Tech Snacks: Archiving Brightspace Work

Do you have any important student work in Brightspace from the last several years that's worth keeping? Are there relevant artifacts that weren't included in the migration? Now is the time to be thinking about what work you need, and where to store it before Brigthspace is completely gone on June 30th, 2025.

What is Worth Archiving?

Whether you're an accredited program or not, what are some relevant artifacts that you might need in the future? Here's a few things to consider as you think about whether or not you need to archive any work:

Program Assessment Artifacts

The early bird deadline for this program assessment cycle is **May 30, 2025**. The final deadline is **September 30.** It is recommended to start preparing your assessment reports in May (especially this year) because your access to Brightspace will shut off in June, taking all student work and data with it.

Gen Ed Assessment

Similar to Program Assessment, faculty are encouraged to download and archive any needed artifacts for this year's assessment cycle during the spring 2025 semester. The assessment collection process will be adapted with the Canvas switch, so stay tuned for further information.

Program Archiving Needs

OTLE has met individually with many program faculty already, but if your program needs any student work or data archived for accreditation or licensing purposes, your access to Brightspace will be shut off in June. If you haven't already, please make an appointment with OTLE to discuss how we can assist with program archiving needs this semester.

Student Examples

Student data aside, many faculty like to collect student work to use as examples for future semesters. If you'd like to save any student work, please make sure you are following MSUN's Data Storage Security guidelines (see screenshot on back of page).

MSUN owned data should not be stored on any other storage than the options listed on this page. Use the following table to choose the right location for the data you need to store.

Data Type	SharePoint, OneDrive-MSU, or Teams?	Rigel?	Sulafat?	OnBase?	Docusign?	Email or Desktop?
Budget information	Yes	Yes	No	Yes	Yes	Yes
Contracts	Yes	Yes	No	Yes	Yes	Yes
Course evaluations	Yes	Yes	No	Yes	Yes	Yes
Data classified as *Public*	Yes	Yes	No	Yes	Yes	Yes
Data classified as *Restricted*	Yes	Yes	Yes	Yes	Yes	Yes
Employee and student IDs/GIDs (even when combined with names)	Yes	No	Yes	Yes	Yes	No
Planning documents	Yes	Yes	No	Yes	Yes	Yes
Staff search committee notes	Yes	Yes	No	No	Yes	Yes
Student grades and records	Yes	No	Yes	Yes	Yes	No
Bank account numbers	No	No	Yes	Yes	Yes	No
Credit card numbers	No	No	No	No	No	No
Data classified as *Confidential*	No	No	Yes	Yes	Yes	No
Drivers license numbers	No	No	Yes	Yes	Yes	No
International Traffic in Arms Regulations (ITAR) and Export Administration Regulations (EAR) governed data	No	No	No	No	No	No
Passport Visa numbers	No	No	Yes	Yes	Yes	No
Payroll ACH numbers	No	No	Yes	Yes	Yes	No
Research data subject to export controls	No	No	No	No	No	No
Social Security numbers	No	No	Yes	Yes	Yes	No