials.

Plan

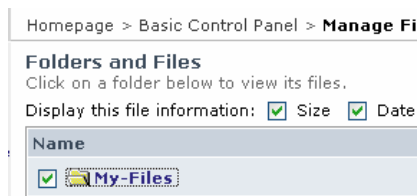
It is possible to include snapshots or printouts of content areas from the Designer Options View.

- 1) To print the Table of contents of each content module, the organization of your homepage, etc., right click within the Table of contents area and select print.
- 2) To capture the image of the page, click print screen on your keyboard and then paste in word (Edit – Paste from the menu or Control+V on the keyboard)

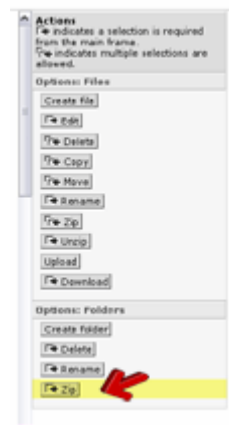
Download Content from CE

Zip all course files from Manage Files area.

- 1) Go to Control Panel in your course.
- 2) Select Manage Files
- 3) Click to place a checkmark in the box next to My-Files



- 4) In the Actions menu to the right, under the Options: folders, click Zip.
- 5) Give the file a name (by default, it is saved to your MyFiles area in your course) and click Zip.



Download the zipped file. Locate the file in your MyFiles area and click the checkbox to select it.

- 1) In the actions menu to the right under Options: Files
- 2) Select Download
- 3) Click Download, then Save
- 4) Choose where you wish to save the files under the Save in option.
- 5) Select Save

Unzip the files to your local drive using an unzip utility. Check with your campus IT department or helpdesk to determine which zip utility is available at your campus.

Clean up

Take this opportunity to do some “Spring Cleaning” by:

- 1) Deal with outdated files – files that no longer apply to the course or outdated syllabi you no longer need etc.
 - a. Create a folder for outdated materials and move any items to this folder that you wish to keep for future reference
 - b. Remove outdated files from the course completely.
- 2) Restructure file organization – use folders to organize material by categories such as weeks, chapters, or units.
 - a. If the file is an html file with images, you may need to re-associate the link to the images. It is best to have an images folder at the same level as your weekly, chapter or unit folders so that all images can be contained there.

Copy Discussion Topics

Create a text file of the initial discussion topics. This can be done by:

- 1) Open Discussion in your current WebCT course.
 - a. For each topic, open the initial discussion posting.
 - b. Click the Quote button at the bottom
 - c. Click inside the message box to place your cursor inside.
 - d. Depress the Control and the A keys on your keyboard simultaneously. (This will highlight all text)

- e. Depress the Control and the C keys on your keyboard simultaneously or right-click and select copy.
- f. Open a text file, html file (code view) or a word file and paste.
- g. Repeat steps b-g for each topic.

Copy Assignments

Create a text file of assignments.

- 1) Go to each assignment from the Designer Options tab
- 2) Copy the instructions for the assignment by
 - a. Used without html:
 - i. highlighting the text,
 - ii. Right-click and choose copy
 - b. HTML included:
 - i. click on Edit Assignment Settings
 - ii. highlight the text within the instructions box
 - iii. Right-click and choose copy
- 3) Paste the copied text in a text file, html file (code view) or word.

Export / Retrieving Assessments

Exporting Quizzes, Surveys and Question Database from WebCT CE

Exporting Assessments allows the actual assessments to be downloaded and uploaded in bulk to eCampus Vista.

1. Go to Control Panel
2. Click on Manage Course
3. Click on Export Content

4. Select Quizzes, Surveys and Question Database
5. Click Continue

Homepage > Basic Control Panel > Manage Course > **Export Content**

Export Content

Select Content to Export

- Quizzes, Surveys and Question Database

Export all quizzes and surveys in the course and all questions in the Question Database.

- Content Module

Export a **single** Content Module, and all of its contents.

Content Module:

Select a Destination

Select from the list of folders in Manage Files. The content package will be exported to the selected folder.

Destination folder:

6. Disregard any Warnings given.
7. Click Control Panel
8. Click Manage Files
9. Locate your file.
10. Click Download from the Files Action Menu

Folders and Files
Click on a folder below to view its files.

Display this file information: Size Date Time

Name	Size (by
<input type="checkbox"/> My-Files	
<input type="checkbox"/> 0-619-26815-8.gif	1
<input type="checkbox"/> 0-619-26815-8_small.gif	
<input type="checkbox"/> copyrights.html	
<input type="checkbox"/> courseimage.gif	
<input type="checkbox"/> CT_logo.gif	
<input checked="" type="checkbox"/> ITSW1404_3W101_su_QIZ_20070508102709.zip	191
<input type="checkbox"/> samlogo.gif	
<input type="checkbox"/> syllabus.htm	7
<input type="checkbox"/> COMMON_FEATURES	

Actions
[+] indicates a selection from the main frame
[+] indicates multiple allowed.

Options: Files

-
-
-
-
-
-
-
-
-
-

11. Click Download, then Save
12. Choose where you wish to save the files under the Save in option.
13. Select Save

Retrieving a Quiz, Survey or Category from WebCT CE

Retrieving assessments will require the assessments to be recreated individually when entered into eCampus Vista.

- 1) Download and Install Respondus if you do not have it already.
 - a. Go to <http://ecampus.nhmccd.edu/55303/>
 - b. Scroll down to "Are you new to Respondus?"
 - c. Follow the four easy steps to install Respondus Software to your computer.
 - i. If you are using a computer at a campus location, you may need for your campus IT personnel to login under the administrator role to enable the installation. Check with your local campus IT staff for installation procedures at your campus. You will need the license sent to you from Step 2 of the instructions for the installation.
- 2) To begin retrieving your assessments, open Respondus.
- 3) Click on the Retrieval and Reports tab at the top.
- 4) Select Retrieve Questions from the side menu.
- 5) If you have not already set up the WebCT server, you will need to do so by clicking the down arrow in the input box for the WebCT server and select "Add new server".
 - a. The WebCT Server Settings box will appear.
 - i. In the box for number 3, type in eclassroom.nhmccd.edu, as shown in the screenshot below.

WebCT Server Settings

To automatically set the server information for your institution:

1. Open your browser, go to the WebCT "Login" page where you type in your name & password, copy the "Address" of the page from the browser to the box below. (If you type them into a small key popup window, leave the box blank.)

2. In your browser go to the home page for any course, then copy the Address into the box below. **Ignore numbers 1 and 2.**

3. Press Extract

Server name, e.g. "webct1.univ.edu"

eclassroom.nhmccd.edu **Step 1 Fill in 0 and 80 in the appropriate text boxes.**

Login Port: 0 Server Port: 80 **Step 2 Give the server a name and type in your login information.**

Secure Server? Yes, HTTPS:// used on all pages

Leave "Login Port" set to 0 unless the server shows "https" for only the login page, while course pages show "http."

4. Enter a name to describe this WebCT server (e.g. "My WebCT Server")

Description: eclassroom

5. User name: estalnaker Password: [masked]

Remember my User Name and Password (save them on this computer) -- If this is a shared computer, un-check this box!

OK Cancel Delete

- ii. Type 0 for Login Port and 80 for Server Port, as illustrated below.
 - iii. Name the server, either eclassroom or something that will identify it for you.
 - iv. Login with your eCampus username and password (WebCT) and click OK. If on a public computer, don't check the box to remember your password.
- b. Select your desired course in the dropdown for item 2 in the Retrieve Questions form.
 - c. Select the Quiz, Survey you desire in item 3.
 - d. Enter a name for the quiz (must be unique).
 - e. Select the Retrieve button to begin the download.
 - f. Repeat download process for each quiz or survey.

Exporting the Content Modules

Exporting Content Modules from WebCT CE

1. Go to Control Panel
2. Click on Manage Course
3. Click on Export Content
4. Select Content Module.
5. Select the first module to download from the dropdown list.

Homepage > Basic Control Panel > Manage Course > **Export Content**

Export Content

Select Content to Export

- Quizzes, Surveys and Question Database
Export all quizzes and surveys in the course and all questions in the Question Database.

- Content Module
Export a **single** Content Module, and all of its contents.

Content Module:

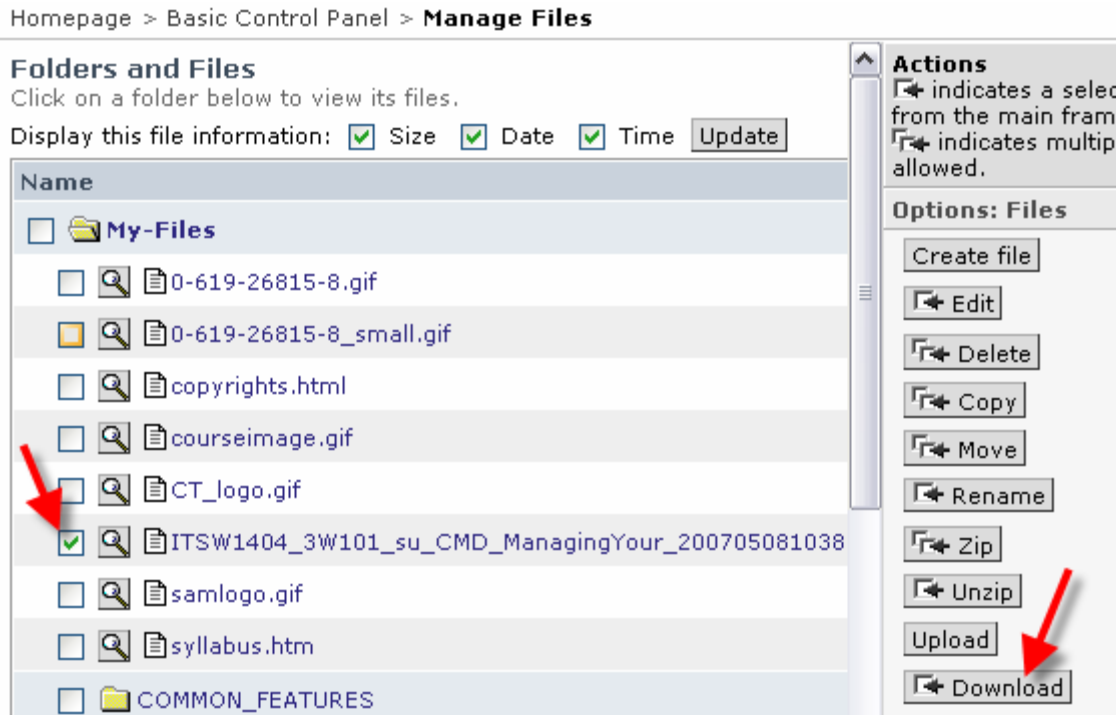
Select a Destination

Select from the list of folders in Manage Files.
The content package will be exported to the selected folder.

Destination folder:

6. Click Continue

7. Disregard any Warnings given.
8. Click Control Panel
9. Click Manage Files



10. Locate your file.
11. Click Download from the Files Action Menu
12. Click Download, then Save
13. Choose where you wish to save the files under the Save in option.
14. Select Save

You will need to repeat these steps for each module.