



Course Retention/Deletion

Policy

Blackboard courses are available to instructors for two years following the completion of the course. Instructors will be informed via e-mail prior to course purging. It is recommended that instructors archive courses for retrieval after the two year cycle.

Procedure

The Blackboard System Administrator will notify faculty and staff via e-mail and a blackboard posting at least 60 days prior to a system purge.

Instructors can retrieve directions for archiving courses at:

http://www.twu.edu/downloads/blackboard/Archiving_and_uploading_courses.pdf



Helpdesk
940-898-3971
helpdesk@twu.edu
<http://www.twu.edu/help-desk>

Blackboard Support
940-898-3706
blackboard@twu.edu
<http://www.twu.edu/blackboard>

