

Course Access and Retention

AsULearn

All courses will be retained for **25 months** on AsULearn starting fall 2019. To access an academic course from fall 2018 through summer II 2019, use the AsULearn Sites menu in the navigation bar at the top of AsULearn.

Courses are made visible at 7am on the first day of each term, and hidden from student view two days after grades are due at the end of each semester.

New terms are provisioned twice a year, and only when the AsULearn team receives the upcoming term files from the Banner team. The approximate schedule is as follows:

- Upcoming Fall term: **Mid-March**
- Upcoming Spring, Summer I, and Summer II terms: **Mid-October**

The AsULearn team will take advantage of our campus maintenance windows for scheduled maintenance. You can find upcoming maintenance dates under Site Announcements or the Downtime alert block on the AsULearn home page.

Manually-created backups in the User private backup area will be kept for **30 days**.

AsULearn-Projects

AsULearn-Projects courses are reviewed annually. Managing faculty in low-activity courses will be notified of scheduled course deletion. Course owners can opt out of course deletion if needed.

Course visibility is configured by the managing faculty member(s) of each course. Members of some committees and professional development courses can self unenroll if desired.

The AsULearn team will take advantage of our campus maintenance windows for scheduled maintenance. You can find upcoming maintenance dates under Site Announcements or the Downtime alert block on the AsULearn-Projects home page.

Manually-created backups in the User private backup area will be kept for **30 days**.

AsULearn-Global

AsULearn-Global courses are reviewed annually. Managing faculty in low-activity courses will be notified of scheduled course deletion. Course owners can opt out of course deletion if needed.

Course visibility is configured by the managing faculty member(s) of each course.

AsULearn-Global undergoes maintenance the first Friday of every month from 7am to 9am.

Manually-created backups in the User private backup area will be kept for **30 days**.

Related Services

ZOOM Cloud Recording Access

Zoom Cloud Recordings are kept in the Zoom Cloud for **30 days**. When you record to the Zoom Cloud, it is automatically copied over to your My Media page in Kaltura. Zoom Cloud Recordings, stored in Kaltura, are easily accessible via AsULearn or MediaSpace.

Kaltura Media Access

Media content in Kaltura that has not been accessed in **4 years** will be removed.

To delay deletion for another 4 years, simply play the media content. To prevent deletion permanently, mark the media as **Exempt** in [MediaSpace](#).

Name: (Required) Why are my plant's leaves falling off 🌿🍂 KALTURA TEST

Description: **Black** **Bold** *Italic* Underline [List Icons] [Link Icon] [Image Icon]

Enter Description...

Tags:

Exempt: True
Exempt entries from Media repurposing

Publishing Schedule: Always Specific Time Frame
(The time range in which this media will be visible to users in published channels/categories)

Save Go To Media

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