



Pre-Migration Checklist: Making a Migration Plan

VERSION 1.0

Vista 8.x Migration:

The Vista 8.x migration is a partnership between the Board of Regents Office of Information and Instructional Technology (OIIT) and the University System of Georgia (USG) institutions.

Vista 8.x Migration Opportunities

The Vista 8.x migration provides the opportunity for the following:

- Update course content
- Organize courses more efficiently so that they are easier to use
- Leave behind outdated content and data
- Design courses that are more pedagogically sound
- Use new tools and functionality

Responsibilities of OIIT and the USG Institutions

The following list indicates the tasks that OIIT and the USG institutions are responsible for to achieve the smoothest possible migration to Vista 8:

OIIT's Responsibilities:

- Coordination of Vista 8 migration
- Project management support
- Blackboard Learning System Vista Enterprise License for Vista 8
- Application environment
- Supporting infrastructure
- Section Migration Archive and Restore Tool (SMART) (under development)
- Training assistance for institutions
- Training materials for faculty and students

USG Institution's Responsibilities:

- Make decisions at the institutional level
- Inform institution's faculty, staff and students of the coming changes
- Assist faculty in identifying which sections to rebuild, migrate or archive
- Assist faculty in preparing sections for migration
- Use the Section Migration Archive and Restore Tool (SMART) to migrate sections
- Provide faculty training

Migration Criteria and Considerations

The following table outlines the criteria to consider when you are identifying which sections to rebuild, which to migrate, and when to migrate:

Migrate or Rebuild

Rebuild Sections:	<ul style="list-style-type: none"> • If faculty wish to update content • If faculty wish to make extensive use of the new tools such as Blogs, Journals, Grading Forms (rubrics), and Goals • If section contains epacks with access codes (consult with the publisher to determine if the epack is compatible with Vista 8) • If section contains content created in older versions of applications (Respondus, PowerPoint, MSOffice, etc.) • If section is larger than 2 GB containing large media files (consider hosting these files on a media server) • If section contains PowerPoint Presentations with transitions, animations, audio, large graphics or pictures (file size can be reduced using an application such as Impatica) • If section contains four or more levels of subfolders in the File Manager
Migrate Sections:	<ul style="list-style-type: none"> • If section contains epacks without access codes (Consult with the Publisher to determine if the epack is compatible with Vista 8.) • If section was created after August 2005 • If section is small in size that do not contain large media files or large PowerPoint files • If section contains three or fewer levels of subfolders in the File Manager

Migration Time Frame

Migrate First:	Sections that will be taught in Spring 2009
Migrate Later:	Sections that will be taught in Summer 2009 and later