



# 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 TTUHSC El Paso's Learning Management System (LMS).

**REVIEW:** This HSCEP OP will be reviewed by September 1 of every odd-numbered year (ONY) by the vice president for information technology and chief information officer, assistant vice president for technology services, dean of each school and the vice president for academic affairs (VPAA) or designee, with revisions submitted to the Academic Council.

### **POLICY/PROCEDURE:**

#### **I. Definitions**

**Learning Management System (LMS):** The software application for the administration, documentation, tracking, reporting, automation, and delivery of educational courses, training programs, or learning and development programs.

**Curriculum Management System (CMS):** An automated system that supports the entire curriculum process from planning to implementation to assessment.

#### **II. Background**

##### **A. Canvas Courses**

Courses offered in the Canvas LMS will be archived from the production 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 program. See restoration instructions below for more information, Section II.D. Faculty members and instructors who wish to request an exception to the archival policy for a specific course work may work with their school's designee to initiate their exception request, [Canvas or Other LMS Course Restore/Exception Request Form \(see Attachment A\)](#).

##### **B. Elentra Courses**

Courses offered in the Elentra LMS will be archived from the production Elentra server five years after the end of the semester in which they are taught (the first courses will be eligible for archival at the end of 2026). Archived course content can be restored to Elentra with approval from the requestor's program. See restoration instructions below for more information, Section II.D. Faculty members and instructors who wish to request an exception to the archival policy for a specific course work may work with their school's designee to initiate their exception request, [Canvas or Other LMS Course Restore/Exception Request Form \(see Attachment A\)](#).

C. **Legacy LMS Courses**

Courses offered in the Curriculum Management System (CMS) or Canvas Learning Management System (LMS) may be restored with approvals from the requestor's program. Restoration from other legacy LMS or CMS platforms may need additional approvals and/or consideration to ensure technical translation to more current systems. See restoration instructions below for more information, Section II.D.

D. **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 or Other LMS Course Restore/Exception Request Form \(see Attachment A\)](#) should be submitted with the full course title as was listed in Canvas or another LMS or CMS. 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.

E. **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 or CMS. For the name of this individual, contact the respective dean's office or the associate managing director for academic technology.