

Vimala College (Autonomous)

Thrissur



Moodle Course Retention and Storage Policy



VIMALA COLLEGE (AUTONOMOUS), THRISSUR
KERALA 680009

Policy No.	VC/ Policy/ 19				
Policy Name:	MOODLE Course Retention and Storage Policy				
Drafted by	Internal Quality Assurance Cell (IQAC) in consultation with respective Working Committee	Adopted:	2019-20	Revised:	2020-21
Approved by	Governing Council	Date:	08 April 2021		
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Purpose

- Define how long courses contained within the Moodle Learning Management System will be retained.
- Provide instructions for how to store video and audio files outside of Moodle and linking to them to ensure efficient use of Moodle storage.
- Establish best practices to optimize Moodle performance.

Course Retention

1. The College will retain courses for current academic semester only.
2. At the end of each semester
 - a. An email will be sent to faculty asking if any of their courses can be deleted. The email will contain a warning that courses deleted this way cannot be retrieved.
 - b. Empty courses (courses without content/courses not used) will be deleted without notification.
3. Through Google Drive you have unlimited storage capacity. Backing up your courses to your personal Google Drive is recommended.

Student Retention

Information of UG/PG students will be maintained only during their period of studies.



Storage Policy

Moodle - Audio and Video Content Storage

To ensure efficient storage usage, audio and video files should be *referenced from within Moodle, not uploaded to your course site.*

- Create a folder on the Google Drive of faculty email account
- Upload the audio and video files to your Google Drive folder
- Set the appropriate share permissions
- Link to the shared files from within Moodle
- Videos can also be uploaded to your YouTube channel and the link can be attached to your Moodle course.




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