

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.

Courses	Term Details		
Users			
Statistics			
Permissions			
Outcomes			
Rubrics			
Grading			
Question Banks			
Sub-Accounts			
Terms			
Authentication			
SIS Import			
Themes			
Developer Keys			
Admin Tools			
Settings			
	S1 SIS ID: ovietspnq8y4tqqw9 52 Courses	Term Runs from Students can access from Teachers can access from TAs can access from Designers can access from	Term runs from August 15, 2016 to December 31, 2016 term start to term end whenever to term end whenever to term end whenever to term end
	S2 SIS ID: 349583948faoeirg 56 Courses	Term Runs from Students can access from Teachers can access from TAs can access from Designers can access from	Term runs from January 1, 2017 to May 30, 2017 term start to term end whenever to May 30, 2017 12:00am whenever to term end whenever to term end
	T3 SIS ID: 45723489v8mpwce 49 Courses	Term Runs from Students can access from Teachers can access from TAs can access from Designers can access from	Term runs from January 1, 2017 to March 31, 2017 term start to term end whenever to May 30, 2017 12:00am whenever to term end whenever to term end
	T4 SIS ID: 5109345y01384y1 46 Courses	Term Runs from Students can access from Teachers can access from TAs can access from Designers can access from	Term runs from April 1, 2017 to May 30, 2017 term start to term end whenever to May 30, 2017 12:00am whenever to term end whenever to term end
	T4 SIS ID: qp9c94qytp48pqtvy8 0 Courses	Term Runs from Students can access from Teachers can access from TAs can access from Designers can access from	Term runs from April 1, 2017 to May 30, 2017 term start to term end whenever to May 30, 2017 12:00am whenever to term end whenever to term end
	T3 SIS ID: qp9c94qytp48pqtvy8 0 Courses	Term Runs from Students can access from Teachers can access from TAs can access from Designers can access from	Term runs from January 1, 2017 to March 31, 2017 term start to term end whenever to May 30, 2017 12:00am whenever to term end whenever to term end

Terms with no courses can be deleted prior to running your provisioning report.

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**.

Term Name:

ARCHIVE 2016-2017

SIS ID:

1617

Term Runs from

optional

to

May 31, 2017

Students can access from

to

Teachers can access from

to

TAs can access from

to

Designers can access from

to

Wed May 31, 2017

Cancel

Add Term

To run this report, go to **SETTINGS > REPORTS> SIS EXPORT REPORT**.
Then, select **CONFIGURE** and select **COURSES.CSV** and then click **RUN REPORT**.

A	B	C	D	E	F	G	H	I	J	K	L	M
canvas_course_id	course_id	integration_id	short_name	long_name	canvas_account_id	account_id	canvas_term_id	term_id	status	start_date	end_date	created_by_sis
1			E. Science	Test Earth Science	2		1		active			FALSE
3			Chemistry	Test Chemistry	2		1		unpublished			FALSE
4			Anatomy	Test Anatomy	2		1		unpublished			FALSE
6			Sandbox Test	Sandbox Test	2		1		unpublished			FALSE
7	2016 -1111		Biochemistry	Test Biochemistry	30	TESTAB123	35	abc123oiv9r8260fvn	unpublished			TRUE
8	2016 1112		Astronomy	Test Astronomy	30	TESTAB123	35	v4pq803nv8yq[t48	unpublished			TRUE
9			Biology	Test Biology	2		1	rvtwipt8y5qp84ty	unpublished			FALSE
10	2017-1114		Physics	Test Physics	30	TESTAB123	36	wwiotqelorgchqtvs	unpublished			TRUE
11	2017-1115		Physical Science	Test Physical Science	30	TESTAB123	36	vrqytp98y5v3q83v9	unpublished			TRUE

Last updated: June 5, 2020

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.

A	B	C	D	E	F	G	H	I	J	K	L	M
canvas_course_id	course_id	integration_id	short_name	long_name	canvas_account_id	account_id	canvas_term_id	term_id	status	start_date	end_date	created_by_sis
7	2016 -1111		Biochemistry	Test Biochemistry	30	TESTAB123	35	1617	Completed			TRUE
8	2016 1112		Astronomy	Test Astronomy	30	TESTAB123	35	1617	Completed			TRUE
10	2017-1114		Physics	Test Physics	30	TESTAB123	36	1617	Completed			TRUE
11	2017-1115		Physical Science	Test Physical Science	30	TESTAB123	36	1617	Completed			TRUE

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!