myWPI Policy

Purpose
myWPI is the centrally supported Learning Management System (LMS) at WPI (currently running Blackboard). The policy is intended to ensure the integrity of the data contained within the LMS and comply with existing WPI policies related to intellectual property as well as state and federal laws such as FERPA. The following policy was approved by the WPI Faculty on January 15, 2015.

Scope
This policy applies to all instructors, students, staff and others who use the myWPI system for academic coursework. The “managing unit” for myWPI is Information Technology Services, specifically the Academic Technology Center and Hosting, Enterprise and Support Services team.

Policy
1) myWPI Use and Operation
   a) Use of myWPI is optional and is not required by instructors.
   b) All courses with a CRN in Banner automatically have myWPI sites created for them. Sites for projects categorized as 'IQP','MQP','PQP','ISP','SUFF','ISG','THES','DR','PHD' in Banner are not automatically created though they can be requested by filling out the myWPI Project Group Activation form.
   c) Students will only see the myWPI course site after it is enabled by the instructor.
   d) All users of myWPI must adhere to the WPI Acceptable Use Policy.
   e) Each user is responsible for the accuracy, integrity and legality of the content that he or she uploads to myWPI.

2) User Management and Access
   a) The WPI user account provides access to myWPI for all instructors, students and staff.
      i) Consortium students officially enrolled in WPI courses have a WPI user account.
      ii) Students who are making up an Incomplete, but are not presently enrolled in any courses (thus their account has been deactivated) must work with the Registrar to reactivate their status.
   b) Roles available in myWPI are defined here (Link to myWPI Policy Definition).
   c) The “instructor” role in myWPI courses corresponds directly with the Instructor of Record as assigned by the Registrar’s Office.
      i) Instructors shall be allowed to have a test student account.
   d) If the gradebook function is being used, students who are officially enrolled in a course may not have a role in that same myWPI course site that enables their access to the course site gradebook.
   e) Students who are auditing a course must officially register the audit through the Registrar’s Office. Their myWPI site enrollment will then come through automatically via the audit registration in Banner.
f) Access to course site content is limited only to those officially enrolled in or teaching the course, unless access to the site is permitted by the Instructor, or their designee (e.g., a TA for the course). To facilitate this, an e-mail request to myhelp@wpi.edu is required and must include the name and e-mail address of the designee and the duration of that status. Available levels of access are described here (Link to myWPI Policy Definition).

g) Guest Accounts can be created for testing purposes or for users who are not otherwise authorized to have official WPI computing accounts or have no need for WPI resources accessed by a WPI computing account. To facilitate this, an e-mail request to myhelp@wpi.edu is required and must include the name and e-mail address of the person that needs a guest account, the course number, and the course role access level they need.

h) Students may be restricted from accessing the LMS due to academic or financial holds. In such cases, the restriction may be overridden by the managing unit at the sole direction of the Registrar.

3) Content Management and Access

a) The WPI Intellectual Property Policy dictates the ownership of teaching and other course materials.

b) The term “course site” is defined here (Link to myWPI Policy Definition).

c) Course Site Size Limitation: the default course site size limit is 1 gigabyte which may be increased on an annual basis. This includes student assignments and discussion board attachments. Course quotas can be increased on a per-course basis as needed by submitting a written request to myhelp@wpi.edu.

i) Large documents that are reused from year-to-year will be posted in the Blackboard Content System server and linked within course sites. These files will not use up course quotas. The managing unit will assist with posting multimedia files to the streaming media server.

ii) In master courses with multiple sections, the default 1GB size limit includes all sections. The managing unit will monitor quotas for large-enrollment or master courses and increase as needed.

d) Course Retention: Course sites will be maintained for two academic years, or the two most recent offerings in the case of Category II sites, on the active database server. Full copies of older course sites will be archived to a storage server by the managing unit.

i) All course sites older than the two most recent offerings can be restored at any time by request of the instructor. Expected turnaround time for re-enabling course sites older than two years is approximately two business days.

ii) Archived courses include student assignments.

iii) Course retention policies will be re-evaluated any time a significant version change of the current LMS is installed or a different LMS is selected by the LMS Evaluation Subcommittee convened by the Academic Computing Policy Working Group (ACPWG).

e) Copying Course Materials: Instructors using myWPI must use the new course shell created each term. Instructors are able to copy materials from one course to another as long as the older course is still available on the myWPI server by using the “Copy Materials into Existing Course” or Export/Import features. If the older course site is not available and is one of the two most
recent offerings of the course, the instructor of record may request that the site be reopened by sending a written request to myhelp@wpi.edu.

f) myWPI system administrators may use the “emulator” tool which allows them to enter any username and emulate that individual for troubleshooting purposes. This use is covered under the WPI Code of Conduct for IT Administrators.

4) System Maintenance, Outages and Upgrades
   a) The managing unit will notify users of any planned outages of myWPI that occur outside of the posted weekly downtime.
   b) The managing unit will respond to unplanned outages to provide the resumption of services as quickly as possible.
   c) The managing unit will oversee the implementation of upgrades, patches and services packs.

Review
CITP will periodically review this policy.

Links to Related University Policies
Acceptable Use Policy
Federal Family Educational Rights & Privacy Act Compliance Statement
Intellectual Property Policy

Contact
Comments or questions, email myhelp@wpi.edu.