

Andrea M Deau

From: Michael P Winckler
Sent: Wednesday, October 28, 2009 1:01 PM
To: Help Desk
Subject: Blackboard Course Retention Procedure

Blackboard Course Retention Procedure

Our Blackboard storage capacity is full. We need to make more room or our Blackboard software systems may be jeopardized. A Blackboard Learning System **Term** Course Retention Procedure has been developed to address elimination of course copies no longer needed (<http://matcmadison.edu/in/policies-procedures>). Implementation of this new procedure will help to free up some much needed space for new courses.

Here is some *preliminary* information regarding our plan to begin implementation of this procedure:

1. As of **November 24, 2009**, **term** course shells older than two (2) years **will be removed from Blackboard**. **Master** and **other** course shells will continue to be retained on the Blackboard system. **See below for definitions of term, master, and other course shells**. Going forward, this process will regularly occur after each term as part of regular routine maintenance.
2. Retaining copies of the syllabus, electronic gradebook and electronic student work is the sole responsibility of the instructor. Instructors should always make copies of the gradebook or download student work prior to removal of the course. **CETL is developing training and resource materials to help faculty save and store any necessary content. A session at Convocation will be available to faculty and staff regarding this effort and additional resource materials will be available in the near future.**
3. An email message to individual faculty and staff indicating the specific **term** courses that will be affected by this process is coming in the next week.
4. Please check back periodically for updated information on the Blackboard Resource page at the following URL: <http://matcmadison.edu/in/blackboard-resources>.

In the meantime, if you have any questions regarding the **Blackboard retention project**, please feel free to contact **Andrea Deau**, Technology Services Academic Technology Manager, at 608/243-4503 or ADeau@matcmadison.edu. **Blackboard training** questions should be directed to **Sandy Philip**, CETL Technology Training Coordinator, at 608/246-6361 or SPhilip@matcmadison.edu.

Definitions:

Term class shell - A class shell created for single term use (i.e. Fall 2009). A term shell must be created for each term Blackboard is used for the class, and will automatically receive daily updates of student rosters. A term shell is the only class shell that should be used for students.

Master class shell - A class shell created in Blackboard for use as a template to copy to term class shells. A master shell is for development only and will not receive student rosters.

Other class shell - a class shell created for institutional usage, for groups or departments. Other class shells will not receive student rosters, and rosters must be maintained by the class shell owner.