

OWL Migration Request App Guide

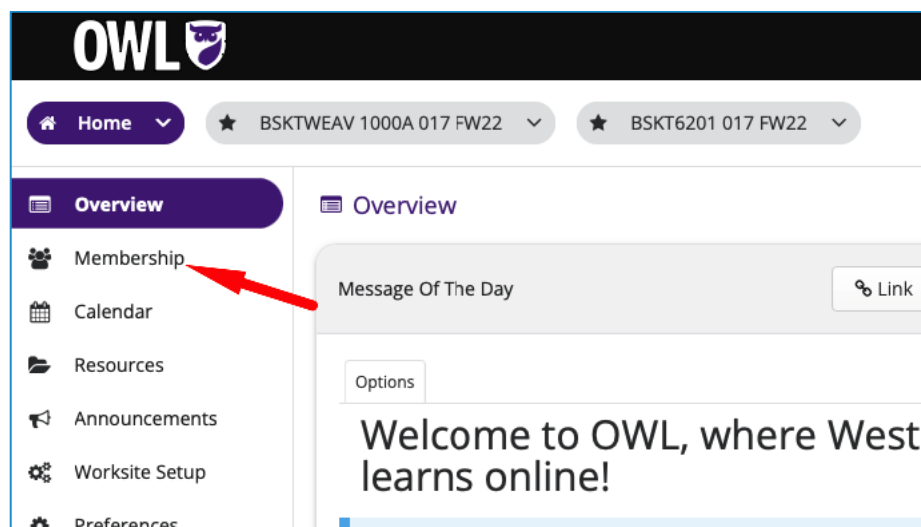
The information below provides details on the OWL Migration Request App, found under the Membership tool in OWL Sakai in the Migration tab.

Important Notes:

- The OWL Migration Request App allows Instructors to specify how they would like to migrate their course(s) from the existing OWL Sakai to the new OWL Brightspace.
- If you do not manage a Fall/Winter academic course in OWL Sakai or if your course is new for the term, no migration selection is required.
- If an instructor has not been assigned, course administrators or other support staff may request a blank reference course by submitting a ticket to the [WTS Helpdesk](#). **Please note, this option does not permit the migration of course content. It is the responsibility of the content owner to grant permission for content migration.**
- If an instructor is not available to give permission, an academic leader (Dean, Associate Dean, Chair, Head of Department, Program Coordinator) can submit a ticket to the [WTS Helpdesk](#) with the course information and designate to provide approval.

How to use the OWL Migration Request App:

- 1) Log in to OWL Sakai at owl.uwo.ca
- 2) On the OWL Home page, click on the Membership tool found on the left navigation panel.



- 3) Find and click on the tab titled "Migration".

Membership

Migration My Current Sites My Official Course Enrolments Joinable Sites

Your OWL sites that are eligible to be migrated to OWL Brightspace are listed below. Please select an option for each site about how you'd like saved for a site, it cannot be changed. You do not need to make a decision for all listed courses at the same time. Any courses left as "Undecided" will be migrated.

Please only select one version of a course to migrate. If multiple versions of the course are selected, the most recent course will be migrated.

More information about the specific migration options can be found on [the OWL Migration Request information page](#).

Fall/Winter 2022

Site	Size Estimate	Option	Option Selected
BSKTWEAV 1000A 017 FW22	0.0 GB	Undecided	--

Continue Cancel

- On this page, you will find all the past courses that you are in the **Instructor** role. At this moment only courses offered in OWL Sakai since May 2022 will be listed.
- For each desired course, click on the **Option** drop-down menu to make your migration method selection. Once your selections are made, click on **Continue**.
*Please select the **most recent version** of a course. If multiple versions of a course are selected, **only the most recent version** of the course will be migrated.*

Membership

Migration My Current Sites My Official Course Enrolments Joinable Sites

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Fall/Winter 2022

Site	Size Estimate	Option	Option Selected
BSKTWEAV 1000A 017 FW22	0.0 GB	<ul style="list-style-type: none"> ✓ Undecided Do Not Migrate Self Migrate Assisted Migration for a May 2024 Course Assisted Migration for a June 2024 Course Assisted Migration for a July 2024 Course Assisted Migration for a Fall 2024 Course Assisted Migration for an Unscheduled Course 	--

Continue Cancel

- 6) You will receive a confirmation message indicating that once a selection has been made, it cannot be changed. Only courses which are “Undecided” can be changed. To confirm your migration option selections, click on **Save**. Otherwise, click on **Do Not Save**.

Membership

Migration | My Current Sites | My Official Course Enrolments | Joinable Sites

i Your OWL sites that are eligible to be migrated to OWL Brightspace are listed below. Please select an option for each site about how you'd like it to be migrated. Once an option is saved for a site, it cannot be changed. You do not need to make a decision for all listed courses at the same time. Any courses left as "Undecided" can be changed later.

i Please only select one version of a course to migrate. If multiple versions of the course are selected, the most recent course will be migrated.

i More information about the specific migration options can be found on [the OWL Migration Request information page](#).

Fall/Winter 2022

Site	Size Estimate	Option	Option Selected
BSKTWEAV 1000A 017 FW22	0.0 GB	Self Migrate	--

Continue | Cancel

Please be aware that it is not possible to change a selection once it has been saved.
Are you sure you want to save?

Save | Do Not Save

- 7) After saving, you will notice that all courses that have a saved selection made will have a status next to them.

Membership Link Help

Migration | My Current Sites | My Official Course Enrolments | Joinable Sites

✔ Changes saved successfully: Apr 4, 2024, 1:03 PM EDT

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i Please only select one version of a course to migrate. If multiple versions of the course are selected, the most recent course will be migrated.

i More information about the specific migration options can be found on [the OWL Migration Request information page](#).

Fall/Winter 2022

Site	Size Estimate	Option	Option Selected On	Option Selected By
BSKTWEAV 1000A 017 FW22	0.0 GB	Self Migrate Preparing Reference Course	Apr 4, 2024, 1:03 PM EDT	Michaill Torres

- 8) You will later receive an email with more information about your migration selections and once the relevant Reference Course(s) are ready to access.

Information About Migration Options:

The following Migration Options are available for instructors to choose:

- **Undecided** – No selection has been made yet for this course.
- **Do Not Migrate** – This course will not be migrated.
- **Self Migrate** - If this selection is made, the instructor must migrate the content themselves. A blank reference course will be provided in OWL Brightspace which can be used for organizing this course's content as it is moved from OWL Sakai.
- **Assisted Migration for a May 2024 Course** – If this selection is made, the instructor has indicated that this course will be taught in May 2024. Content will be migrated by the migration team. Instructors will be provided with a Reference Course in OWL Brightspace containing their previous course content from OWL Sakai.
- **Assisted Migration for a June 2024 Course** – If this selection is made, the instructor has indicated that this course will be taught in June 2024. Content will be migrated by the migration team. Instructors will be provided with a Reference Course in OWL Brightspace containing their previous course content from OWL Sakai.
- **Assisted Migration for a July 2024 Course** – If this selection is made, the instructor has indicated that this course will be taught in July 2024. Content will be migrated by the migration team. Instructors will be provided with a Reference Course in OWL Brightspace containing their previous course content from OWL Sakai.
- **Assisted Migration for Fall 2024 Course** – If this selection is made, the instructor has indicated that this course will be taught in Fall 2024. Content will be migrated by the migration team. Instructors will be provided with a Reference Course in OWL Brightspace containing their previous course content from OWL Sakai.
- **Assisted Migration for an Unscheduled Course** – If this selection is made, the instructor has indicated that this course will be taught on an unspecified date. Content will be migrated by the migration team. Instructors will be provided with a Reference Course in OWL Brightspace containing their previous course content from OWL Sakai.

Please note: Assisted Migration requests will be fulfilled by priority. The highest priority will be given to courses that will start the soonest. Unscheduled courses will be given the lowest priority.

Information About Migration Statuses:

The following are the Migration Statuses that will appear for courses that have selected a migration option.

*Only **Assisted** or **Self** migrations will display a status.*

Assisted Migration

1. **In Progress** – We've received your request, and courses will be processed based on their start date.
2. **Complete** – Your Reference Course has been created in OWL Brightspace, and content has been migrated into the new course.

Self Migration

1. **Preparing Reference Course** – We've received your request, and a blank Reference Course will be created for you in OWL Brightspace
2. **Reference Course Available** – Your Reference Course has been created and is now available in OWL Brightspace.