

The following guide provides an overview of current policy for the backup, retention and storage of data in the Blackboard Learn system.

Data Back-up

Backup of data contained within Blackboard Learn is included in general policy of the Computer Centre relating to the retention of backup copies of key Brunel data, to enable the restoration of service following system failure.

In the case of Blackboard Learn, the principal backup is a monthly full back-up retained for 185 days, augmented by daily incremental backups. Please note that these backups cannot be used for version control or reversion.

Data Retention

Where appropriate, the University Record Retention and Disposal Schedules apply to data contained within Blackboard Learn. These are published at:

<https://moss.brunel.ac.uk/sitedirectory/OSC/RM/Pages/default.aspx>

Since there is no practical way to separate the different kinds of data referred to, a global retention period of seven years (before the current academic year) applies.

By default, Blackboard Learn module Courses are available online to staff and students until 31 December two years after the year of presentation. That is, at least one year after completion of the year of presentation.

Courses are backed up twice for retention purposes:

- Following the end of the examination period (approximately May) each year, Courses for the current academic year will be backed up, but continue to be available in Blackboard Learn
- After the end of the Course availability (31 December of the following calendar year), those Courses will be backed up again, and subsequently deleted from the system.

Unless there are exceptional mitigating circumstances, there is no access to the data beyond the Course availability date mentioned above.

Since the backups created by the Computer Centre are not suitable for version control or reversion, it is recommended that all content in Blackboard Learn be additionally kept elsewhere. An instructor is able to make a personal back-up of a Course at any time and download this back-up as a file. To make a back-up, enter the Course, choose *Packages and Utilities* from the *Control Panel* menu, then *Export/Archive Course*. The Export Course option creates a package of Course content that can later be imported into the same Course or a different Course. The Archive Course option creates a permanent record of a Course, including all the content and user interactions available at the time the archive is created. Please contact the Learning Technology Team (ltt@brunel.ac.uk) for assistance with restoring a downloaded Course back-up file.

Data Storage

Due to server space restrictions over the lifespan of the Blackboard Learn system, a size quota of 2GB is maintained for an individual Course or Organisation.

No uploads or imports into the Course or Organisation are possible beyond this size. All large media files should be made available in a Course or Organisation via a URL, preferably from Brunel's media streaming server in Media Services.