

Are you... ↓	Migrating a course? ↓	1. Map content to Resources and Sections: • Lessons, activities, self-contained units of instruction or assessment = Resources • Good rule of thumb: L1/L2 heads = Resources • L2-L3 heads = Sections • Map consistent patterns/structure from your course to Resources and Sections	1. Plan content segments: • Short lessons, activities, assessments = Resources = Gateway Course Subsections • Dependent content = Sections of a Resource = Gateway Course Units • Maintain a consistent structure and size for Resources
2. Create a Resource in CMDS			
3. Add sections for each sub-segment of the Resources identified in Step 1	3. Add sections Map sections to the dependent content in Step 1 - Introduction - Paragraphs - Summary	4. Pour text/html and images into sections	4. Add text, html, and images to sections
5. Scan for and remove navigation references in the text (or do this step before pouring text) • “Go to Page/Section/Lesson/Chapter...” • “Next section/previous section...” • “Figure X on page Y...”	5. Write resources with audience in mind: Can the activity, lesson, or assessment be used with students? If yes, set Audience to Students as well as Teachers (hint: Courses can be set to Teacher visibility only, even if they contain Student resources)	6. Add tools and media to enhance your course: • Interactives • Video • Audio • Images • Assessment • Glossary • Discussions	6. Add tools and media to sections, or Resources: • Interactives • Video • Audio • Images • Assessment • Glossary • Discussions
7. Repeat steps 2–6 for each lesson, activity.			
8. Create a resource, with 1-2 sections, for each assessment that could be used with other courses or diagnostics.	8. Add assessments using the Interactives. Consider make each assessment its own resource so it can be combined in a diagnostic exam.	9. Review your resources for audience. Can they be used for student instruction? If yes, set Audience to Students and Teachers	9. Add a summary resource that can help tie your resources together in a Course (hint: this resource can be hidden from CMDS search if it cannot stand alone).