

Instructional Technology Services Learning Management System Course Retention and Removal Policy

Purpose

This policy defines the creation and deletion of course sites in the learning management system (LMS).

Course Creation

All course-section information will be transferred from the Student Information System (SIS) to the LMS six weeks prior to the start date of the upcoming term.

Course sites will appear in the LMS on the accounts of the faculty currently assigned to the course-section in the SIS. All course-section sites are created as “unavailable” and can only be made “available” to enrolled students by the assigned faculty member. Instructions on how to make you course available to students can be found on the CITT website in the Setting your Course Availability document.

Note: Any adjustments to faculty assignments may take up to 48 hours to update in the LMS once they are reassigned in the SIS.

Course Retention

All courses-section sites created for instruction are available in the LMS to the assigned faculty to teach the course for the current semester.

The course sections will continue to be accessible to the faculty for three semesters after the course has completed. This is the Course Retention period for our LMS.

After the Course Retention period and the published date for incomplete grades have passed, the Course-section will be deleted from the LMS.

Example: A course created in Summer 2011 will be deleted by Fall 2012.

Term Course Offered	Date Courses Removed
Summer 2011	October 15, 2012
Fall 2011	February 15, 2013
Spring 2012	May 30, 2013
Summer 2012	October 15, 2013
Fall 2012	February 15, 2014
Spring 2013	May 30, 2014
Summer 2013	October 15, 2014

Deleting a course permanently removes the course from the LMS.

- Removes the course from the faculty’s course list
- Removes the course from the students course list
- Deletes all data and materials associated with the course. Including:
 - All files

- All grades
- All content (assignments, assessments, discussions, etc.)
- Anything associated with the course

Archive of Courses and Grades

We are recommending Faculty archive their courses save them to an alternative storage space such as a thumb drive or an external hard drive. For instructions on how to archive your course please see the document Archiving your Course on the CITT website.

NOTE: Archiving a course is not intended for the purpose of retrieval of individual documents and grades. Course archival is intended for a back-up in a worst-case scenario. Faculty should save all documents and content outside of the LMS that they wish to easily retrieve.

Faculty will need to export the Grade Center grade book at the end of every semester as a means of record keeping. Instructions for doing so can be found on the CITT website in the Downloading your grade book from the Grade Center document. Faculty should also save their syllabi and assignment schedule, if not contained in the syllabus, with their grade book. The assignment schedule being the document that lists the due dates for assignments, quizzes and other graded student activity within the course section. Due to Federal requirements, full-time faculty should retain records for five years from the start date of the course-section. Adjunct faculty will be required to submit these documents to their Academic Dean upon the completion of the semester.

Approved by FITC on March 1, 2013