

## Removing a Term From the Archive in Eval25

If needed, you can remove an archived term from the archive and make it available again.

### Remove a Term From Archive

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

#### 2. Browse the Archived Terms List

Select a term you want to remove from the archive and make it available.

#### 3. View and Edit

Click the **View** button. When the term is visible, click the Settings (⚙️) dropdown to the right of the term description. Then, tap **Edit Term**.

#### 4. Located the Archived Check Box

Uncheck the **Archived** check box.

## Terms and Sessions

**Available Terms**

Winter
View
Create New Term

### Winter

TitleWinterSaveCancel

DescriptionDescription

IDFUTURE

Archived

☒

Start

01/08/20248:00amPST

End

03/22/20243:00pmPST

Reports

03/25/20247:00amPST

Student Reports

03/25/202412:15amPST

Comment Flagging Start Date

03/25/202412:45amPST

Comment Flagging End Date

03/29/202412:45amPST

*Image: Uncheck the **Archived** checkbox.*

## 5. Save

Click the **Save** button. The term is now available and will appear in the list of **Available Terms**.

*For more information, please see [Creating and Editing Evaluation Terms and Sessions](#), [Archiving Terms in Eval25](#), & [Editing an Evaluation Term and its Associated Sessions](#)*