Course Access and Retention

AsULearn

Course Retention

Banner-created courses in semester categories will be retained for **25 months** and accessible through AsULearn. Backups of courses older than 25 months can be requested with a support ticket for **an additional 12 months**. Due to the amount of time needed to retrieve and restore archived courses, a requester can expect **up to a week** to retrieve the backup file and complete the restore after it is requested.

In summary, course backups will be kept for three years plus one month (37 months) total. We will not keep copies of courses beyond 37 months.

Instructors may create and download manual backups of the course content as desired. Manually-created backups in the User private backup area will be retained and available for download for 30 days.

NOTE: Programs or departments that need to access courses beyond the 37-month window are responsible for contacting Academic Technologies *BEFORE* their scheduled removal from AsULearn storage, including program accreditation needs for course access.

AsULearn courses that are not included in the 25-month academic terms are reviewed annually (April). Managing faculty in low-activity courses (no course/user access in 12 months) will be notified of scheduled **course deletion** and/or **user unenrollments**. Course owners can opt out of course deletion if needed via the provided email notification.

Data from 3rd Party Services

Academic Technologies does not host or administer course/student data hosted by 3rd party services (such as courseware hosted by textbook providers). Access to, and retention of, student course data through 3rd party services is determined by the individual provider and *may not* be included beyond the semester the course is offered.

Student Data

Academic Technologies will remove student data from courses accessible through AsULearn **after 13 months**. However, all student data is retained in the course backups that we keep for the 37-month window.

Course Visibility

Courses are made visible at **7am on the first day of each term**, and hidden from student view at **7am two days after grades are due** at the end of each semester. Instructors may elect to make the courses visible to students before the beginning of the semester, and after the end of the semester. Course visibility can also be limited to a single student or students for resolving a grade of Incomplete.

New terms are provisioned twice a year, and only when the AT team receives the upcoming term file(s) from the Banner team. The approximate schedule is as follows:

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

For more information, please see the Office of the Registrar's Schedule Build Calendar.

Scheduled Maintenance

The AsULearn team will take advantage of campus maintenance windows for scheduled application updates.

Monthly system maintenance will be scheduled on the **last Thursday of each month from 1am to 2am**. If this date falls on a holiday, monthly maintenance will be rescheduled and announced accordingly.

Notifications for the application or system maintenance will be posted on the site home for AsULearn and communicated in the AsULearn for Faculty Google Group.

AsULearn-Projects

AsULearn-Projects courses are reviewed annually (October). Managing faculty in inactive courses (no course/user access in 12 months) will be notified of those courses being **hidden**, scheduled **course deletion,** and/or **user unenrollments**. Course owners can opt out of course hiding or deletion if needed via the provided email notification.

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

Course visibility and user enrollments are 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 campus maintenance windows for scheduled maintenance. Monthly system maintenance will be scheduled on the **last Thursday of each month from 1am to 2am**. If this date falls on a holiday, monthly maintenance will be rescheduled and announced accordingly. You can find upcoming application maintenance dates under Site announcements or the Downtime alert block on the AsULearn-Projects home page.

AsULearn-Global

AsULearn-Global courses are reviewed annually (November). Managing faculty in inactive courses (no course/user access in 12 months) will be notified of those courses being **hidden**, scheduled **course deletion,** and/or **user unenrollments**. Course owners can opt out of course hiding or deletion if needed via the provided email notification.

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

Course visibility and user enrollments are configured by the managing faculty member(s) of each course.

AsULearn-Global undergoes application maintenance the first Friday of every month from 7am to 9am. Monthly system maintenance will be scheduled on the **last Thursday of each month from 1am to 2am**. If this date falls on a holiday, monthly maintenance will be rescheduled and announced accordingly.
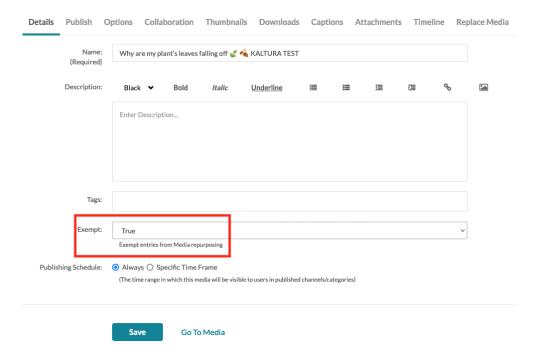
Related Services

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.

Details	Publish	Options	Collaboration	Thumbnails	Downloads	Captions	Attachments	Timeline	Replace Media

Name:
(Required)

Why are my plant's leaves falling off 🌱 🍂 KALTURA TEST

Description:

Black ⌄   Bold   *Italic*   <u>Underline</u>

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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