

Urgent

Managing Electronic Educational Content Archiving Policy

The Deanship of E-Learning and Distance Learning vigorously follows up the implementation of its policies to guarantee optimum performance of the Learning Management System (LMS) which is Blackboard.

Therefore, it is important that everyone is informed of the following:

1. The privacy policy is activated in blackboard to ensure the confidentiality and privacy of its user's personal information. Thus, every user will be required, when accessing the blackboard system, to review the privacy policy statement that appears, then agree to it.
2. All courses for the current semester will remain on blackboard system for one academic year. After that, Blackboard team will archive the courses elsewhere and remove courses which are stored for more than one academic year. If the faculty member wants to keep the content of his/her courses, he/she must save it on his/her personal device, instead of Blackboard.
3. The size of files uploaded to the system should not exceed 10 MB per file. Any larger files must be uploaded to an external electronic storage medium such as Drobox, OneDrive, ...etc.; then add the link to that file. Also, please keep in mind that the university provides a OneDrive account with a storage space of 1024 GB for each faculty member.
4. The Deanship of E-learning conducts routinely backups of the LMS contents. Nevertheless, we recommend that the users of the system, including faculty members and students, keep external softcopies of all their content that is placed on Blackboard which is considered important for them for backup.