Okay, so how do I move my courses to Moodle?

Moving your course content from Blackboard to Moodle may seem a bit intimidating, but there are steps to take to make the transition an easy one. If desired, we’ll even help move your content into Moodle for you. Either way, there will be work required on your part – to organize files and other content in preparation for the move.

To help you make an informed decision, we encourage you to attend the following sessions:

1. **Packing & Preparing for the Move**

   This session will provide information on how to collect and organize course content used in Blackboard in preparation for the move to Moodle.

2. **Kicking the Tires – Uploading & Unpacking after the Move**

   An introduction to Moodle covering site layout, navigation, explaining the tools and resources, and tips on what you need to know, and what your students should be aware of.

   Also, with content collected and organized in the first session, we will demonstrate how to upload and place the content within Moodle.

3. **Decision Time**

   At this point you need to make a decision regarding how you prefer to proceed:
   - a) Upload your course content on your own
   - b) Contact the LMS (Learning Management System) Administrator to have Bb course content uploaded for you (moodle@potsdam.edu)

   If you choose to have us upload your content to Moodle, you *must* do the following:

   1) Attend **Packing & Preparing for the Move**
   2) Organize your course content (files, media, etc.) in directories
   3) Provide a schedule clearly detailing where/when content and activities will be distributed to students

There are around fifteen workshops that will be offered, and all will be available online as well. If you can’t attend an on-campus session, please take advantage of the online versions, offered for your convenience.

A decision should be made as soon as possible, but **must be made before October 31, 2011**. It will be assumed that anyone who has not indicated their preference for moving to Moodle by that time will be doing the transition(s) independently.

The current list of workshops can be found at [www.potsdam.edu/cts/services/Moodle/lmsworkshops.cfm](http://www.potsdam.edu/cts/services/Moodle/lmsworkshops.cfm)