JOLT Blackboard Course Archive Procedure

Courses are kept on the production system for two years. After that, courses are saved in the archives for two years. Any courses past four years are discarded permanently.

**Procedure Statement and Purpose:**
Blackboard courses are accessible to faculty/instructors on the production system for two years. Courses from up to two years prior are archived.

**Who Should Read this Procedure?**
Faculty/Instructor users of the Blackboard system

**Related Links:**
Archive a Course

**Jaguar Office of Learning Technology Assistance:**

- **Submit a Request:** distancelearning@mail.johnstoncc.edu
- **Phone:** 919-464-2260

**Procedures:**
JOLT staff will archive courses throughout the year.

The archived courses are in a .zip format and can be restored to the Blackboard environment by a Blackboard administrator. If you need an archived course from a previous semester within the last 4 years restored, request to JOLT at distancelearning@mail.johnstoncc.edu or call 464-2260. Include the course ID (example: YearSemester-ENG-111-I1).

You can also create your own personal archive of any course that is currently on the Bb production environment. See Archive a Course for instructions on how to create your own personal archive.

*Please note: Before restoring personal archives, you will need to request a Bb administrator to create a blank shell to restore the archived content. New semester shells are NOT for this purpose unless you intend to use the majority of the content or you delete all un-needed material yourself.