

Procedures and Policy for Managing Blackboard (2021)

Dear MCC Faculty and Staff,

In consultation with the MCC Distance Education Committee, we have established a policy regarding:

- I. **Blackboard Course Time Period**
- II. **Course Size in Blackboard**
- III. **Best Practices for Managing Your Course Size**

This policy addresses the increasing issues with Blackboard course storage, the archive process, and the Faculty's role in this process.

I. **Blackboard Course Time Period**

1. When a course is created in Blackboard Learn, it will remain active on the production server **for 1 academic year** from the end date of a given term. (i.e., Spring 2020 will be removed from Blackboard June 1st, 2021) This will allow Faculty to have simultaneous access to the current and earlier term version of the course for review and comparison.
 - After one academic year, courses will be archived and removed from the production server. Faculty will receive advanced notification prior to this transition. An archived course is not readily accessible but can be restored if needed by contacting the Office of Academic Technology.
 - Archived courses will remain in long-term storage for **7 years** before being permanently deleted. After permanent deletion, recovery will no longer be possible.
 - Master course shells are not archived. If you use a Master course shell and want to save the course with student submissions, you will need to create an archive and download the zip file to your storage area.
 - If there are students still working in a soon to be archived course (students with Incomplete, for example), you will need to make alternative arrangements to receive their work.

2. If Faculty would like to retain course materials on Blackboard **longer than 1 academic year**, they have the option of generating an archive file and there are several available options for storage.

- How-To archive a course? Directions for generating your own course archive are available [here](#).
- Where to store an archived file?
 - Your H Drive network folder (only accessible on campus)
 - Your own personal Google Drive account or external cloud storage solution
 - A personal storage medium, i.e. USB drive, portable hard disk, computer, CD

II. Course Size in Blackboard.

Starting with Fall 2021, all Blackboard courses will have **a 1 GB/course limit**. If Faculty need additional space, they can contact the Office of Academic Technology, after performing the steps below for Best Practices on managing your course size.

III. Best Practices for Managing Course Size

1. Content Collection:

- See [here](#) a tutorial on How-To manage your Content Collection
- Navigate to your course Content Collection and remove any unused files and folders including items not deployed within the course, duplicate files, and old export folders.
- Images should be optimized for the web using formats such as JPG, PNG, GIF, or another file format that is accessible by all browsers.

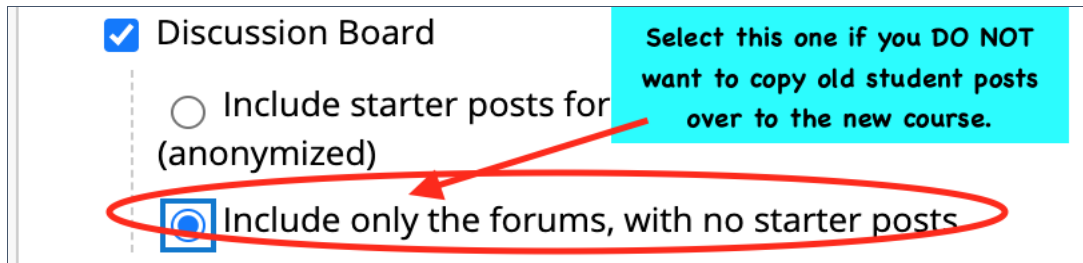
2. Media Files:

- Video and Audio files should not be uploaded to Blackboard. Faculty can store videos to YouTube, Google Drive or another Cloud service and provide a link to the video in Blackboard. This significantly reduces course size.
- VoiceThread will provide an option for digital storage and presentation.
- Zoom videos must be saved to the Cloud. Faculty can share the link.
- Collaborate videos must be linked to the source file.

3. Course Copy:

Step 1: Start by cleaning out your **course content collection**. Delete duplicate files or unused files. You will not be able to copy your course if it is larger than 1GB.

Step 2: The best practice is to “select all” when completing a course copy. Leave the default selections as is, EXCEPT for the discussion board.



Discussion Board

Include starter posts for (anonymized)

Include only the forums, with no starter posts

Select this one if you DO NOT want to copy old student posts over to the new course.

Step 3: Perform a course copy by selecting “Copy links and copies of the content”. Click here for a [video on performing a course copy](#).

4. Copyright and Accessibility:

Content uploaded abides to copyright and accessibility laws as stated on the MCC website. Faculty will use the **Blackboard Ally** tool to check and manage their course for accessibility.

5. The Overall Maintenance:

- Archives should occur as often as necessary to save major changes, address possible grade disputes, or course cancellations. (See I.2 point on How to Archive and Where to Store the archive file).
- Faculty and Staff are responsible for archiving their Blackboard courses every semester. Course archives are to be downloaded and stored externally (outside of the Blackboard system).
- Once downloaded, delete the archives from the course. Archives stored in the course consume course quota space.

Thank you for your cooperation,

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