

## How to Move Courses to an Archive Term for the Previous Academic Year

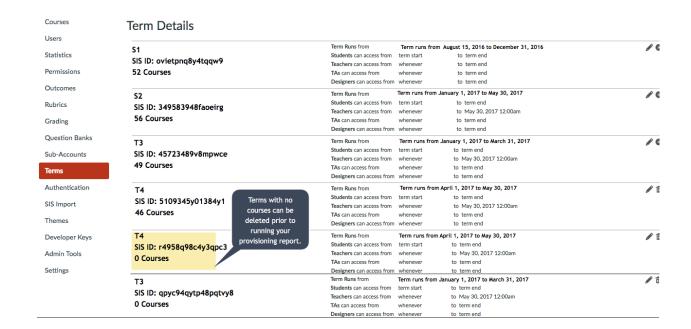
## (READ BEFORE STARTING):

- If you have summer school, please ensure that you wait to archive the previous term courses after your summer school term has ended to avoid errors.
- If you are still sending the previous academic year data from your SIS to Canvas, make sure you have paused your data before archiving.
- If you have multiple years that need archiving, this process must be repeated for each academic year.
- It is also important to note that grades may change if you are using Grading Period Sets because those are tied to terms and the courses will no longer live in those terms.

## **BEGIN HERE:**

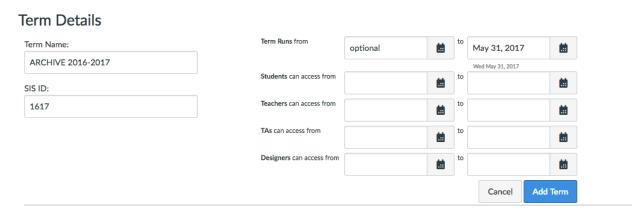
To move courses for a previous academic year into an archive term, please go to **ADMIN>TERMS** 

You can first clean up terms by deleting any that have zero courses and have already concluded (have an end date that is in the past). See the screenshot below as reference. If you have any terms that have zero courses, but do not have an end date listed, feel free to delete those.



## **ADD NEW TERM:**

When adding an archive term, make sure that both the name of the term and the SIS ID are unique to avoid errors when re-importing this data later on in the process. Here is an example for reference. Once you have a unique Term Name and SIS ID, click on ADD NEW TERM.

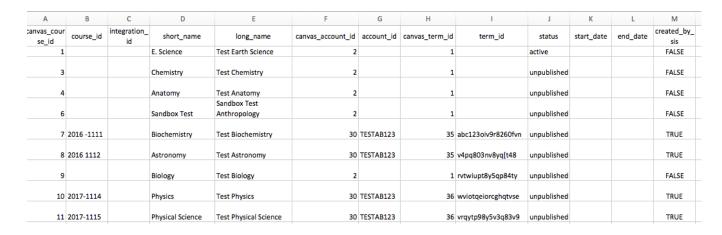


Now that you have an archive term ready, you are next going to run a provisioning report that will allow you to filter and identify the courses that need to be moved into the archive term.

To run this report, go to **SETTINGS** > **REPORTS**> **SIS EXPORT REPORT**.

Then, select **CONFIGURE** and select **COURSES.CSV** and then click **RUN REPORT**.

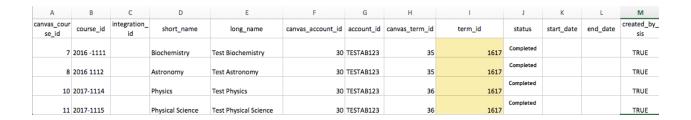
Here is a sample of what the CSV report will look like for reference:



Once you have your report, first, delete any rows that have no **TERM\_ID** as these courses are included in your default term and we don't want to archive these. Typically,

these are courses that have been created manually by teachers and administrators as sandbox or master courses.

Next, filter for the terms you want to change and replace the existing **TERM\_ID** for any of the courses you want to archive with the new **Archive Term SIS ID**, which you designated when creating the archive term. In this example, I am using 1617. Here is an example for reference.



Once this is done, please save your file. Once the file is saved, go back to your Canvas admin area and go to SIS IMPORT>CHOOSE FILE> (SELECT SAVED FILE AND UPLOAD)>OVERRIDE UI CHANGES (CHECK BOX)>PROCESS AS UI CHANGES (CHECK BOX)>PROCESS DATA

Once the file has been processed, you can check for errors under the **LAST BATCH SECTION** of the page. If there are no errors, review your terms once again. Courses for the previous academic year will now be housed in the archive term that you created. You can then double check the original terms that were created via SIS to ensure that all courses did in fact move to the archive term. If there are zero courses, delete the old terms as they will no longer be needed. You are now ready for your new school year!