

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

Winter

Title

Description

ID

Archived

Start

End

Reports

Student Reports

Comment Flagging Start Date

Comment Flagging End Date

*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](#)