

Best Practices for Lessons (OLD) to Lessons (NEW) Migration

We will be replacing the Lessons Tool in iLearn with a new version (which we are referring to as "Lessons (NEW)") that will both address limitations of the older version (or "Lessons (OLD)") while also introducing powerful new content authoring capabilities. It is also the case that the Lessons (OLD) tool, because of its age, is being decommissioned and will no longer be available in iLearn.

Starting with the 2016 summer semester the Lessons (OLD) Tool will no longer be available for use in active courses. To ensure that all summer courses are ready on time, **we are asking faculty to complete the migration of relevant course content no later than May 11, 2016.**

We are suggesting that faculty select one of two options for the migration to the Lessons (NEW) Tool:

- 1) **REPLICATE** - At a minimum you will need to replicate how content was set up in Lessons (OLD) in Lessons (NEW). This will require less time to complete but will not take advantage of the new tool's capabilities.
- 2) **INNOVATE** - This will require some additional time to complete but will have the benefit of improving the overall student experience in your course and their engagement with the course content.

The [Migration Overview](#) document provides examples of what the results from these approaches look like.

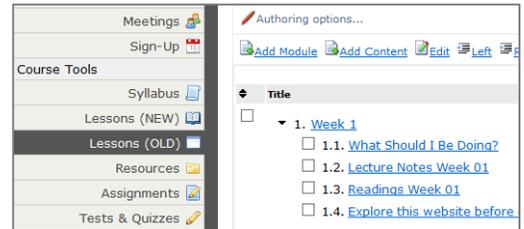
This Best Practice Guide will provide step-by-step instructions on how to **REPLICATE** your course content in Lessons (NEW). Please see the guide titled "[Best Practices for Using the Lessons \(NEW\) Tool](#)" for information on how to **INNOVATE** your course as you migrate your content.

IMPORTANT NOTE: Any course sites created **after April 4, 2016** will contain a "**read-only**" version of Lessons (OLD). If you import prior Lessons content into the new course site **you will be able to view the content but not edit it.** In addition, students will not see the Lessons (OLD) tool when they access the course site.

Visit the [Center for Teaching Excellence](#) for workshops on this migration process and other capabilities of Lessons (NEW). Please contact Academic Technology at (845)-575-3836 or academic.technology@marist.edu for further questions on Lessons content migration or visit the [Lessons Support Page](#).

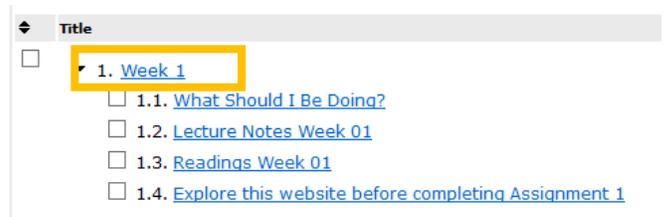
Typically content of the Lessons (OLD) tool consists of text and links to files in Resources. We will demonstrate how to REPLICATE this content in the Lessons (NEW) tool using copy-and-paste. Two approaches are outlined for linking to files, select the one you feel most comfortable following.

1. Before beginning, review the short (1.5 minutes) [Marist Minute video](#) to see an overview of the replication process to orient yourself to the steps involved.
2. Create your new Course Site and import your Resources and Lessons (OLD) content from your previous site into the new one. If the new course site already exists use the “Import from Site” function in the Site Editor to import you content.

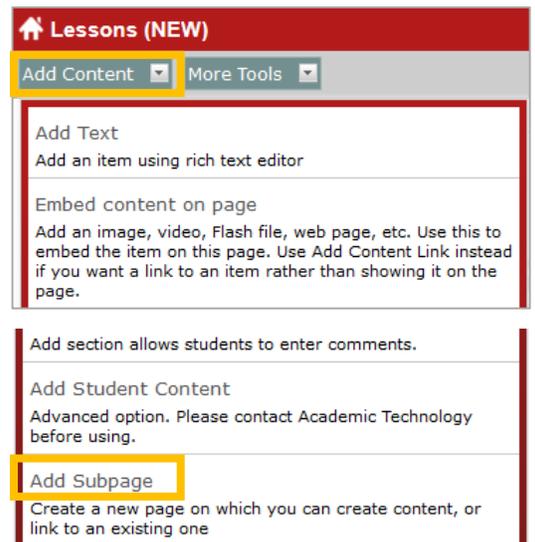


3. Click on “**Lessons (OLD)**” from the left navigation bar to access your older content.

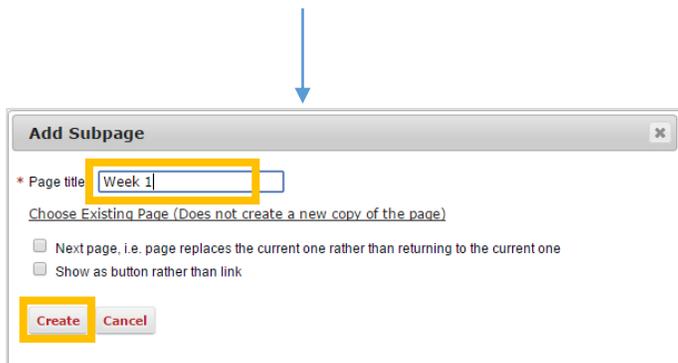
4. Copy the text “**Week 1**” so that you can REPLICATE the Week 1 module originally created in Lessons (OLD) in Lessons (NEW).



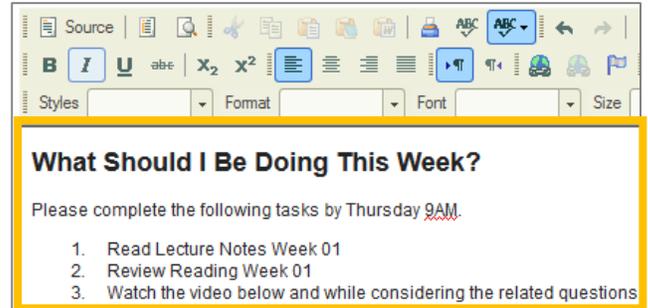
5. Next, go to the Lessons (NEW) tool and create a **subpage** called “Week 1” by clicking the “**Add Content**” dropdown menu and then clicking “**Add Subpage**”.



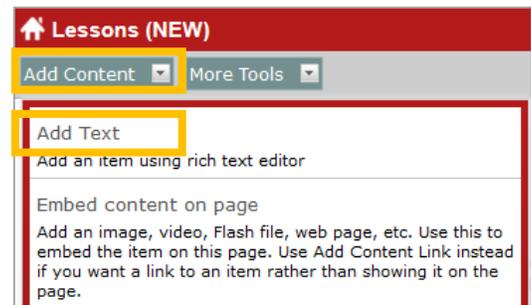
6. In the pop-up window, paste the module title “Week 1” as the page title, then click “**Create**”. When it is done, you will be on the “Week 1” subpage in the Lessons (NEW) tool.



- Next step is to copy and paste the content of the Week 1 Module from Lessons (OLD) to Lessons (NEW). In Lessons (OLD), click the link to the first content section under Week 1, which is the “What Should I Be Doing This Week” content section, to access the text.



- Copy all of the text in the editor and then access Lessons (NEW), you should still be on the Week 1 “subpage” that you created a moment earlier.
- Click the “Add Content” dropdown menu and select the “Add Text” option. A new editor will be displayed where you can paste in the text from Lessons (OLD) that you just copied.

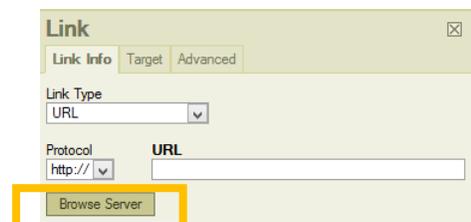
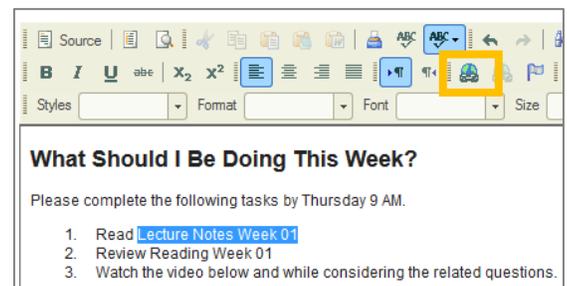


You can repeat this copy-and-paste process in order to move any text content from Lessons (OLD) to Lessons (NEW).

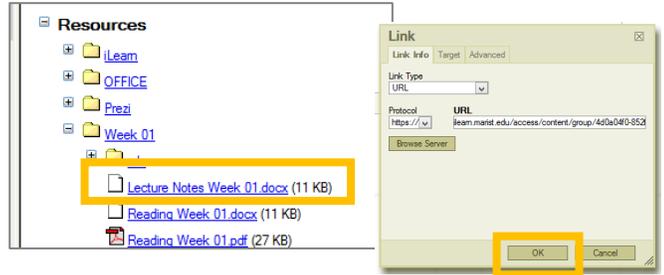
You will have **two options** when REPLICATING any files you had in Resources that were linked to Lessons (OLD) Modules. You can either create hyperlinks from any text you have entered directly to the files in Resources OR add the files to your Lessons (NEW) page to create a list of files.

OPTION #1: Creating hyperlinks to files in the Resources Tool

- Navigate to the Lessons (NEW) text content from which you wish to create a hyperlink to a file in your Resources. In this example we have returned to the “What Should I Be Doing This Week?” text in our Week 1 Lessons (NEW) subpage.
- Highlight the text that you wish to create a link from to your file in Resources (e.g. Lecture Notes Week 01). Then click the “hyperlink” button (🔗) in the editor.
- From the pop-up window that appears, click the “Browse Server” button.



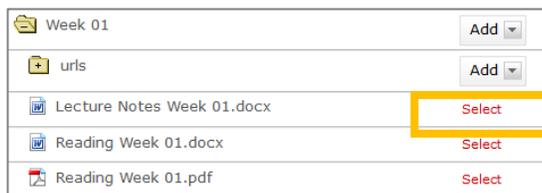
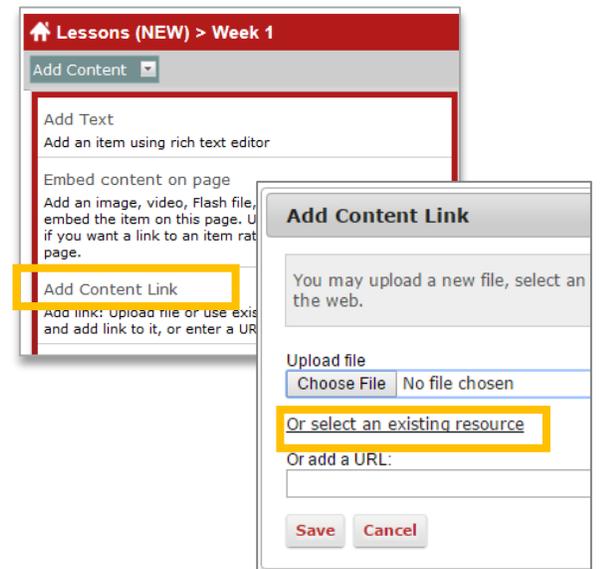
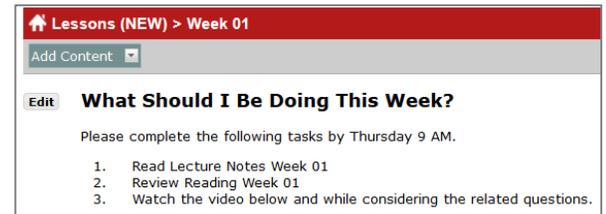
- Expand to open the list of Resources for the Course Site by clicking on the small plus symbol (+) and then navigate to the folder that contains the file you wish to link (e.g. Lecture Notes Week 01.docx). Click on the file name and then on the “OK” button in the earlier pop-up window.



- The text that you previously highlighted will now appear blue and underlined indicating that it has been linked to the file in Resources. Click the “Save” button.
- When students access this page on Lessons (NEW) they will be able to click on the link to access the file directly rather than having to navigate to a separate section to access files.

OPTION #2: Creating a List of Resource Files

- Navigate to the Lessons (NEW) subpage where you would like to add a list of Resource files. In this example we have returned to the “What Should I Be Doing This Week?” text in our Week 1 Lessons (NEW) subpage.
- Click on the “Add Content” dropdown menu and select the “Add Content Link” option.
- In the pop-up window, click the “Or select an existing resource” link.
- On the following screen navigate to the folder where the file that you wish to add is located and then click on the “Select” option under the Actions column next to the file.



- Click “Continue” and a link to the file will be added to your Lessons (NEW) subpage.
- Next to each file you add will be an “Edit” button (). Click on it to add a description of the file or instructions for students on what to do with the resource.

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