I. Training Activities

a. January/February 2007
   i. One FITC staff member attend administrative D2L training
   ii. One FITC staff member attend endues D2L training
   iii. All FITC staff receive training from FITC staff who attended D2L training
   iv. Develop faculty workshop materials

b. March 2007
   i. Faculty D2L workshops begin

II. CMS Conversion Timeline

Spring 07
   o WebCT – no change
   o D2L
      o FITC training (tentative: mid-February)
         ▪ Application
         ▪ System admin
   o Develop workshops / support materials
      ▪ D2L support site
      ▪ Best Practices for Course conversion
      ▪ Training materials
   o Develop templates
- Colleges / Departments / Courses
- Online courses
  - Start faculty informational demonstrations and workshops (tentative: mid-March)
  - Start course conversions (exact process unknown at this point)
    - Migration preparation (course clean-up)
    - Course shells on D2L site
    - Migrating course material to new shells
    - Post-conversion clean-up

Summer 07
- WebCT – no change
- D2L
  - Faculty workshops (target the online faculty)
    - CampIT
    - Conversion mini-camps
  - Continue course conversions
    - Migration preparation (course clean-up)
    - Course shells on D2L site
    - Migrating course material to new shells
    - Post-conversion clean-up
  - Primarily development environment; possible pilot courses (non-integrated)
End of Summer 07

- Faculty are instructed to make and download backups in WebCT
- Make WebCT unavailable
- Admin backups are made of all courses (as a fail safe)
- Current “box” is shut down
- New “box” for WebCT is set up and batch loaded out of Banner – all “people” and all courses
- New “box” is opened to use
- No integration with SIS; batch uploads (schedule to be determined)
- Only Pipeline integration is via a generic WebCT link (not associated with each class, link opens the myWebCT page in a new window)

Fall 07

- WebCT – running from new box, not integrated with SIS; nightly batch extracts
- D2L
  a. Some courses up and running (targeting the online courses)
  b. Integration – TBD
  c. FITC assisting with course conversions throughout the semester
     - Continue course conversions
       - Migration preparation (course clean-up)
       - Course shells on D2L site
       - Migrating course material to new shells
• Post-conversion clean-up

End of Fall 07

○ Integration with D2L finalized

○ WebCT turned off to users