

myCourses Course Shell Creation Policy

Scope

This policy applies to all members of the RIT Community who request a course shell in myCourses through the Center for Teaching and Learning (CTL).

Policy Statement

CTL manages the creation of course shells within myCourses to sustain RIT's academic mission. This includes supporting instructors in the preparation of course materials for future release. SIS-listed courses are created based on a systems feed. Self-supported course development and community myCourses shells are also available to the RIT community.

Rationale

myCourses (D2L Brightspace) is designated as the official Learning Management System (LMS) for RIT's academic course offerings. myCourses support structures and integrations with campus platforms have been specifically designed to facilitate academic course delivery and SIS-listed courses.

myCourses is not configured to assist all campus activities. CTL does not have the resources to manage the variety of community uses requested (events, clubs, committees, one-off training, etc.). Using myCourses for activities beyond academic instruction and SIS-listed course preparation will require requesting departments to be fully self-sufficient. This includes managing the enrollment of users, answering technical questions for course shell users, all functions within the course, and all reporting functionality.

Procedures

RIT SIS-Listed Courses

In myCourses, official RIT course shells are created for all SIS-listed courses.

- Course instructor permissions and student enrollments for courses are populated in courses based on an automated SIS feed.
- Courses are created and accessible by the instructor prior to the course start date:
 - Fall: First business day after Spring grades
 - Spring: Wednesday before Thanksgiving
 - Summer: Friday before Spring Break
- Student access is opened one week before the course start date.

RIT Course Development and Community Shells

Members of the RIT community may request course shells in myCourses. Non-SIS listed course shells are fully self-supported and have these additional parameters:

- A Course Administrator role will be assigned to the primary manager of the course. This role will have the same privileges as the Instructor role but will limit the ability to view the RIT University ID of enrolled users.
- A course shell request does not provide automated course enrollment. Requesters will need to determine enrollment methods.
- Enrolling users into a course will require that users have an RIT Computer Account and that the user account is imported into myCourses. <CTL Educational Technology Systems Access Management Policy> provides details on user imports and account processing.
- The Course Administrator will be responsible for managing all aspects of support for the community shell and are required to communicate expectations to course participants.
- The Course Administrator will be responsible for ensuring management of all applicable regulatory standards, including but not limited to, making sure content is accessible for all users, and that data is properly handled.
- Community shell Course Administrators may request that self-enrollment (Discover) is enabled for their shells. This request will be evaluated by CTL to determine if it constitutes an appropriate use of the system.

CTL reserves the right to delete or remove access to any development or community course shell where the Course Administrator is not taking appropriate actions to ensure that the requirements of this policy or RIT computer use policy are being met.

Responsible: Office of the Provost

Effective Date: July 1, 2026

Policy History

Approved - April 1, 2026