Deleting Canvas Course Shells - **Opt-in**

**Purpose**
Maintain space on server and clear out unused shells from faculty dashboards. Optimize user experience by reducing the amount of data to be uploaded when they log in.

**Person/s Responsible**
Instructional designer or eCampus representative will communicate with faculty prior to annual deletion. Canvas Admin will run the deletion process.

**Timing**
Annually in July, delete Canvas course shells (those with synonym numbers) that are 4 years or older for those faculty who request.

- July 2022 – delete shells from FA17 or earlier (SU17, SP17)
- July 2023 – delete shells from FA18, SU18, SP18
- July 2024 – delete shells from FA19, SU19, SP19
- Continue deletion schedule on annual basis.

Faculty may request that **unused** shells be deleted from their accounts at any time by submitting an IT request ticket.

**Parameters**
- **Student records** – courses must be kept for 3 years. Recommend 4 due to cohort courses that use the same shell for multiple years.
- **Faculty records** –

**Process**
1. Send out deletion notice in early May, prior to close of Spring semester
2. Send reminder to faculty one week later and approximately 3 days prior to deletion.
3. Starting in July, Canvas admin will delete the course shells **based on faculty request**.
4. Send a message to faculty when deletion is complete.

**Notes**
1. Sandbox shells will not be touched.
2. Only courses with synonym numbers will be deleted.
3. **Ohlone for Kids shells** ? - where do those fit in?
4. Shells that have never been used – OK to delete before the 4 year time frame?

**Communication to Faculty**
Canvas admin will delete course shells that are more than four years old. Courses with dates [Fall2017 and earlier] will be deleted in July [2022]. If you have shells that you would like to have deleted, please complete the deletion form with course synonym numbers. Only courses with synonym numbers that fall within the listed time frame will be deleted. Sandbox, department, and group shells will not be touched in this process.