

Deleting Canvas Course Shells

Purpose (vet this with Quan)

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 schedule. 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.

- 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.

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. Assist with course copies for faculty who make request.
4. Starting in July, Canvas admin will delete the designated course shells.
5. 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?

Communication to Faculty

Canvas admin will be deleting course shells that are more than four years old to open server space. Courses with dates [Fall2017 and earlier] will be deleted in July [2022]. If you have content that you would like to keep, please copy the material into a Canvas sandbox. Reach out to eCampus if you need assistance. 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.