Task:	**LMS Course Removal-Deletion**
Revision Date:	April 5,2012
Description:	Utilization of the HCC Learning Management System (LMS) will continue to grow. Growth will bring an increase in course content and issues surrounding storing this content on the LMS server clusters. In an effort to reduce resources used to store courses and their content from semesters passed, HCC has adopted a procedure to remove these courses from the LMS.
Responsibility:	CITT / ITS, HCC Faculty, HCC Staff

Process Steps:	**CITT Staff AND/OR Administrators**
	
	Step 1: Identify LMS Courses to be Removed and Deleted
	
	▪ Using the Learning Management System Course Retention and Removal Policy as a guide; courses subject to removal and deletion are identified by two conditions:
	   ▪ Courses that are three semesters past their end date
	   ▪ Courses where the published date for incomplete grades has passed
	
	CITT / ITS
	
	Step 2: Notify Faculty of the Course Removal and Deletion Date
	
	▪ After determining the courses to be removed and deleted the faculty of record will be notified via their HCC email account of the following
	   ○ The course-sections that will be removed and deleted
	   ○ The date on which this will occur
	   ○ Information, by attachment or by hyperlink, on how to archive and download their course-sections, how to save a copy of the Grade Center, and how to save individual files or folders from the LMS.
	   ○ This email will be sent at least two weeks prior to the removal and deletion date.
	
	Step 3: Removal and Deletion of Course-Sections in the LMS
	• Using the information gathered in Step 1 of this document, locate the Course-sections and delete them from the LMS server.
	• Notify the vendor of the need to run the cleanup process on the recycled files on the server cluster so it may be scheduled.
	
	Step 4: Notify Faculty of the Course Removal and Deletion completion
	
	▪ After determining the courses to be removed and deleted the faculty of record will be notified via their HCC email account of the following:
	   ○ The course-sections were removed and deleted

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