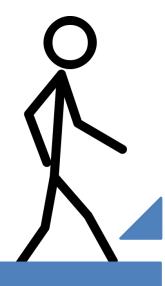# Phase I: Migration Staging in eCollege

Project NOVA: eCollege to D2L Course Migration
Begins 04/20/2017

Step 1

Faculty Course Lead (FCL) selects eCollege source course and term location, and using **Step 1, NOVA Google Form** , notifies CFEI to copy the course. The course will be copied to the eCollege NOVA Term.

Step 2

FCL will be given access to their course in the eCollege NOVA staging term. An email will be sent from the CFEI with the notification of course access.

Step 3

Faculty Course Lead makes final pre-migration preparations to course using QM Custom Rubric and list of items that will not migrate to D2L. The **Quality Assurance Faculty Toolbox website** is available with instructional resources.

Step 4

Once the course is in final form in eCollege, the FCL submits an email to **online@tamuc.edu** to confirm the course is ready to migrate and understands no changes may be made to course until after the course is migrated to D2L. Faculty access to the NOVA course will be removed for packaging and the migration process by the CFEI.

This completes Phase I. Phase II and Phase III will take place in D2L. Instructions will be provided once finalized.

Note to faculty NOT migrating a course: Access to eCollege accounts will expire. A date will be announced. Faculty will no longer have access to eCollege courses. Faculty who are not migrating a course through this 4-Step process are encouraged to save their course materials to an external device (i.e. computer, shared network, external hard drive, flash drive).

Questions regarding the migration process or the steps provided may contact ProjectNova@tamuc.edu or call the CFEI at 903-886-5511.