TL38 – Online Courses

These records relate to courses offered or supported using UW's online course environment.

Content & Scope
The online course environment is a web-based course management system that functions both as a complement to traditional on-campus courses and as a site for fully online courses. The online course environment is used for academic courses and various professional development and training courses.

The records include copies of course notes; copies of course outlines/syllabi; course calendars; course communications such as announcements, discussion fora, blogs, wikis, and email; completed quizzes, tests, and assignments; and course rosters and gradebooks.

Related Records
- For the official copy of course outlines, see TL35: Course Outlines
- For grade records, see also TL60: Instructors' Grade Records
- For student work, see also TL55: Examination Papers and Course Assignments

Responsible Unit
IST

Information Steward
Dean of the faculty offering credit courses, or information steward responsible for the administrative unit offering non-credit courses.

Privacy Classification
Restricted: students’ work (e.g., completed quizzes, tests, and assignments) and other contributions to the course, in discussion fora, blogs, email, etc.

Confidential: all other records.

Retention
1 year after the end of the term in which the course was offered

Note: Course materials will be available to the course instructor for 3 years after the end of the course

Disposition
Secure Destruction

Retention Rationale
Regulations to the Freedom of Information and Protection of Privacy Act require that “Personal information that has been used by an institution shall be retained by the institution for at least one year after use unless the individual to whom the information relates consents to its earlier disposal.” (O. Reg. 460, s. 5 (1)). The retention period allows access to online courses for the same period as students are
allowed to access final examinations (University of Waterloo Examination Regulations and Other Matters).

Approval Date(s)
July 26, 2010