

Blackboard Course Removal Policy

Summary/Purpose: This policy defines the length of time that old course information is stored in Blackboard.

GENERAL INFORMATION:

Blackboard courses with a Course ID that includes a semester designation (e.g. 2016-2017 FALL) will be deleted 4 years after the course has been completed. This is necessary in order to free up system resources. The deletion of old courses will occur annually during the month of May.

EXAMPLES:

Spring 2015-2016 courses in Blackboard will be deleted in May 2020. Fall 2016-2017 courses in Blackboard will be deleted in May 2021.

Note: In order to save a copy of course content, instructors can Export their course using the "Export/Archive Course" feature located under the Packages and Utilities option in the course control panel. The resulting export (.zip) file can then be saved to a local computer. Course exports do not contain student work such as journal entries, discussion forum postings, grades, or assignment submissions. If an instructor needs to save this information, it must be done manually. Instructors can use the "Work Offline-Download" feature located in the Grade Center to retain a copy of student grades.

EXCEPTIONS:

If a course is not tied to a specific semester (e.g. Applied Sciences Research Series ORG, ISHS, IS, etc.), it will not be included in the yearly course cleanup cycle. If an instructor would like a course removed from Blackboard prior to the 4 year cleanup cycle, the instructor may email the Course ID to blackboard@olemiss.edu to request its deletion.