Blackboard Data Retention Policy

Purpose: This policy defines the duration of course availability and course data on the Blackboard Learning Management System and the course archive and deletion schedule. This policy is designed to provide adequate access to previous courses while giving consideration to maintaining the speed and performance of our Blackboard system.

CLA and Holt Blackboard Data Retention Policy:

All CLA and Holt academic courses will remain on the Rollins Blackboard server and will be accessible to faculty and students for one year following the completion of the course. This includes all course content and student data (e.g., student work and grades). The one-year limitation aligns with the grade appeal process.

One year following the completion of the course, the Blackboard courses will be made unavailable to faculty and students and the content only will be archived and removed from the Rollins Blackboard server. The archived courses preserved will not include student data. The IT Department will store the archived courses for two years and then the courses will be deleted.

Crummer Blackboard Data Retention Policy:

All Crummer academic courses will remain on the Rollins Blackboard server and will be accessible to faculty and students for two years following the completion of the course. This includes all course content and student data (e.g., student work and grades).

Two years following the completion of the course, the Blackboard courses will be made unavailable to faculty and students and the content only will be archived and removed from the Rollins Blackboard server. The archived courses preserved will not include student data. The IT Department will store the archived courses for two years and then the courses will be deleted.

Definitions:

Archive: The process of exporting the course content from a Blackboard course as a zip file.

Deletion: The permanent removal of the archived Blackboard courses.

Student Data: Any student work completed in a Blackboard course (e.g., paper or text box submission, discussion post), student grades, and instructor feedback provided in the course.