LME Migration Process
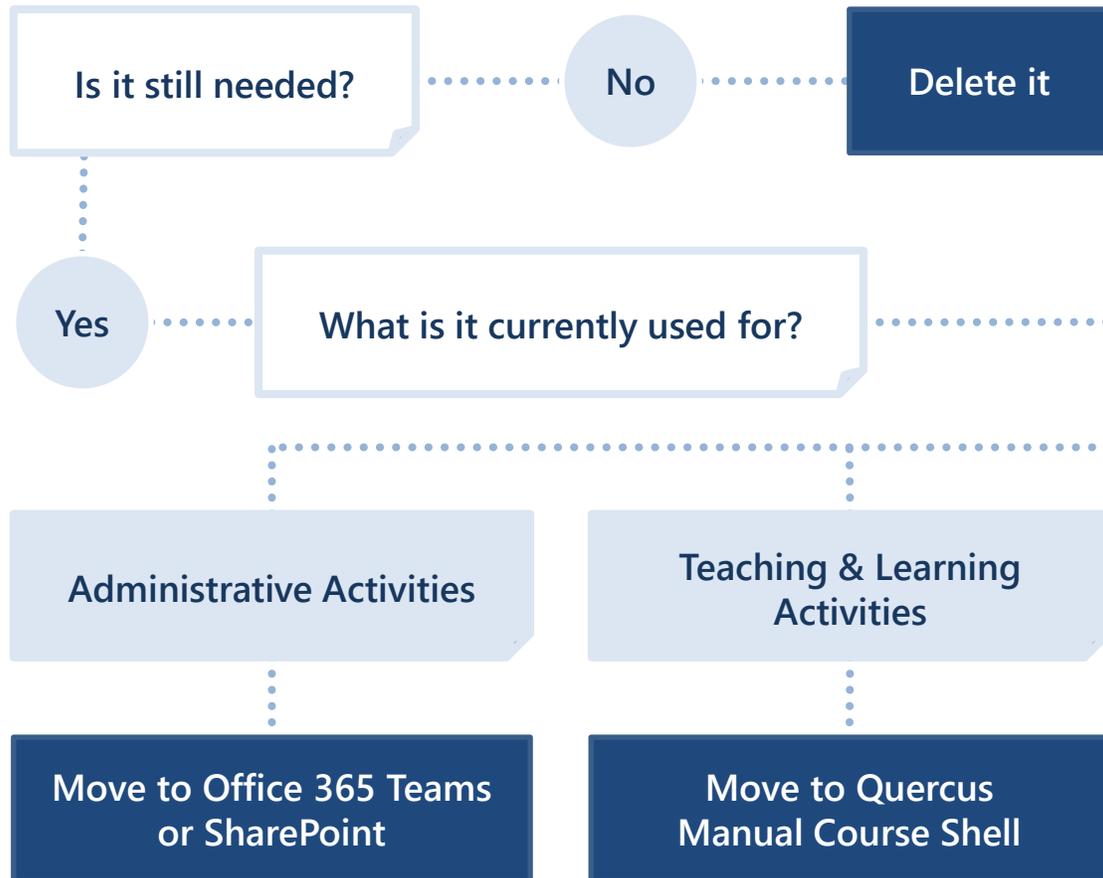toolboxrenewal.utoronto.ca

What will happen to Blackboard Portal Org Shells as a result of the LME Migration?

Is it still needed? ····· **No** ····· **Delete it**

Yes ····· **What is it currently used for?**

Administrative Activities

Teaching & Learning Activities

Move to Office 365 Teams or SharePoint

Move to Quercus Manual Course Shell

Please Note There is no automated method for transferring content between Portal and O365 Teams; content will either have to be manually downloaded file-by-file, and reloaded, by the Team owner. Or a Portal zip archive may be possible, but files would still have to be manually uploaded. Follow the steps to archive and download Organization content: http://portalinfo.utoronto.ca/content/archiving-exporting-and-saving-course-content

Questions? Inquiries regarding the move of Portal Orgs to another system can be directed to lme.migration@utoronto.ca and general requests regarding new O365 can be directed to need.team@utoronto.ca (however, please keep in mind that priority is given to the move of existing entities on Portal).

LME Migration Process

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Step 1

Provide list of Portal Orgs to Divisions

The LME implementation team will provide Divisional contacts with a list of their Portal Orgs

Step 2

Divisions determine destinations for content from Portal Orgs (e.g. Quercus, Microsoft Teams)

Divisional contacts will parse the list based on their possible destination (delete, Quercus, Teams)

Step 3

Divisions return updated list to LME Team

Divisional contacts will give that parsed list back to the LME implementation team to review

Step 4

LME Team to create and provide access to any necessary Quercus Shells and Office 365 Teams, and remove access to Portal Orgs marked for deletion

a) Divisional contacts will proceed to create any required Quercus manual shells and migrate relevant content from matching Portal Org to Quercus shell

b) LME implementation team, working with the O365 implementation team, will create any necessary Teams as identified in Step 2 and provide the Divisional contacts with access control for those Teams; Divisional contacts will then migrate any relevant content from matching Portal Org to O365 Team

c) For Portal Orgs marked for deletion, the LME implementation team will make them unavailable so no other changes can be mad

d) For Portal Orgs destined for a SharePoint instance, special, case-by-case arrangements will be put in place

Step 5

Weekly Check-ins until all Portal Orgs are migrated

The LME implementation team will do weekly check-ins with Divisional contacts to track progress, making sure all existing Portal Orgs are accounted for and moved off the Portal, ideally by August 1st, 2018.