

Process for Course Shell Retention on Blackboard Learn, Central’s Learning Management System (LMS)

Purpose: CTI has collaborated with the Information Technology Committee to define the length of time academic course shells will be retained on Central’s LMS (Blackboard) production server. This is necessary to address the practical limit of digital storage space available on Blackboard, while also complying with State of Connecticut academic records retention rules.

Scope: This process covers academic course shells contained in Blackboard. It does not include any department templates, department content masters, content sharing shells, or shells that are listed as organizations in Blackboard.

Overview:

This process will create an annual cycle whereby CTI will delete course shells from Blackboard that are older than the records retention limit of five (5) years for grade books. All other materials (student-submitted work, faculty intellectual property, etc.) have no records retention mandate.

It is understood that faculty members separately create, store, and manage their original academic materials that are later uploaded to their Blackboard shells.

Blackboard course shells will be retained on the production server for five (5) academic years. An academic year starts in Fall and concludes in Summer.

For example, the academic year 2023-2024 includes the following semesters:

- Fall 2023, Winter 2023-24, Spring 2024 and Summer 2024.

The rationale for having this process is that the CTI must manage the storage space on the LMS which currently exceeds 9TB (terabytes) and is rapidly expanding. This process is designed to streamline system administration and faculty course listings.

The current Blackboard server has been in use since Fall 2014, and it contains ten (10) academic years’ worth of course content, student submissions, and faculty grade books. Years 1 – 5 were removed October 18, 2024 (see Course Shell Removal Schedule below). Subsequent removal dates will only include one academic year.

Blackboard Course Shell Removal Schedule			
	Academic Year	Semesters	Removal Date
Up Next	Fall 2019 – Summer 2020	Fall 2019, Winter 2019-20, Spring 2020, Summer 2020	July 1, 2025
	Fall 2020 – Summer 2021	Fall 2020, Winter 2020-21, Spring 2021, Summer 2021	July 1, 2026
	Fall 2021 – Summer 2022	Fall 2021, Winter 2021-22, Spring 2022, Summer 2022	July 1, 2027

	Fall 2022 – Summer 2023	Fall 2022, Winter 2022-23, Spring 2023, Summer 2023	July 1, 2028
	Fall 2023 – Summer 2024	Fall 2023, Winter 2023-24, Spring 2024, Summer 2024	July 1, 2029

Completed			
	Academic Year	Semesters	Date Deleted
1	Fall 2014 – Summer 2015	Fall 2014, Winter 2014-15, Spring 2015, Summer 2015	October 18, 2024
2	Fall 2015 – Summer 2016	Fall 2015, Winter 2015-16, Spring 2016, Summer 2016	October 18, 2024
3	Fall 2016 – Summer 2017	Fall 2016, Winter 2016-17, Spring 2017, Summer 2017	October 18, 2024
4	Fall 2017 – Summer 2018	Fall 2017, Winter 2017-18, Spring 2018, Summer 2018	October 18, 2024
5	Fall 2018 – Summer 2019	Fall 2018, Winter 2018-19, Spring 2019, Summer 2019	October 18, 2024

Retaining Course Shells Older than 5 years.

In certain circumstances faculty may need to retain Blackboard Course Shells that are older than five (5) years. If so, an archive which contains all student activity is recommended. Please follow the instructions on [Archiving Courses](#).

There is a grace period of one year if you need to retain a course on Blackboard. After that one-year grace period, the course will be removed on the next scheduled removal date.

Announcement to Faculty:

The CTI will announce the deletion of courses to Central faculty beginning in April and will provide subsequent follow-up announcements up to and including the day of removal.