

Blackboard for Instructors

Course Retention Policy

Why remove old courses?

- Easier to find and access relevant course content
- Speeds up the response time of Blackboard when accessing content
- Provides effective and routine data management processes

When will courses be removed?

- Old courses will be unavailable for students 10 days after the start of a new term
- Courses that are 2 years old will be removed from the system. Faculty will receive an email notice identifying a 3 week window to transfer or archive course content. (This is similar to our process for Tegrity course recordings)

Specific course term IDs and scheduled date of removal:

Term Course Offered	Date Course Removed
Summer 2017	September 2019
Fall 2017	December 2019
Spring 2018	May 2020
Summer 2018	September 2020
Fall 2018	December 2020
Spring 2019	May 2021

What can I do if I want to keep a course that is scheduled for removal?

- Archive the course and keep a copy on your computer, or network folder (U: Drive) for later use
- [Copy Course Materials into a New Course](#)
- Contact the HelpDesk and request that your course is not deleted

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Unique solution ID: #1205

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Last update: 2020-02-27 23:48