

Blackboard Course Retention Policy

Introduction

This document is intended to serve as a set of guidelines for decision-making related to the use of the Blackboard learning management system.

Course Retention Policy

To improve Blackboard user experience, performance and integrity, the removal of courses from the Blackboard learning management system is necessary to maintain a manageable database size and to ensure speed and performance of the system.

All courses on the Blackboard learning management system will remain available to the faculty assigned to teach the course for two years after the course is completed.

Frequently Asked Questions Pertaining to the Bi-Annual Removal of Courses from Blackboard

What gets deleted?

Deleting a Blackboard course permanently removes it from the Blackboard learning management system so it is no longer accessible. When a Blackboard course is deleted, it is automatically removed from a user's course list. The entire Blackboard course is deleted, including all content, files, grades, assignments, quizzes, surveys, links and any other data associated with the course.

How will I be notified when a course is scheduled to be deleted?

Email notifications will be sent out with instructions and options for saving course content.

What do I need to do?

There are 3 ways to save course content in Blackboard:

- **Copy from course to course**

For courses that you teach every year or every semester the easiest way to reuse your course content is to copy your current course into the course site for the upcoming semester. This is what most instructors do now.

- **Generate and Download an Export file**

An Export creates a zipped backup file of **content only** that can be imported back into Blackboard at a later date. It does not include enrollments or student data such as grades, assignments or discussion board posts.

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- **Generate and Download an Archive file**

An Archive creates a zipped backup file of all course content and student related data (Student assignment files, grade center info, etc). Only IT can fully restore an archive with enrollments and student data into a new or existing course in the Blackboard system.

Will there be training?

Yes, CETL and IT will provide assistance and training.

When does the policy go in to effect?

By August 21, 2015 all courses offered before August, 2013 will be deleted.

How do we know this will work?

Marion Marshall volunteered to serve as a test case. Marion had over 170 courses in Blackboard before the old courses were removed. She now has only 44 courses and can see her current list of courses easily.