

Procedure Title: Retention and Removal of Digital Course Materials

Procedure

Procedure Owner: VP Academic and Research

Review Period: Every Two (2) Years

Procedure Summary: A process for the retention and removal of aged LMS courses and course-related digital recordings.

Introduction

The Learning Management System (LMS) plays an important role in teaching and learning and the student experience at the University of Prince Edward Island (UPEI). The LMS is used to share and store teaching and learning related information, including syllabi, assignments, grades, lectures, readings, recordings of lectures and class discussions, and other content.

The regular use of lecture capture and other digital recordings has been integrated into the teaching practice of many instructors for pedagogical purposes as well as to support equity, diversity, and inclusion in their classes.

Following the completion of a course, content stored in the LMS can support ongoing student learning and success given many courses progressively build upon previous courses. Instructors can leverage content in their previous courses to revise them or create new ones. Instructors may also use previous courses as a resource when preparing letters of recommendation for their former students.

This procedure is informed by UPEI's Academic Regulations.

Purpose

This procedure defines the scope of retention for course materials hosted in the University of Prince Edward Island's Learning Management System (LMS), Moodle, as well as recordings on Collaborate, YuJa, Zoom, and Teams by specifying a timeframe for the retention of full course content, grades and all student work maintained on the LMS. Having a plan of action for archiving courses conserves the optimization of the LMS for performance purposes. In addition, it affords the University a means to properly appropriate database space avoiding unnecessary space upgrades.

Scope

This procedure covers all official courses contained in the LMS managed and/or maintained by the University of Prince Edward Island and recordings hosted on Collaborate, YuJa, Zoom and Teams cloud storage.

Definitions

Academic Year: a period of three semesters starting in September with the fall semester, continuing through the winter, and which ends in August of the following year. Ex: Academic year 2023-2024 is:

- Fall (2023)
- Winter (2024)
- Summer (2024)

Course: refers to a section or instance of a course taught in a specific semester.

Course Content: any existing data contained in a course on the LMS. Including, but not limited to, syllabus, schedule, assessments, assignments, attendance, discussion forums and any readings.

Course Access: the instructor's ability to access their course(s) on the LMS after the semester is over.

Course Archive: the creation of a zip file containing all course content, but does not include student data, grades, submitted assignments, etc.

Grades: any existing grading records residing in a course on the LMS including any student work and comments.

Archived Course: a course that is three (3) years from the end date of the academic year during which the course was taught.

Student Work: any student submission in a course on the LMS, including, but not limited to, assignments, discussions, assessments, and group work.

Digital Recordings: digital and audio recordings of class activities, including but not limited to lectures, class discussions, guest lectures, and student presentations.

Procedure

The University will retain LMS course content, grades, and student work for three (3) years from the end date of the academic year during which a course was taught. This will ensure all course content and student work will be available should any grade disputes arise. Instructors will retain course access via the LMS for three (3) years after the completion of the course. Unless the instructor removes the course content or hides it, students will also have access to courses they completed for up to three (3) years prior to graduation. Following graduation, student accounts are disabled and access to LMS is no longer possible. At the end of the academic year, all courses with end dates greater than three (3) years in the past will be archived (course content without student data) to a defined long-term storage location managed by the University and will no longer be accessible via the LMS. Video recordings stored with Collaborate, YuJa, Zoom or Teams will not be archived and will be permanently deleted.

After the courses have been removed from the LMS, a formal request¹ to the Teaching and Learning Centre will have to be made to have the course restored. Only by request of or with the permission of the course creator will a course be restored. Access to archived courses located in long-term storage are only guaranteed for four (4) calendar years for restoration purposes. After this grace period, archived courses will be deleted from long-term storage locations.

The long-term retention of course content is the responsibility of the instructor. Instructions are available for instructors² to archive and download their course content themselves. This process is useful as a pre-planned method of course retention should the need arise for a course to be kept longer than the defined period the University maintains access to or stores an archive of a course.

¹ Currently a form is provided for this purpose:

<https://docs.google.com/forms/d/e/1FAIpQLScLVDO2NT1zTSxfH1T7aRgO--hvUQZjidYNqlZYVmH0W7yJzA/viewform>

² See the *Course to Course Imports* section of the Faculty and Staff Moodle support page:

<https://moodle31.upei.ca/course/view.php?id=4>