UC RIVERSIDE

Summer Espinoza <summere@ucr.edu>

Fwd: Support Requested: Inform Your Faculty Members About The Planned Canvas Course Archiving

1 message

Steven Helfand <steven.helfand@ucr.edu> Fri, Oct 30, 2026 at 12:05 PM
To: Summer Espinoza <summer.espinoza@ucr.edu>

I should we should circulate this to Chair. Perhaps let me announce it first in the Chairs meeting and then you can circulate after.

Thanks

---------- Forwarded message ---------
From: **UCR Information Technology Solutions** <its@ucr.edu>
Date: Fri, Oct 30, 2026 at 2:46 PM
Subject: Support Requested: Inform Your Faculty Members About The Planned Canvas Course Archiving
To: Dean Helfand <steven.helfand@ucr.edu>



Dear Dean Helfand,

We are writing to share with you the implementation plan for archiving academic courses in Canvas and to request your support in ensuring faculty members are informed of the upcoming change.

The Canvas Course Archiving Plan

On **January 13, 2027,** Canvas academic courses will be archived. The archiving plan will cover UCR academic courses from spring 2022 and prior years (see UCR School of Medicine exception below) and Professional and Global Education (PGE, formerly UCR Extension) academic courses that are at least five (5) years old.

Archived UCR academic courses will be retained for three (3) years, while archived PGE academic courses will be retained for two (2) years, after which they will be permanently deleted.

What is not included in the archiving on January 13:

- **For UCR:** Courses extended past spring 2022 (i.e., June 2022), School of Medicine (SOM) courses from 2019 forward, and Community courses (non-Banner courses)
- **For PGE:** Courses extended past spring 2021 (i.e., June 2021) and non-course-related Canvas sites, such as templates and sandboxes

Moving forward, the Canvas course archiving process will run annually every June 30. UCR courses older than four (4) years, UCR SOM courses older than seven (7) years, and PGE courses that are at least five (5) years old will be archived, except if granted an extension or exception.

ITS and XCITE will issue an announcement to all UCR and PGE faculty about the Canvas course archiving plan at least 60 days before the scheduled archiving date.

Every year, a reminder will be sent to impacted faculty members via email prior to the June 30 initiation of the archiving process. Faculty will be given ample time to request exceptions for their courses (see the exception request process below).

What Happens to Archived Canvas Courses?

Once a Canvas course is archived, they are removed from Canvas LMS. However, during the set archival period, the data is retained within Canvas Archiving. When the archival period ends, the data is permanently deleted from Canvas Archiving.

Why We Are Archiving Canvas Courses

UCR is committed to providing an electronic environment that is accessible to everyone, including our community members with disabilities that impact interaction with digital content. Archiving old and unused Canvas courses helps us ensure we are not putting out digital content that potentially contains outdated information and is not compliant with the Americans with Disabilities Act (ADA).

The Canvas course archiving initiative also gives faculty members the opportunity to streamline their Canvas space and cleans up their list of courses in Canvas without them having to manually do it.

Exception Requests

Faculty members who wish to exclude certain courses from the archiving may submit an exception request to XCITE. Exception requests must be submitted at least thirty (30) business days before the scheduled archiving process.

For questions or concerns related to the Canvas course archiving initiative, please email XCITE at xcite-help@ucr.edu.

Where We'd Like Your Support

We ask your support in ensuring your respective faculty members are aware of the change and the implementation date, and that they know how to request exceptions and reach XCITE for questions and concerns. As mentioned, ITS and XCITE will issue an announcement to all UCR and PGE faculty about the Canvas course archiving plan at least 60 days before the scheduled archiving date.

Thank you for your support in helping us responsibly manage UCR's digital content!

Sincerely,

Teri Eckman
Executive Director for Student Information Systems
Information Technology Solutions

Israel Fletes
Sr. Director of Academic Technology and Teaching & Learning Initiatives

XCITE Center for Teaching and Learning

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