POLICY

It is the policy of Colorado Mountain College to reactivate an already-archived Canvas course only under the following conditions:

- The faculty member or CMC staff member files a request with the Office of Innovations in Teaching and Learning of Academic Affairs.
- The faculty member or staff member demonstrates a need to review students’ grades and work stored in that Canvas course. (Canvas course instructors can always access and copy out of archived Canvas courses; so there is no need to temporarily reactivate an archived Canvas course simply to view materials in read-only mode, or make copies of course materials.)
- The supervisor of the faculty member or staff member approves this request and provides a complete class roster from Datatel Colleague/ellucian to the Office of Innovations in Teaching and Learning of Academic Affairs.
- All appropriate forms are submitted and approved according to the established timeline.
- The sanctioned purposes of granting access must be one of the following:
  - Grade Dispute: the faculty member or CMC staffer is resolving a student’s grade dispute.
  - FERPA issue: the request is being placed because Colorado Mountain College is resolving an issue related to compliance with FERPA.
  - Other:
    - “Other” reasons for granting guest access may not include substitutes for a student paying for and taking a course.
    - “Other” reasons for granting access to an archived Canvas course may not include purposes which are private and not part of CMC duties.
- Approvals and temporary reactivation of an archived Canvas course expire at the end of the requested designation and must be made for each subsequent instance.
- The Virtual Library resources are paid for by CMC and are intended for CMC students, faculty and staff. These resources are accessible automatically to anyone, including guests, if they are accessed from within a Canvas course. Therefore, access to Canvas also involves license agreements with our Virtual Library resources. Requests involving reactivating archived Canvas courses may need to be approved by the Virtual Librarian, Yuliya Lef.
PROCEDURE

SPONSORING FACULTY MEMBER:

1. Submit the online form from the Office of Innovations in Teaching and Learning website at www.coloradomtn.edu/innovations
2. Download the **Archived Canvas Course Reactivation Approval Form** from the same website and provide it to your supervisor to fill out, sign, and return to the Office of Innovations in Teaching and Learning.

DEAN/INSTRUCTIONAL CHAIR:

1. If the faculty member is requesting reactivation of an already archived Canvas course, please review the request to make sure it aligns with course objectives and learning outcomes.
2. Please review the request to make sure that the faculty member did not miss a grading deadline.
3. Please review the request and take appropriate action if this request is being placed due to a grade dispute by a student.
4. Please review the request and take appropriate action if this request is being placed due to a FERPA issue.
5. If the request is for “other” reasons, please review the faculty’s request for the reactivation of an archived Canvas course. Are there other options that the faculty could pursue instead?
6. After you have reviewed the approval forms and made a decision, contact the sponsoring faculty to inform them of the status of the request, and return a signed copy of the form to the Office of Innovations in Teaching and Learning at innovations@coloradomtn.edu or via intercampus mail sent to Central Services.

CMC FACULTY MEMBER/STAFF MEMBER

1. Submit the online form at www.coloradomtn.edu/innovations, the Office of Innovations in Teaching and Learning website. Your request will include scheduling when the temporary reactivation of the archived course(s) will occur.
2. Provide your supervisor with a copy of the Archived Canvas Course Reactivation Approval Form, available at www.coloradomtn.edu/innovations, the Office of Innovations in Teaching and Learning website.
3. If your request is approved, your supervisor should contact you and the Canvas Administrator.
4. The Canvas Administrator will notify you regarding your proposed schedule for Canvas course reactivation. When the scheduling is finalized and you receive word from the Canvas Administrator that the archiving has successfully been temporarily undone, you will then see the reactivated course(s) on your complete Canvas course list via the “view all courses” option during a limited time.
5. For assistance, please contact the Office of Innovations in Teaching and Learning at innovations@coloradomtn.edu or 970-947-8408.
CANVAS ADMINISTRATOR:

1. Review online form submitted by the faculty member or staff person requesting reactivation of the archived Canvas course(s).
2. When the supervisor provides the signed copy of the approval form and the class roster(s) then the Canvas Administrator will manually reactivate the requested Canvas course. Typically this is done via a CSV file based on the class roster(s) provided by the supervisor, which is uploaded to Canvas using the Canvas root-level administrator portal SIS upload feature.
3. All users must remain in their original course roles.
4. Post a copy of the approval form in the Innovations shared file storage area.
5. Notify the CMC sponsoring faculty via email when the course(s) has been reactivated, and remind the CMC faculty member of the expiration date, i.e., when the course(s) will be rearchived. Remind the CMC faculty member that Canvas courses can only be temporarily reactivated.