

Brightspace Course Migration

Readiness Checklist for Educators



☐ Wait for Your Brightspace Course Access Email



- Monitor your OC email regularly.
- You will receive an email notification when your migrated Brightspace course shells are ready for review.
- Course access will roll out gradually through the month of June.

☐ Explore Your Sandbox



Explore and design with Brightspace applications

[Request Your Sandbox](#)

Important:
The Sandbox is separate from your migrated course shells

☐ Complete Brightspace Training as Early as Possible



- Register at [Okanagan College TLI Event Calendar](#) for Brightspace Workshops
- OC Brightspace Guides: [EdTech Brightspace Knowledge Base](#)
- Guided Training Courses: [D2L Brightspace - Higher Education Instructor Knowledge Base](#)

☐ Understand the Migration Process



[View Course Migration Process](#)

☐ Learn Moodle to Brightspace Differences



Be prepared that:

- Certain tools may require rebuilding in Brightspace
- [Review the Moodle-to-Brightspace Crosswalk Document](#) to identify tools that behave differently

☐ Review Your Migrated Courses



Look for discrepancies in:

- Quiz questions
- Rubrics
- Due dates and release conditions
- Gradebook setup
- Embedded media and links
- Integrated tools

☐ Plan Time for Course Preparation



- Most course materials and assignment details transfer well to Brightspace and will need minimal updates.
- More detailed or highly customized courses may require additional review and redesign.

☐ Keep Access to Moodle During Transition



- Past courses and content will remain accessible until final decommissioning.
- Final timelines for Moodle shutdown will be communicated in advance.

☐ Know Where to Get Help



For questions or support regarding migration or Brightspace:

Contact EdTech: edtech@okanagan.bc.ca

☐ Share Student Support Information



Encourage students to:

- Complete the [Brightspace Student Orientation Online Course](#)
- Familiarize themselves with the new LMS environment
- Reach out to the [IT Helpdesk](#) with questions

☐ Keep the Big Picture Timeline in Mind



2026

Brightspace implementation is ongoing through 2026



Full LMS modernization project completion is projected for Winter 2027

