

# Learning Management System Retention Policy

Library Services in collaboration with ITSS, the Committee on Tenure, and the Committee on Scholarship & Promotion, determined course data in the Learning Management System (LMS) will be retained according to the following policy:

## Canvas:

- Canvas courses, beginning Spring 2023, are available in read-only format indefinitely to active Canvas users.
- Course visibility (whether course content is visible to students enrolled in the course) is at the discretion of the faculty and can be managed using these directions regarding [publication of courses](#) or [restricting access to courses](#).

## Moodle (onCourse):

- Moodle courses taught in the previous five years are available for review, backup, and import into current courses via VPN or on campus at: [oncourse.wheatoncollege.org](http://oncourse.wheatoncollege.org) or [moodlearchive.wheatonma.edu](http://moodlearchive.wheatonma.edu)
- Course materials on Moodle taught six to eight years ago are available upon request. Users can choose to either keep their course as a Moodle backup file or to have the course imported to a blank Canvas shell.
- Courses taught more than eight years ago will be deleted and no longer available.

Adopted March 2024