

## Examity-Delete or Make a Past Course Inactive

When an instructor has used Examity for multiple semesters, the instructor's Examity Dashboard becomes cluttered with courses with the same name. This becomes problematic when creating Standalone or checking current imported Exams.

Best Practice is to delete any course without any "red flags" (incidents of questionable integrity actions by a student). In the cases of courses with red flags, an instructor can choose to make the course/s on the Examity Dashboard Inactive or rename the course according to the instructors needs.

- Access the Examity Dashboard link under your course Modules.
  - This provides the list of your courses which have been activated for various semesters.
- Check the date the course was created.
  - When you click into a past course, you should see the Canvas course id in the address bar. This number and the number under Course Id in Examity should match.
- Click the Course Name to Edit the details.
- Click **Delete** to remove any courses without integrity issues or make Inactive course to be retained for student records.
  - If the instructor chooses, the name of the course can be modified to meet the instructor's needs.
- Be sure to click Save Changes when editing the course.

