To

The faculties at NTNU,

In 2017, NTNU will be replacing Itslearning/Fronter with the new e-learning system Blackboard. The Blackboard project group is working together with the faculties to facilitate for training and information about the transition.

Important dates in 2017

1 March	Employees will get access to Blackboard and can get to know the system.
1 May	Courses for the fall semester of 2017 are transferred to Blackboard. Lecturers can build course content.
15 July	Itslearning/Fronter closes. All content you wish to save, must be exported prior to this date.
1 August	Blackboard is in full use.

Frequently asked questions

The project group is working to find answers to all the questions lecturers, employees and students have when Itslearning and Fronter close and Blackboard takes over. You will find answers to frequently asked questions about the transition on the next page.

The first thing you should do is consider what content you want to move over to Blackboard. In February you will get access to guides telling you how to export this content from Itslearning/Fronter.

Questions about the transition can be directed to Morten Bjerkholt. See also innsida/bb for more information.

You also find this information at Blackboard - Slik kommer du i gang.

Questions and answers

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?

In mid February, tutorials describing how you can retrieve information from Itslearning/Fronter will be made available. The export is straightforward and includes folder structures and files. You will then be ready to start with import to Blackboard from March 1. 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?

Content you want to keep should be stored in a safe location. Recommended places are One Drive (use your NTNU account) or Team Sites if you want to share the contents with other. Other cloud solutions should not be used for NTNU related contents. You may also use your home file location, which you find in file explorer, or the common area if you want other to have access.

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 Inspera 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 Inspera. 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 Inspera 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 Inspera. 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 Inspera 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 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 institute 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 institute and head of the institute 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.