
UBlearns Data Management Policy

Category: Information Technology
Responsible Office: Office of the CIO
Responsible Executive: Chief Information Officer

Date Established: 1/15/09
Date Last Revised: - 2/11/13
Date Posted to Library: - 2/11/13

Summary

Courses will remain available to instructors on the UBlearns system for a maximum period of 12 months after the semester ends in accordance with UB's Incomplete policy. Administrative sites are excluded from this policy

Policy

In accordance with UB's Undergraduate policy regarding Incomplete Grades, courses will remain available to instructors on the UBlearns system for a maximum period of 12 months after the semester ends. Course sites reaching the 12 month threshold will be automatically removed from the system based on the following timetable:

The automatic removal period will be scheduled and announced to UBlearns instructors in advance. Instructors who require access to course content scheduled for removal should refer to [End of Semester Procedures](#) in UBlearns.

BACKGROUND

UBlearns is a dynamic and growing course management tool that delivers course content and fosters learning in a real-time on-line environment. Our goal is to keep UBlearns stable and equipped for growth. Removing old course data on the system helps meet that goal and makes space for new courses that demand increasingly complex and data-rich content.

APPLICABILITY

This policy applies only to non-administrative courses in UBlearns. Administrative Sites will be reviewed on a yearly basis or removed at the owners' request.

DEFINITIONS

UBlearns - *UBlearns* is a course management system and the University at Buffalo's instance of Blackboard accessible at ublearns.buffalo.edu

Course - classes offered by registration number and available for instructor inclusion on UBlearns using the UBlearns course setup tool

Administrative Site - courses sites added to UBlearns for departmental or administrative use that are not affiliated with classes offered by registration number.

RESPONSIBILITY

The Information Technology Policy Officer is responsible for the maintenance of this policy, and for responding to questions regarding this policy. The Chief Information Officer is the responsible officer.

Contact Information

Office of Chief Information Officer
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Related Information

University Documents:

[Incomplete \(I\) Grades Policy](#)

[Quota and Data Retention for Course Materials on Central Streaming Media Services](#)

Related Links:

[UBlearns for Faculty](#)

[Scheduled Removal Date for Courses in UBlearns](#)

[End of Semester Procedures in UBlearns](#)