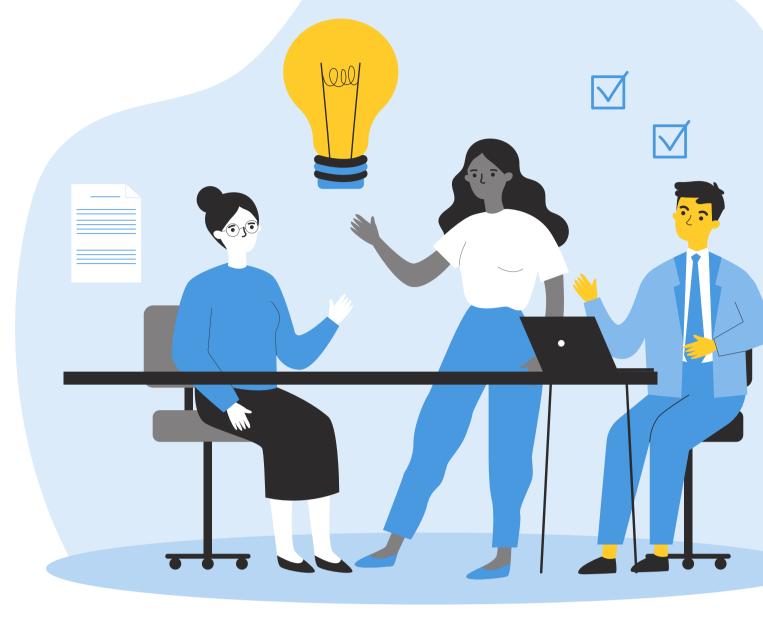# 6
Step Process for Managing an LMS Migration

As the landscape of higher education evolves, so do the ways in which colleges and universities manage student data and deliver educational content. The decision to adopt a new learning management system (LMS) cannot be taken lightly, but fear of the unknown is no reason to stick with a tool that no longer serves your institution's needs.

If you're ready to make the switch, follow this simple process for a stress-free LMS migration.

1 GATHER INPUT WITH INTENTION.

● Enlisting the help of faculty, staff and students, **establish focus groups** to determine the most used or desired aspects of an LMS, aiming to pinpoint common themes across each distinct perspective.

● Select a few individuals from these groups to **form a steering committee** that takes on additional responsibilities—conducting campus-wide surveys and needs assessments to glean insights from your institution's stakeholders.

2 CONDUCT EVALUATIONS TO NARROW YOUR OPTIONS.

● Using a consistent evaluation method, **determine which LMS platform providers can serve the particular needs of your campus**, as identified by the research conducted in your focus groups and steering committee.

● **Request demos or workshops from LMS providers** to gain a clear understanding of each platform's capabilities and whether it addresses your pain points.

3 REVIEW FEEDBACK TO MAKE YOUR FINAL DECISION.

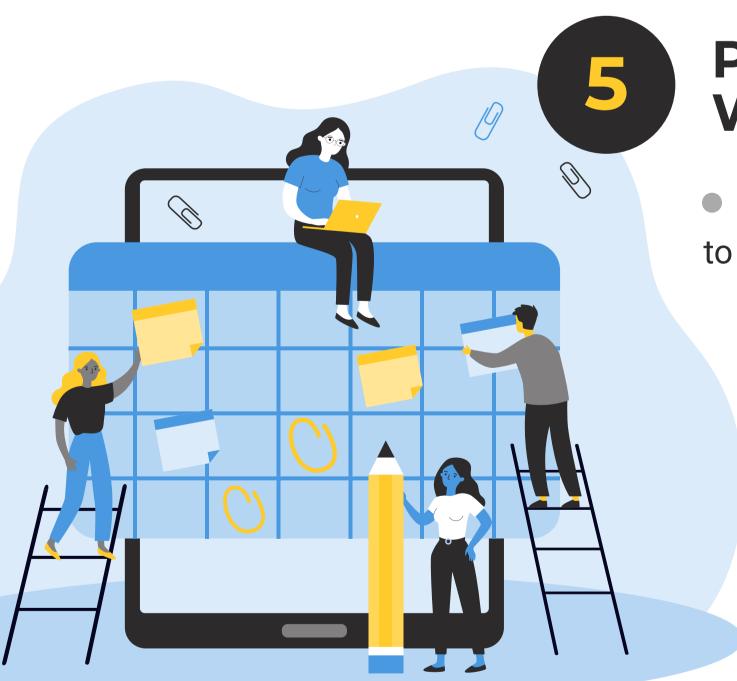● **Survey all internal stakeholders** who participated in the evaluations, demos or workshops.

● Thoroughly review this feedback to **determine which LMS meets your requirements**—you've got a winner!

4 SPREAD THE WORD FAR AND WIDE.

● Once your new LMS platform is selected, **develop a clear communication plan** that includes all stakeholder groups.

● Explain when and why the change is happening, what faculty, staff and students can expect from the new platform, and how it will improve their overall experience.

5 PLAN A ROLLOUT THAT WORKS FOR YOU.

● **Develop an implementation timeline** catered to the unique circumstances of your institution—including a plan to easily migrate all of your course content through an automated process.

● This could be a phased approach over a longer period—beginning with early adopters, volunteer faculty and pilot departments—or a broad and quick implementation done in weeks or even days.

6 DON'T ABANDON YOUR DATA!

● Even after the migration is complete, you may need occasional access to outdated student data and course content from your former LMS.

● Though it may be tempting to keep this content stored within your legacy LMS, **find out whether there are more affordable archiving alternatives** to keep your student data both secure and easily accessible.

If you're thinking of moving to a new LMS and need help migrating course content quickly, accurately and without the burden or cost of a manual process, visit **k16solutions.com** to learn more about what a best-in-class and automated migration solution might look like for your institution.

K16 SOLUTIONS