

Concordia University Chicago Blackboard Course Site and Content Retention Policy

Purpose

This policy establishes guidelines for Concordia University Chicago's retention rules for course sites and content stored on CUC's Blackboard Learning Management System. This policy is designed to reduce the number of historical courses currently being viewed and maintained on Blackboard course lists, decrease storage costs, and adhere to the Record Retention Policy and Procedure.

Timeline of Retention and Availability

CougarNet's Academic Technologies department will retain Blackboard course sites and content for 4 years after each courses end date. After the final day of class, courses will remain available on the Course List within the Blackboard Learning Management System. After 4 years, the course site and content will be stored in an offline archive for an additional 3 years prior to being fully deleted. Offline archives are inaccessible to faculty, staff, and students. For courses in the 3 year window, faculty may request temporary access to the course site by completing [this form](#). Faculty will then have access to the previous course for 1 week before it will be moved back to archived status. Similarly, a student may request temporary access to archived course site(s) by completing [this form](#). A \$50 fee will be assessed per request (not per course) and will be added to the students account. This fee will be applied to any temporary access granted to courses from Fall 2017 forward. Students will then have 1 week to download any work before it will be moved back to archived status. Students may only request archive restores for courses in which they were enrolled.

Faculty and students will be notified via listserv when each term of courses will be archived and no longer available via the Blackboard Learning Management System. Likewise, notification on terms being permanently deleted from the archive will be made at this time. Faculty should encourage students to back up their previous work, including submitted assignments and class handouts.

Policy Review

This policy shall be reviewed every summer by TLTC and CougarNet's Academic Technologies department. If any additions or adjustments are needed, the rewritten policy will be approved via TLTC.