

Siena College – Canvas Maintenance Calendar

I Purpose:

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.

II Scope:

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

III Policy Statement:

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.

April	
4 weeks before the first day of Summer semester	Add Summer courses and faculty to system
May	
2 weeks before the first day of Summer semester 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 term)	Add Fall courses and faculty to system
4 weeks 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
4 weeks after the end of the Summer semester	Conclude Summer courses in Canvas
December	
Second Monday in November (approximately 10 weeks before the first day of the Spring semester)	Add Spring courses and faculty to system
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
4 weeks after the end of the Fall semester	Conclude Fall 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, 9 am, 1 pm, 5 pm, 9 pm).

Course creation – Course data for a term begins being uploaded per the scheduled 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/courses 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.

IV **Governance:**

This policy will be maintained by Information Technology Services. It will be approved by appropriate IT governance committee(s).

V **Exceptions:**

Exceptions can be granted by the CIO based on needs of the College. Unplanned service will be performed in as needed in a timely way in order to address any urgent needs.

VI **Revision History:**

Date	Revision #	Modification	Approved Date
03/07/2019	2.0	Update to account for change in Learning Management System	05/10/2019
02/18/2013	1.0	GIT Committee Approval	2/18/2013