



Blackboard Learn Course Lifecycle Management

This policy defines the duration of course availability on the Blackboard Learn System and the course deletion schedule.

Course Content and Student Activity

Courses are made available to faculty for development 2 months prior to the start of a semester. The courses are manually made available to students at the discretion of the course instructor or program.

Blackboard Learn courses will remain available on Blackboard for two years and two weeks following the official end date of the course.

For example, if your Spring 2013 course ended on May 7, 2013, the corresponding Blackboard section will remain available until May 21, 2015. Courses in which there was no activity, no access and no content, will be removed immediately after the term's end date.

This schedule allows for content to be copied from older courses to newer courses and student access to courses for up to two years after the class was taken. Access after the current term is at the faculty member's discretion.

Notification

Approximately six weeks before courses are set to be removed from Blackboard, the Blackboard administrator will send a notification via email to the course instructors. This will allow ample time for the instructor or department to retrieve any content he/she wishes to retain before the course is removed.

Exceptions

If there is a valid reason to retain the course past the two year two week period, the instructor or dean needs to send a request to the Director of Instructional Technology.

For example, if an academic program has a need to make certain course materials available to its students throughout the student's stay in the program, the department should create of a unique course/content retention policy and inform the Director of Instructional Technology of the policy.