

## Blackboard Learn Policy

Alabama A&M University

### **Introduction**

This document is intended to serve as a set of guidelines for decision-making related to the use of the Blackboard Learn course management system.

### **Blackboard course/account creation**

Data which is used to create courses and accounts will be derived from available data in Banner.

### **Course Retention:**

All courses on the Blackboard Learning System are available to faculty assigned to teach and students enrolled in the course for the current semester of the course running and three semesters after the course has completed.

The removal of courses from the Blackboard Learning System is necessary to maintain a manageable database size to ensure speed and performance of the systems as well as a cost containment measure in the amount of storage needed.

Examples: A Blackboard course site created in Summer2011 will be deleted by Fall 2012.

At the end of each semester, faculty will be notified of the schedule for removing courses older than 18 months. This notification will provide ample time for faculty to save a course for their own records. Faculty may save a course to a desktop computer.

### **Export a Course for Re-Use**

ITS recommends that faculty and staff export or recycle a course if they intend to reuse the content in another course in the future. Exported courses can be imported into the Blackboard system by using the Import Package tool found within a course Panel. If you choose to recycle a course, then you will have to choose which components you would like to remove from your course, so that you can use the course again. Contact your Blackboard system administrator if you need assistance.

### **Archive a Course for Record Keeping**

ITS recommends that faculty Archive their courses at the end of each term. Archiving creates a backup of the course including student information such as grades, or discussion board postings.

**IMPORTANT:** the archive process does NOT include content from the course Blog or the blog or wiki.

### **Restoring a Course**

Restoring an archived course is recommended only when it is necessary to recover grade-related student information. Restoring a course will fully recreate the course including all course content and student information, with the exception of the course Blog and Wiki content.

If you need to restore a course from your locally saved Archive, please contact the Blackboard system administrator. If a course restore is needed, only the Blackboard System Administrator can restore it. You will be notified when the restoration is complete.

### **Course Quota and Single File Quota for Blackboard**

#### **Storage for course materials in a single Blackboard course is limited to 250 mb.**

These quotas are consistent with those used by several other Universities and will prevent the uploading of large audio and video files which use up costly disk space and slow overall system performance. Blackboard has always advised that users link audio/video files to other storage systems rather than upload them to Blackboard.

**Naming Convention for Courses**

Courses in Blackboard will include a course id in the following format: Year + Semester.CRN number and the course name will be the actual title of the course.

When attempting to process a course copy for a course, it is important to note the proper course id for the original course prior to the process.

**Student Enrollment**

Enrollment will be handled automatically and updated daily on a regular basis.