

CTL Educational Technology Systems Data Retention Policy

Scope

This policy applies to all faculty, staff, students, and affiliates who use any educational technologies managed by the Center for Teaching and Learning (CTL) to store and access RIT information.

Policy Statement

The Center for Teaching and Learning, in conjunction with ITS/ISO, will conduct an annual review of systems used for teaching and learning and will purge course materials based on the defined retention schedules provided in this policy.

Rationale

RIT's Educational Systems Data Retention Policy is intended to maintain sustainability of RIT's educational technologies. This policy balances the process of teaching with operational demands to optimize system performance, ensure data integrity, and contain cost. This policy is intended to provide RIT instructors with the storage space needed to teach active courses while also utilizing past course materials to create future offerings. This policy considers the processes needed to support [C22.0 Records Management Policy Document Retention Schedule](#).

CTL-Managed Educational Technologies Retention Schedules

System	Retention Duration	Data Definition
myCourses – SIS listed courses	Course end date + 7 years	Policy includes all course shells that are generated from the official class register in RIT's Student Information System (SIS). Data purged would include the course shell and all course records and materials including enrollments, grades, and all other educational materials that are stored within myCourses.

System	Retention Duration	Data Definition
myCourses - non-SIS listed course shells	2 years after last access or copy from the course shell	Examples of non-SIS listed course shells include: • Development courses • Non-credit courses (including compliance and training courses) • Group and committee shells Courses requested by users for the purposes of developing new courses or using them as a master course. Data purged would include the course shell and all course records and materials including enrollments, grades, and all course materials that are stored within myCourses. Course shells created with the intent to support Community, Non-credit, and Professional Development. All data and enrollments within the course shell will be removed.
Panopto	Media will be archived 3 years after the last view and deleted after 2 additional years.	Archived media cannot be accessed by users but can be restored by an administrator prior to the deletion.
Gradescope	Inactive student accounts and related items removed 3 years after last enrollment in an SIS-listed course.	
Honorlock	Student exam related data is retained for 365 days.	Schedule based on the existing Honorlock contract and defined by <u>Honorlock's Privacy Protections</u> .
CTL Produced Course Media	Raw footage, duration of first course delivery.	Once the initial course delivery concludes, the educational media production team will hand all raw video footage to the respective faculty member and remove the files from our records

Related Standards and Policies

As stated in the [Document Retention Schedule](#) the following table highlights related data classifications referenced in the [C22.0 Records Management Policy](#).

Document Name	Retention Period	Applicable Division / Department	Official Repository
Course Exams	2 years after the end of class or appeal, whichever is greater	Academic Affairs	Appropriate College/Department
Faculty Grade Books (including quiz scores, exam scores, and other student grades)	2 years after end of class or appeal, whichever is greater	Academic Affairs	Appropriate College/Department

Document Name	Retention Period	Applicable Division / Department	Official Repository
Online Learning Materials	2 years after last use	Academic Affairs	Online Learning
Lecture Series documentation, advertisements, lectures	3 years	Academic Affairs	Appropriate College/Department (Archives)

Definitions

myCourses is RIT's Learning Management System (LMS) running on D2L Brightspace. Instructors create course materials, deliver the content, and monitor/assess student performance with assignments, quizzes, grades, etc. Students have a central repository of course information, assignments, and expectations for instruction.

Panopto is RIT's course-related video hosting and streaming platform. It allows instructors to create and share videos in [myCourses](#) automatically to students enrolled in a course. Hosted media is accessible through the use of closed captions and an interactive, searchable transcript. Instructors can facilitate video-based assignments, discussions, and quizzes.

Gradescope allows instructors to be more efficient when grading handwritten activities such as worksheets, quizzes, and tests. Gradescope buckets similar responses together, allowing instructors to apply consistent evaluation and feedback of student submissions. Gradescope also can auto-grade programming code against instructor-created test cases and auto-grade paper multiple choice exams.

Honorlock AI Proctoring solution is cloud-based and integrates with our current learning management system (myCourses) to ensure the academic integrity of online assessments when instructors use myCourses Quizzes.

CTL Produced Course Media works with faculty to create enhanced educational videos to support teaching and learning at RIT. Final educational videos are hosted in Panopto and adhere to the retention schedule defined for Panopto.

All of the digital assets used in the creation of the final educational videos are not considered to be the final video and have their own retention schedule. This separate retention period allows for any necessary edits, updates, or adjustments that may arise during the first offering of the course.

At the end of the retention period, the CTL educational media production team will hand over all raw video footage to the respective instructor. This transfer marks the end of our internal retention period for raw footage. Instructors are responsible for the long-term storage and management of their raw video footage.

Procedures

Review and Purge

CTL will conduct an annual review of data within all managed systems and purge any data that falls outside the parameters defined in the data retention schedules.

Course and Course Materials Deletion

Requests for the deletion of courses or course materials prior to the schedule defined in the retentional schedules on any of the systems managed by CTL will require an approval from the Dean of the college the course is assigned to.

Responsible: Office of the Provost

Effective Date: July 1, 2026

Policy History

Approved - April 1, 2026