



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 59.00, **Course Archival and Restoration Policies**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to outline the procedure for archiving and restoring courses that have been developed and reside in the institution's learning management system (LMS).

REVIEW: This HSCEP OP will be reviewed every odd-numbered year by the chief information officer, dean of each school and the provost/vice president of academic affairs (VPAA) or designee, with revisions submitted to the Academic Council.

POLICY/PROCEDURE:

I. Canvas Courses

Courses offered in the Canvas LMS will be archived from the "live" Canvas server five years after the end of the semester in which they are taught (i.e., a Fall 2018 course would become eligible for archival on December 31, 2023). Archived course content can be restored to Canvas with approval from the requestor's department. See restoration instructions below for more information. Faculty members and instructors who wish to request an exception to the archival policy for a specific course may work with their school's designee to initiate the exception request.

II. Legacy LMS Courses

Courses offered in the CHAMP or Canvas LMS may be restored or re-created into Canvas with approvals from the requestor's department. Restoration from other legacy LMS platforms may need additional approvals and/or consideration to ensure technical translation to more current LMS. Please see the restoration instructions below for more information.

III. Restoration

Faculty members who wish to request restoration of a course that has been archived should work with their school's designee as listed below to initiate the course restoration approval. A Canvas Course Restore Request form (see Attachment A) should be submitted with the full course title as was listed in Canvas or another LMS. For those courses listed in Banner, the courses cannot be identified or restored without the term, subject, number, and section for those courses; additional information may be required for those courses not in Banner. Once approved by the school's designee, the course will be restored within five business days. Only course materials are restored; student data is not included in the restoration.

IV. School Archival Contacts

Each school has designated an individual to serve as the reviewer for archival and restoration of courses in Canvas and legacy LMS. For the name of this individual, contact the respective dean's office or the LMS managing director.