

Editing an Evaluation Term and its Associated Sessions in Eval25

Editing a Term or Session

1. Choose Terms and Sessions From the Configuration Menu

You can edit both open and closed terms.

2. Select the Evaluation Term you Want to Edit From the Dropdown List

3. Click View

4. Tap Edit Term from the Settings (⚙️) menu

Terms and Sessions

Available Terms

Summer

Summer

ID	FUTURE
Evaluation Period	Thursday, August 22 at 7:00am Sunday, September 22 at 2:00pm
Reports Available	Tuesday, October 22 at 7:00am
Student Reports Available	Tuesday, May 22 at 12:15am
Comment Flagging Start Date	Tuesday, June 12 at 12:45am
Comment Flagging End Date	Thursday, June 28 at 12:45am
Stats	146 courses, 70 instructors and 31 students
Last Successful Upload	Not Available

Edit Term

- Upload Course Data
- Show Latest Upload Status
- Download Latest XML
- Export iCal

Image: Select the Edit Term option from the settings menu.

5. Update Information

- Change the term **Title**, **Description**, and/or term **ID** as needed.
- Change the evaluation and/or report date(s) and time information as needed.

- You can't change the start, end, or reports date/time information once that date/time has passed. For example, if an open term has started, you can't change the start date, but you can change the end date/time and reports date/time.

6. Click Save

7. To Edit an Evaluation Session for the Term, Click the Settings (⚙️) Button

8. Choose Edit Session

9. Change the Session Information as Described in Steps 4-6

From the term Settings (⚙️) button menu, you can also upload course data to Eval25, export term information in iCalendar (iCal) format, or delete the term if there are no sessions associated with it.



Note: Closed Terms and Sub-Terms can be Extended.

Go to **Configuration > Terms and Sessions** and select a term. Under the "End" option, click the "Re-open" button to change the date the term or sub-term is to end. You will receive warning messages regarding reports that will be deleted when you extend a closed term or sub-term.

Deleting a Term

1. Choose Terms and Sessions From the Configuration Menu

2. Select the Evaluation Term you Want to Edit From the Dropdown List

3. Click View

4. Choose Delete Term From the Settings (⚙️) Menu

This option is only available for terms that have zero courses listed by **Stats**.

5. Select Yes on the Confirmation Prompt

For more information, please see [Archiving Terms in Eval25](#) & [Removing a Term From the Archive](#)