


To edit **Terms**, go to the **Admin** tab

1. Select **Courses & Communities**
2. Select **Terms**
3. Click the **edit** button for the Term you wish to edit 

Sort Order

You can change the sort order for terms so that they display in the way most convenient for your organization.

Sort Order

2

Deactivate Expired Terms

While terms disappear from student view once they have expired, they remain in admin view until deactivated. You can still run reports on Inactive Terms, but they won't show up on enrollment lists or views. To deactivate a term, change the status to "Inactive". If you need to access information such as Test Reviews or Course Reports in the future, just change the status back to active. Do not deactivate terms until they have expired.

Status

Inactive

View Training Records from Inactive Terms

Select the "Show inactive Courses/Terms" in the Content Filter of Offline Reporting when running reports.

Content Filters

Include Content Offline Courses Lessons Show inactive Courses/Terms

Content Status Completed Incomplete

NOTE: Please do not edit the Custom Identifier in STAR Terms. It will affect syncing to your site. Edits to the name will be overwritten if course updates are synced to your site. Creating cloned copies of courses in a NEW term is recommended if you want to make advanced edits.