

## Relocating contents from Itslearning and Fronter to Blackboard

In 2017, NTNU will be replacing Itslearning/Fronter with the new e-learning system Blackboard. You will find answers to frequently asked questions about the transition on the next page.

### What you need to know about the transition

1. Decide on what content you want to move to Blackboard.
2. How to export contents: Guides for exporting contents are available for [Itslearning](#) and [Fronter](#).
3. Relocating tests: Note that tests are not included in the general export explained in step 2. Each test has to be exported separately. A tool for converting the tests are under development and will be made available shortly.
4. For interim storage of the exported contents, the faculty has provided folders on the server for each course. You will find the folders her: [T:\nv\alle\itslearning-arkiv\](#), navigate to the folder with the correct course code and store the exported zip-folders there.
5. How to store content under "My contents". Already now, you have the possibility to upload contents to "My contents" in Blackborad. [Here](#) you can see how to do this. Please note that construction of courses in Blackboard cannot be started before the subjects are available. This is planned for May 1 2017.

See also [innsida/bb](#) for more information and guides.

Questions about the transition can be directed to [Morten Bierkholt](#).

If there are any activities resulting in final grades or hand-in of Bachelor theses taking place during the spring semester of 2017 in today's ELS, please let [ida.ulseth@ntnu.no](mailto:ida.ulseth@ntnu.no) know as soon as possible.

## Frequently Asked Questions (FAQ)

### 1. What happens to my access and my content when Itslearning and Fronter closes?

You will lose access to Itslearning/Fronter when we close these systems on July 15, 2017. This means that you have to retrieve all content you want to transfer to Blackboard, or other content that you want to save, no later than July 15 (see question 3).

### 2. Will content and subjects stored in Itslearning/Fronter be automatically transferred to Blackboard?

No, there is no automatic transfer of content and subjects. You must manually export your files from Itslearning/Fronter and import these into Blackboard (see question 3).

### 3. How do I retrieve my files and information from Itslearning/Fronter?

- a) How to export contents: Guides for exporting contents are available for [Itslearning](#) and [Fronter](#).
- b) Relocating tests: Note that tests are not included in the general export explained in step 2. Each test has to be exported separately. A tool for converting the tests are under development and will be made available shortly.
- c) For interim storage of the exported contents, the faculty has provided folders on the server for each course. You will find the folders her: [T:\nv\alle\itslearning-arkiv\](#), navigate to the folder with the correct course code and store the exported zip-folders there.
- d) How to store content under "My contents". Already now, you have the possibility to upload contents to "My contents" in Blackboard. [Here](#) you can see how to do this. Please note that construction of courses in Blackboard cannot be started before the subjects are available. This is planned for May 1 2017.

### 4. Can I use Itslearning/Fronter as normal until July 15?

Yes.

### 5. What do I do with files and information I want to keep, which I do not need inside Blackboard?

1. Content you want to keep should be stored in a safe location. The NV Faculty has this storage solution of information you would like to keep:  
For interim storage of the exported contents, the faculty has provided folders on the server for each course. You will find the folders her: [T:\nv\alle\itslearning-arkiv\](#), navigate to the folder with the correct course code and store the exported zip-folders there.

**6. We use Itslearning/Fronter for digital tests containing multiple-choice questions. These tests are designed and located in Itslearning/Fronter. Questions are selected from large question databases located in the LMS. Is there a way to export the tests and question data bases from the LMS and import to Inspira or Blackboard?**

There is no straightforward and easy way to export the digital tests and multiple-choice questions from the LMS and import them to Blackboard or Inspira. The eLS project group is working to find a solution to this, so you do not need to re-enter tests and questions manually in Inspira or Blackboard. We will come back with more information.

**7. We have used Itslearning/Fronter for digital exams. What should we do for the exam to be held during spring 2017?**

NTNU's digital examination system is Inspira. When Itslearning/Fronter are closed, it will not be possible to access the exams, questions and the students' answers. If you use Itslearning/Fronter for exams in spring 2017, it may have implications for handling and processing complaints the autumn 2017. E.g. to explain and give grounds for a student's mark and retrieve and transmit exam tasks and a student's answers to the new sensor. Digital exams in spring 2017 must therefore be held in Inspira or as a usual written exam. The NTNU project Digital evaluation (Digital vurdering) will contact each institute to inform about NTNU's exam solution.

**8. I am a lecturer and has many subjects with multiple versions of the learning material for each subject. Can I bring with me everything to Blackboard?**

In principle, yes. You export this in the same way as described above. However, before importing to Blackboard we recommend to clean up and delete old files in order to only import file versions you need inside Blackboard.

**9. Is it possible to export content in project spaces from existing LMSs and import in Blackboard?**

Unfortunately, the content of the project space with participants, discussion forums etc. is not possible to export and import into Blackboard. These must be set up again within Blackboard.

**10. As a teacher, I have written feedback to students on their work directly into the Learning Management System (LMS). Can I get this out in a simple way?**

No, unfortunately, you cannot export comments and other information written directly into the LMS in the same way as folders and files.

**11. Some courses span two and three semesters, with compulsory work requirements that has to be approved before having the exam. It also occurs that the students do not complete their work requirements and have the exam another semester. If completion of the work requirements are only registered in the LMS and not registered continuously in FS (Felles studentsystem), what will happen to the registrations of the work requirements when the LMS is closed?**

When the LMS closes this information will be gone. Completed work requirements must therefore be retrieved from the LMS and transferred to Blackboard or joint student system (FS) before closing. Each faculty and Department must take the responsibility for this.

**12. We have courses with assessment elements that together with the final exam give the basis for the final mark. What happens to the assessment elements when the LMSs Itslearning and Fronter close?**

When the LMS close the assessment elements and reviews will not be available. For censorship spring 2017 it should be possible to deal with this since the date for censorship is July 1 and the LMSs are closing on July 15. If you need the assessments to give grounds of censorship and to handle a complaint, you must retrieve the assessments from the LMS and store them outside the LMS. This is each department and the individual teacher's responsibility.

**13. If a lecturer is on leave or overseas, who informs the concerned about the transition to Blackboard and what he/she has to do?**

Each Department and Head of Department is responsible for passing on information to teachers on leave, being abroad etc. who are not regularly following NTNU information channels. This applies for example to ensure that their contents in Itslearning or Fronter is retrieved and backed-up.

**14. What are the requirements for archiving and storing exams (questions) and students' answers?**

NTNU has separate guidelines based on legislation and requirements from the Director General taking into account what material and information is regarded as being of archival value. Examination papers (the questions) shall be preserved and archived forever. Examination answers shall be archived as long as needed due to administrative and accounting purposes. Guidelines at NTNU is four semesters. This means that exams and the examination answers only located in the LMS must be retrieved and stored outside the LMS. This applies also to digital exams containing multiple-choice questions. Regarding examination answers, this applies back to and including the exam held autumn 2015.