

Siena College Learning Management System Maintenance Calendar Policy

ACADEMIC POLICY

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| Policy Title: | Learning Management System Maintenance Calendar Policy |
| Type or category of Policy: | This is an ACADEMIC Policy |
| Approval Authority: | Governance of Information Technology (GIT) Committee |
| Responsible Executive: | Chief Information Officer |
| Responsible Office: | Information Technology Services (ITS) |
| Owner Contact: | Chief Information Officer mparlett-sweeney@siena.edu , 518-782-6988, http://siena.edu/its |
| Reviewed By: | GIT Committee |
| Reviewed Date: | February 18, 2013 |
| Last Revised and Effective Date of Revision: | April 18, 2023 |

Brief Overview of the Policy

This policy lays out the academic year timeline for adding courses, faculty, and students to Canvas as well as setting course availability at the end of each term.

Policy template Approved by President's Cabinet 25 October 2016

All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.

Reason for Policy

To identify a timeline for processes completed by Information Technology Services (ITS) Systems Administrators to support the College's Learning Management System which is Canvas.

Scope of the Policy: Entities or Individuals affected by this policy

This policy applies to all academic courses created in the Canvas Learning Management System.

The Official Policy

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| April or May | |
| 4 weeks before the first day of Summer term | Add Summer courses and faculty to system |
| May | |
| 2 weeks before the first day of Summer term and continuing through end of summer term | Add Summer students to courses |
| June | |
| Second Monday in June (approximately 10 weeks before the start of Fall semester) | Add Fall courses and faculty to system |
| 30 days after the end of the Spring semester | Conclude Spring courses in Canvas |
| August | |
| 2 weeks before the first day of the Fall Semester and continuing through the end of Add/Drop period | Add Fall students to courses |
| 30 days the end of the Summer term | Conclude Summer courses in Canvas |
| November | |
| Second Monday in November, or last day of Spring registration, whichever is later (approximately 5 weeks before the first day of the Winter term; approximately 10 weeks before the first day of the Spring semester) | Add Winter and Spring courses and faculty to system |
| December | |
| 2 weeks before the first day of the Winter term and continuing through the end of Add/Drop period | Add Winter students to courses |
| January | |
| 2 weeks before the first day of the Spring Semester and continuing through the end of Add/Drop period | Add Spring students to courses |
| 30 days after the end of the Fall semester | Conclude Fall courses in Canvas |
| February | |
| 30 days after the end of the Winter term | Conclude Winter courses in Canvas |

Synchronization with Banner:

Data is pulled from Banner seven days per week, every four (4) hours beginning at midnight (midnight, 4 am, 8 am, noon, 4 pm, 8 pm). That data is uploaded to Canvas one (1) hour later (1 am, 5 am, 9 am, 1 pm, 5 pm, 9 pm).

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Course Creation – Course data for a term begins being uploaded per the schedule identified in the timeline. Course data will be uploaded throughout the academic term. Courses are added to Canvas but not deleted unless ITS receives a request from the Registrar's Office or a School Office to do so. If a faculty member requests that a course be removed, ITS will confirm with the Registrar's Office before removal. This confirmation may be done through a check of Banner Self Service.

Instructor "Enrollment" – Faculty will be associated with courses following the same timeline as course creation. Instructor "enrollment" will be uploaded throughout the academic term. If a change is made in Banner so that a faculty member is no longer associated with a course, they should send a request to the Help Desk (helpdesk@siena.edu) that they be removed from the course. ITS will then check Banner Self Service to confirm the change. If there are any instructor/course mismatches, Banner Self Service will be checked to confirm course assignments.

Student "Enrollment" – Students will be associated with courses beginning two (2) weeks before the start of the term.

Adds – Student "enrollment" will be uploaded throughout the academic term.

Drops – Students who drop a course will be removed on a daily basis from Canvas through the end of the official Drop period. After that date, any student who drops a course (for any reason) will not be removed from the course but will be marked as "Inactive" within the Canvas course. This is done to prevent the loss of educational record information. Faculty may contact ITS to request that a student be "removed". ITS will confirm the Drop within Banner and then mark the student as "Inactive" within the Canvas course.

Part-Term Courses – Part-term courses will be created through the same automated process that creates full-term courses. For courses that begin in the middle of the term, student enrollments (including drops) will be updated on the Friday before the standard part-term course begins. Requests may be made through the Help Desk (helpdesk@siena.edu) for enrollment updates as needed.

Course Conclusion – the default day for a course to conclude in Canvas is set to be 30 days after the end of the semester/term. Students and faculty will only have read-only access to the course after the course has concluded.

Exceptions

Exceptions can be granted by the CIO based upon the needs of the College and upon the requestor's written request, which may need to be reviewed and approved by the College's Risk Officer. Unplanned service will be performed as needed in a timely way in order to address any urgent needs.

Adopted: February 18, 2013

Reviewed: February 18, 2013

Revised: May 10, 2019

Revised: April 18, 2023

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