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**Course Retention and Purge Process**

**D2L course retention and purge process** as of **April 2022**.

Here is a short video describing the process, and additional information from the system office is included below.

[**VIDEO: D2L Course Retention and Purge Process**](https://mediaspace.minnstate.edu/media/New%2BCourse%2BRetention%2Band%2BPurge%2BProcess/1_spep53yo)(4 min.)

**Highlights:**

* Academic (semester-based) course shells will be kept for 5 years
* **All courses in D2L are affected**, including development shells, on-going shells, etc.
* Each February (delayed to April in 2022), courses will be reviewed and action will be taken according to the following:
	+ Courses that are **five years old and have had no activity for the past two years will be made inactive** and will no longer be visible
	+ Courses that are **seven years old and have had no activity for the past four years will be purged**

Remember, if you want to make sure you retain your course materials, you can

 [ Export your course materials](https://mnscu-my.sharepoint.com/%3Aw%3A/g/personal/ka2879qa_minnstate_edu/EUMJVbXNDzZOlDfkEDIu2G0BqAjEtAB6yQqxQI53gVtQTQ?e=vowe4M).

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| Logo for Minnesota State Learning Technologies |
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| **Updated Course Retention and Purge Schedule**An updated course retention and purge schedule for courses in D2L Brightspace is being implemented. These upcoming changes have been vetted by the Academic and Student Affairs (ASA) Technology Council.  That body made a recommendation for course retention and purge that was approved by the Senior Vice Chancellor of Academic and Student Affairs. This new schedule will replace the previous purge schedule which only affected academic courses (where teacher and student enrollments came from the ISRS system), purging any academic courses in D2L Brightspace that were more than two years old.  As we transition to this new schedule, there will be no purge review on February 1, 2022.  **The earliest the new schedule will be put into effect will be March 2022**.  At that time, courses in D2L Brightspace will be reviewed based on the following **new** criteria:**What’s New:*** **All courses in D2L Brightspace will be affected**, including academic courses, development courses, master courses, and non-academic courses, whether they are associated with an ISRS YRTR semester or not\*
* **Courses will be considered for purge based on course age and course activity**, not course age alone
* **Course activity includes a teacher or student accessing the course, or a teacher copying from the course**
* **This new schedule will keep courses available to teachers for a longer period of time**
* **Courses will be visible to teachers for five full academic years**
* Each February, courses will be reviewed for course activity and
	+ any course that is five academic years old and has had no activity for the past two years will be made **inactive** and will no longer be visible to faculty\*\*
	+ any course that is older than seven academic years and has had no activity for the past four years will be **purged**
* Courses that are set to “inactive” will remain intact with enrollments and course materials so that data can be available for reporting accreditation needs, until the courses meet the criteria to be purged

\*In the past, only courses that were associated with an ISRS YRTR in D2L were considered for purge.  Courses in any other type of semester, such as “training,” “development,” “ongoing,” etc., were not even considered for purge.  Now **all** courses in D2L will be subject to the new purge schedule.\*\*In the past, teachers could see courses that were set to “inactive,” but that will no longer be the case.  This change is also necessary due to the new system of course enrollments being implemented March 2022, which will process drops and adds in ISRS into D2L course enrollments on a nearly real-time basis, rather than just three times a day. |
| Learning Technologies | System Office ITS[System Office ITS Service Desk](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fservicedesk.minnstate.edu%2F&data=04%7C01%7CBeth.Jensen%40bemidjistate.edu%7C4112c453b82845ea2d6208d9dd060e46%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637783840896679558%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=KVSg0jBaKYojUScG8gw4XZFFG5VsBrH5Dr62T5zKG2k%3D&reserved=0) | [D2L Support Resources](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmnscu.sharepoint.com%2Fsites%2Fd2lsupport&data=04%7C01%7CBeth.Jensen%40bemidjistate.edu%7C4112c453b82845ea2d6208d9dd060e46%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637783840896679558%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=PdawQUKAcmIN4fsVNHUeQfgIWKPDmdfiqwUG01QqVMM%3D&reserved=0) [ListServ Archives](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Flists.minnstate.edu%2Fscripts%2FWA-MINNSTATE.EXE%3FA0%3DBRIGHTSPACE_NOTIFICATIONS&data=04%7C01%7CBeth.Jensen%40bemidjistate.edu%7C4112c453b82845ea2d6208d9dd060e46%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637783840896679558%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=1PUBODXy4G2vl3JxuM2yLCtb4QedNs8izYSh9L5oPBo%3D&reserved=0) | |
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