

Policy for Purging Learning Management System (LMS) courses.

NOTE: Purging is the process of permanently removing courses and contents from the LMS. Purging courses from the LMS is necessary to properly manage storage resources and ensure adequate system performance. A “purged” course is removed from the LMS and cannot be restored. **Access to all content and by all users is permanently removed.**

The Office of Information Technology (OIT) purges courses twice annually according to the following schedule:

Purge Date	Content Purged	Example
October 9 th (exact date may vary slightly as announced)	Spring and Summer courses offered during the previous calendar year	A course offered during Spring/Summer 2006 will be purged on October 9th, 2007.
February 12 th (exact date may vary slightly as announced)	Fall courses offered during the previous calendar year.	A course offered during Fall 2006 will be purged on or about February 12th, 2008.

Purged courses will no longer be available in the LMS and cannot be restored.

Instructors are encouraged to perform a course export to preserve content for re-use in a future course. The course export process **does NOT** preserve course grade records. The grade book download process is a separate procedure.

To perform a course export, enter the course to be exported and click on the “Control Panel” link. Next, click on the “Export Course” link.

JTB_2005_APPPACK3: New Course for Testing Purposes - Jeremy Bond (Instructor)

Content Areas		User Management	
Course Information	Course Calendar	List / Modify Users	Enroll User
Course Documents	Misc. Information	Create User	Remove Users from Course
Assignments	Syllabus	Batch Create Users	Manage Groups
External Links	Books	Assessment	
Course Tools		Test Manager	Gradebook
Announcements	Collaboration	Survey Manager	Gradebook Views
Course Calendar	Digital Dropbox	Pool Manager	Performance Dashboard
Staff Information	Glossary Manager	Course Statistics	
Tasks	Messages	Help	
Send Email	Add Users by Role	Support	
Discussion Board	Turnitin Assignments	Manual	
Course Options		Contact System Administrator	
Manage Course Menu	Course Copy		
Course Design	Import Course Cartridge		
Manage Tools	Import Package		
Settings	Export Course		
Recycle Course	Archive Course		

The Export/Archive Manager will appear next. If any course export or archive files have been previously generated, they will be listed in place of “No packages exist for this course.”



No packages exist for this course.

To set parameters for the export, click on the “Export” button. The next screen lists all of the major sections, content types and settings available for export. If you want to create a more complete offline record of a course, including user records, (grades, etc.) use “Archive” instead of Export.

Check the boxes next to each course area to be exported. After making the desired selections, scroll to the bottom of the page and click “Submit.”

1 Course Selection

* Source Course ID BCA311-064-12745

2 Select Course Materials

Select materials to include in the export package. For a package to serve as an exact record, including user records, use Archive instead of Export.

- Content
 - Course Information
 - Course Documents
 - Assignments
 - External Links
- Adaptive Release rules for content
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Glossary
- Gradebook Items and Settings
- Group Settings
- Settings
- Staff Information
- Tasks
- Tests, Surveys, and Pools

NOTE: Checking “Gradebook Items and Settings” exports the gradebook STRUCTURE and SETTINGS only. Student grade values are NOT exported. Downloading the grade book is a separate process.

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

The export process will be queued and processed by the server as soon as possible. The amount of time it will take to complete will vary based on the size of the exported materials and the volume of requests. When the process is complete, an email is sent. The email reads as follows:

The operation has completed. The file may be downloaded from the Control Panel.

Upon receipt of the email, the export file is available for download. Enter the course, click on “Control Panel” and click “Export Course.” The Export/Archive manager will now include a link to the download file. Click on the file name to begin the download process.

Export/Archive Manager

[Export](#) [Archive](#)

File Name	Date Created		
ExportFile_SummerInst04_20061023110257.zip	10/23/06 11:03 AM	Log Detailed Log	Remove

Save the export file to an easy-to-find location. This file can be imported into any Blackboard course site to restore or reuse course contents.