

## Archiving Terms in Eval25

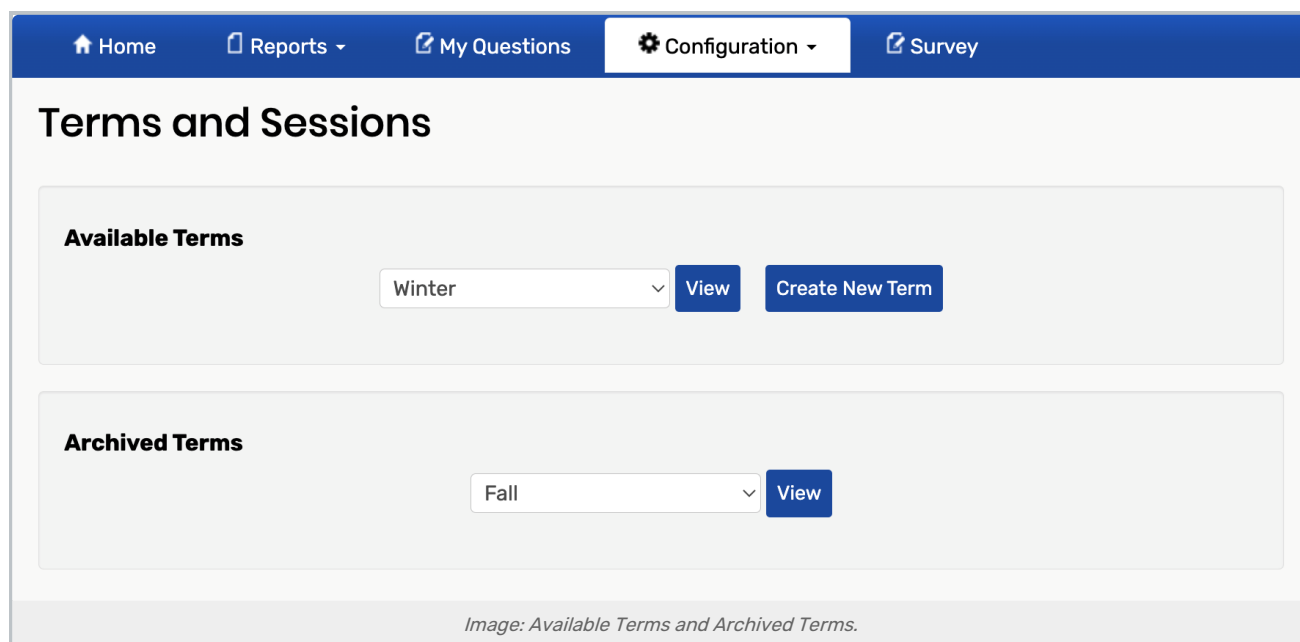
You can archive terms listed in Terms and Sessions. This can be particularly useful when you are working with test terms or want older terms to not be visible to users.



### Note

Terms that are archived will not be factored into any reports calculated by Eval25.

When you navigate to **Terms and Sessions** from the **Configuration** menu, you will see a section of **Available Terms** and a section of **Archived Terms** below it. If you have previously archived any terms, you can look through a dropdown list of these terms, and if needed, you can also remove them from the archive and make them available again.



## How to Archive a Term

### 1. Navigate to Terms and Sessions From the Configuration Menu

### 2. Select a Term

From the list of **Available Terms**, select a term you want to archive.

### 3. View and Edit

Click **view**. When the term is visible, click the gearbox option to the right of the term description. Then, click **Edit Term**.

4. Archive the Term

Locate and click the **Archived** check box to archive the term.

Terms and Sessions

Available Terms

Winter

View

Create New Term

Winter

Title

Winter

Save

Cancel

Description

Description

ID

FUTURE

Archived

☒

Start

01/08/2024

8:00am

PST

End

03/22/2024

3:00pm

PST

Reports

03/25/2024

7:00am

PST

Student Reports

03/25/2024

12:15am

PST

Comment Flagging Start Date

03/25/2024

12:45am

PST

Comment Flagging End Date

03/29/2024

12:45am

PST

Image: Check the **Archived** checkbox.

5. Save

Click the **Save** button. After saving, your term will appear in the list of Archived Terms.

For more information, please see [Creating and Editing Evaluation Terms and Sessions](#), [Removing a Term From the Archive](#), & [Editing an Evaluation Term and its Associated Sessions](#)