

Fall
2008

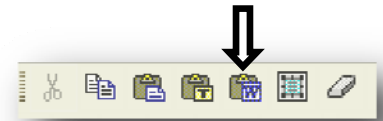
MBA000N000SPRING08

iLearn Course Migration Guide

The content for this course was exported by Dave Mamorella on 5/14/08. For assistance with this content please contact Dede Hourican in the office of Academic Technology and eLearning at dede.hourican@marist.edu.



General Export and Import Tips



1. When copying text from a MS Word document into the Rich Text Editor tool, it is highly recommended that you use the “paste from Word” button. This will ensure that the vast majority of the formatting remains intact.
2. This Course Content Export Report is not intended to be a comprehensive guide to using iLearn but rather a quick reference guide for how to import content from the Educator eLearning Guide into an iLearn Course Site. Please refer to the following for additional instructions on using iLearn:
 - a. Faculty FAQ
 - b. Help Tool
 - c. Best Practice Guides (found in Faculty FAQ)
3. E-mail messages and your “elearning” e-mail account, will not be transferred to iLearn. You should take a few minutes to make sure that your “elearning” e-mail is being forwarded to an appropriate account and that you’ve downloaded or forwarded an e-mails you wish to keep long-term.
4. The naming convention used for iLearn will be as follows:

Subject_Course number_Section_Semester i.e. -**MBA_610N_TMP_F08**

****Please note all migrated courses will have “TMP” in the section area****

Should you have additional questions about iLearn, feel free to contact us:

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Announcement (last updated: 4/21/08)

This section contains a copy of the text posted in the Announcement box in your Educator course shell. Copy and paste this text (including formatting) into the Announcement Tool in your iLearn Course Site.



Note that some content, such as links you may have created using “Object ID Codes” in the Educator eLearning System, will not work within iLearn. See the Importance Notices below for information on how to address this issue.

Announcement Text for Copying

Course Announcement

Welcome to this MBA Course.

This is an example Announcement.

Your course announcement would be located here for you to copy and paste into iLearn.

Important Notice

You may need to address the following issues:

1. If you have used **Object ID codes** to link to content (e.g. course videos) in your course announcement, you will need to replace these Object ID codes by either:
 - a. Attaching the files you want to your announcement using the “Add Attachment” button
 - OR**
 - b. Linking your text directly to the files located in your Resources folder using the link button in the Rich Text Editor.
2. Object ID links to specific tools (e.g. Assignments, Discussions) are not currently possible in this version of iLearn but may be in future versions. Please replace such links with directions for students to access those tools by clicking on the tool bar located on the far left frame.

Syllabus (last updated: 4/21/08)

Your syllabus has already been exported and copied into the Resources Tool in your iLearn Course Site. You will find it in the main or “root” folder and it will either be called “syllabus.doc” or “syllabus.pdf”.

You have two options for importing your syllabus into iLearn.

- Option #1 – Attach the file in the Syllabus tool so that students can click on a link and download the file.
- Option #2 – Copy and paste the text of your syllabus directly into the Syllabus Tool so that students can view the syllabus directly in iLearn without downloading.



Option #2 is the **recommended approach** as it makes it easier for you to edit the syllabus and provides easier access for students. Please see the help tool in iLearn for further assistance.

Assignments (last updated: 4/21/08)

The Assignment Tool in iLearn is more sophisticated than the one in the Educator eLearning System and thus you will have more options with regards to how you configure and use the tool.

Below is the text associated with all of your assignments in the Educator eLearning System Course. The following are recommendation on how to import this into your Course Site in iLearn:

1. Create a new Assignment in iLearn for each assignment below by clicking on the “Add” button.
2. Copy and paste the title below into the “Title” box in the new Assignment.
3. Set the appropriate dates, submission option, grading scale and, if needed, points (you can change all of these settings later if needed).
4. Copy and paste the text descriptions below into the “Assignment Instructions” box.
5. Complete the rest of the configuration process as desired.



TIP: You can save your assignment as a “draft” and return to complete it at a later date. Students will not have access nor will they “see” draft assignments.

Assignment Text

Title: Example Assignment #1
Due Date: 2/11

In this section you would find the text from the Educator Assignment tool that described the assignment and provided instructions for the student. You would then copy and paste this into the Assignment Tool in iLearn.

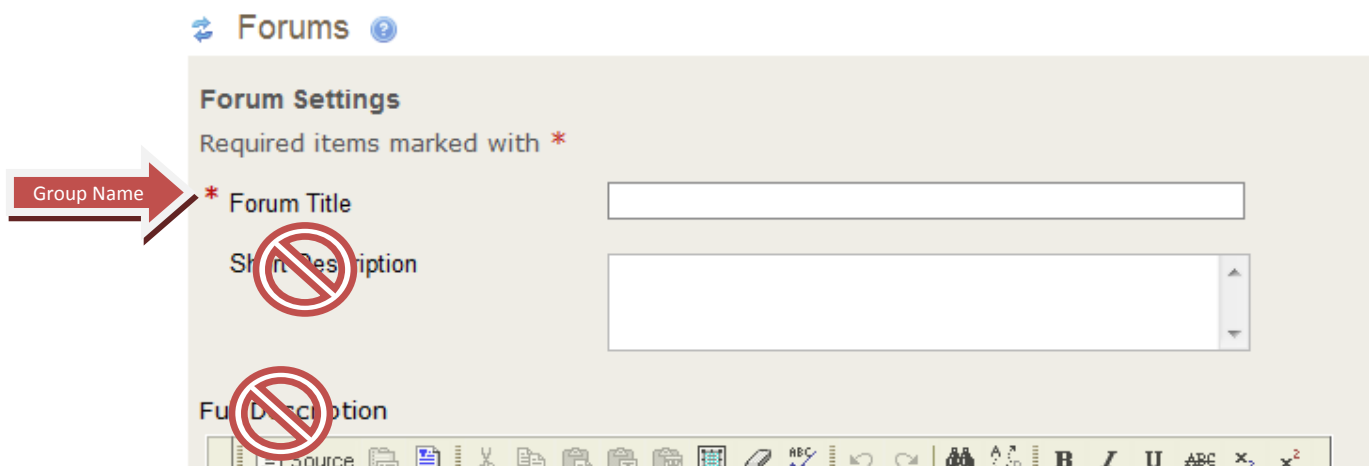
Importing content from this guide into iLearn is best done once you have completed the Introduction to iLearn training offered by the Center for Teaching Excellence.

Discussion Groups (last updated: 4/21/08)

Below is the text from the Discussion Groups you used in your Educator eLearning Course. Only “primary postings” made by the instructor or teaching assistant were exported. The Group Name is displayed on the left and then all subject/topic “primary postings” associated with that Group are on the right.

The Forums Tool in iLearn is more sophisticated than the Discussion Groups in Educator. You will need to decide ahead of time how to best configure and set up your Forums before copying the text into them. Thus, you should review the iLearn help tool instructions on using the Forums Tool or seek assistance from the Office of Academic Technology and eLearning before proceeding.

From the copied text below, you will want to copy the “Group Name” into the title of the iLearn Forum you set up and the “Subject” as one of the “Topics” under that Forum. We recommend that you leave the “short” and “full” description boxes blank and copy your “primary posting text” as a “new thread” under the appropriate topic using the “Post New Thread” button.





TIP: You can hold down the Control key and click on the Group Name in the left column to access that particular discussion if you need to review it in detail.

Group Name	Subject/Topic/Primary Post Text
Introductions	<p>Subject: Getting to know each other Posted by Josh Baron Fri Apr 14 00:24:59 2006.</p> <p><u>Message:</u> I would like everyone to take some time to get to know each other. Please post some information about yourself including: job, title, responsibilities, hobbies and interests. Before the end of the week you'll need to reply back to at least two other students.</p>
Fake Information	<p>Subject: Nothing Posted by Josh Baron Fri Apr 14 00:24:59 2006.</p> <p><u>Message:</u> This section would contain the rest of the primary postings made by the instructor in the course.</p>

Packets (last updated: 4/21/08)

In iLearn, the Lessons Tool is used to deliver content and will be replacing capabilities of the Packets tool in the Educator eLearning System. In the section below you will find the copied information from each of the Packets that were located in your Educator course. You will have two options for importing this content into the Lessons Tool:

- **Option #1** – Copy the content from each file into the Lessons Tool directly using the Rich Text Editor.

OR

- **Option #2** – Link to each file (which have already been copied to your iLearn Resources Tool) from the Lessons Tool.



Option #1 is the **recommended option** as it will allow you to more easily modify content in the future as well as export the content to share with others.

For each Packet you will want to create a new “Module” in the Lessons Tool. Within each Module, you will be able to “add content” which would be the content of the files you had in your Packets.



IMPORTANT NOTICE:

If your Packets contained direct links to other tool within the Educator eLearning System (e.g. an Assignment, Discussion Group, Test, etc.), you will have several import options to consider:

- **Option #1** – In iLearn, add a “content page” to your Module which simply indicates to students that they need to access a specific tool (e.g. go to the Assignment Tool to review and complete the Week 1 Assignment) to complete their work.
- **Option #2** – In iLearn; use the “what’s next” feature of the Lesson Tool to tell students what to do after they review the course content.
- **Option #3** – In iLearn; create links from a “content page” in the Lessons Tool directly to other tools within the course site (e.g. Assignments, Forums, etc.)

Although Option #3 would exactly replicate the capability found in the Educator eLearning System it requires some technical work and would also need to be updated each semester. Since future versions of the Lessons Tool will likely make this easier, you may wish to consider using Option #1 or #2 at this point in time.



TIP: If you need to review a Packet or specific files or tool within a Packet, sign into the Educator eLearning System and then return to this document and hold down the Control button and click on the links found below.

Packet #1: [Introduction](#)

Introduction to blah Object ID: 2149	1 ▾
Introduction to Knowledge blah Object ID: 2150	2 ▾
strategicintent.pdf Object ID: 2202	3 ▾
whatisstrategy.pdf Object ID: 2203	4 ▾
whatswrongwithstrategy.pdf Object ID: 2204	5 ▾
commpetingonanalytics.pdf Object ID: 2222	6 ▾
synthesizingleader.pdf Object ID: 2223	7 ▾

Examinations/Quizzes (last updated: 4/21/08)

In most cases, exam questions will be automatically copied into your iLearn Course Site. If you used specialized question formats this copying process may take more time and thus your questions may not be immediately available.



IMPORTANT NOTICE

iLearn has a sophisticated Test and Quizzes Tool that will provide more capabilities than the tool in the Educator eLearning System that you are used to using. Because of this sophistication, it is recommended that you receive basic training on this tool before using it with students. If you are unable to participate in training, there are online help and support materials that you should review carefully before configuring and publishing tests or quizzes.