

Blackboard Data Storage Guidelines and Practices

Student- The Blackboard System automatically incorporates the role assigned in Banner. If a student does not register for at least one course in a semester, the student account is automatically made inactive (this occurs in Banner). If a student user does not enroll in courses and the account is inactive for two years, it will be purged from the Blackboard system.

Faculty- The faculty role on the Banner SIAINST record is batched into Blackboard by the Office of Information Technology (OIT). Once faculty are assigned courses by their chair or coordinator, the course assignments are batched into Blackboard (by OIT) and remain active for the duration of their course assignment.

Once a faculty member separates from the University, the active faculty role must be manually removed from their SIAINST record in Banner (this is performed at the departmental level and by OIT). This action will inactivate their Blackboard account.

Faculty who have not logged into Blackboard for two years or longer will have their accounts purged from the Blackboard system.

Staff- Staff have access to Blackboard upon request to the Blackboard office. Once a staff member separates from the University, the active staff role must be manually removed from their SIAINST record in Banner (this is performed at the departmental level and by OIT). This action will make their Blackboard account unavailable.

Staff who have not logged into Blackboard for two years or longer will have their accounts purged from the Blackboard system.