

## **Pre-semester Information:**

During the weeks before the start of the semester, the instructor should be working on his/her Master Course.

### *What is a Master Course?*

A Master Course is one which contains all educational material for that course. It should not contain date-sensitive information or student data of any kind. Master Courses are content-driven, not date driven. Include Resource information (useful links, etc.), topic information, syllabus, gradebook, discussion forum directions (NOT posts), quizzes/exams, and general course-specific information in your Master Course.

Master Courses do not get deleted; they are designed for instructors to store static course-specific material that can be accessed at any time, regardless of semester. Student information is never included in a Master Course.

When the instructor has completed work on the Master Course, he/she can submit a request via the TLC online form for that Master Course to be copied into the actual semester course. This is where the student data and calendar information will reside. Below is the direct link for the online request form:

[http://www.brookdalecc.edu/fac/tlc/forms/form\\_copy\\_course.php](http://www.brookdalecc.edu/fac/tlc/forms/form_copy_course.php)

## **Post-semester Information:**

At the end of the semester, the ANGEL courses, **excluding Master Courses**, will be backed up with student information, and then deleted. This will occur about three weeks after the end of the term. The TLC will be responsible for archiving, then deleting the courses. Backed-up courses containing student data can be restored and then made available at any time by submitting a request to the TLC.