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 or 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