

Checklist of Course Preparations for BEFORE Migration to Generals Online



Before beginning: make a copy of your course(s) and download the zip file(s) to your computer as a backup for reference or replacement (just in case). Include course(s) taught infrequently. Also, download a zip file of your LOR if you have used it. Then, return to your ANGEL course and take the following steps.

Complete the following steps to get your course ready for migration while your course is still in ANGEL.

- ☐ Remove any unnecessary assignments (test, discussions, dropbox assignments, private folders, etc.) from your course in ANGEL. During migration, all activities will be added to your GO Grade Center and may be difficult or impossible to remove. While they can be deactivated and hidden, it is recommended that you clean these out instead to keep your course clean and running smoothly.
- ☐ Remove any multiple question sets in ANGEL prior to migrating your course. They must be combined into one question set in order to transfer over as GO will ignore anything other than the first question set.
- ☐ Make all content you will want students to view at some point accessible in ANGEL where there is a “cascade settings” option. Testbanks and any other private content may remain hidden. Adjust start/end dates in GO. The start end dates can certainly be adjusted in GO, but it is more difficult as there is no cascade settings options on the folders in GO.
- ☐ Copy content that links to a LOR into the course instead. Links to your ANGEL LOR will not work in GO. The GO LMS includes a Content Collection feature for storage of your course files rather than a LOR.
- ☐ Remove references to ANGEL and revise them to refer to GO. E.g. Change “Course Mail” to “Messages.”
- ☐ Adjust the wording throughout course documents and instructions to reflect the terms used in GO:

IN ANGEL	IN GO
nuggets	modules
Course Mail	Messages
tabs	course menu links
grade book	grade center
grade scale	grade schema
dropbox	assignment
discussion terms	discussion board, forum, thread, post, reply discussion list view, tree view

- ☐ Make a list of areas that contain navigation instructions that will need to be updated once the course is migrated and you become familiar with the relevant navigation in GO.
- ☐ Remove any tokens (Ex. \$first_name\$). These do not work as intended in GO.

***** You can print this document and use it as a checklist!*****

- ☐ Remove subtitles on your content and learning activities links and revise your titles to be descriptive of the content and activities. Subtitles in ANGEL do not migrate. Note: Keep your titles pretty short - there is a text size limit for titles in GO.
- ☐ Change Surveys to tests if desired. Surveys in Generals Online are anonymous.
- ☐ Check your rubrics in Generals Online after you have moved your course content. Sometimes they transfer over, sometimes they do not, there is no rhyme or reason to whether or not they will. If they did not transfer over, please print them in ANGEL prior to June so they may be recreated in GO.