

# Sheridan

## Class Team Archiving Process

As of January 2026, all faculty will have their classes added to Teams as a Class Team. They will appear at the top of the Teams page which is called your Dashboard.

At the end of the semester (or end of class for those classes that are shorter or longer than a semester), all classes will be archived. You will still be able to access the class by following the steps below.

The reason for this action is to reduce the number of Class Teams on your Dashboard. After 240 days (two semesters after the class ends), the Class Team will be deleted. If you have any recordings you would like to keep, you will need to download them *before* this time. (All Teams meeting recordings are also stored in your OneDrive and are retained.)

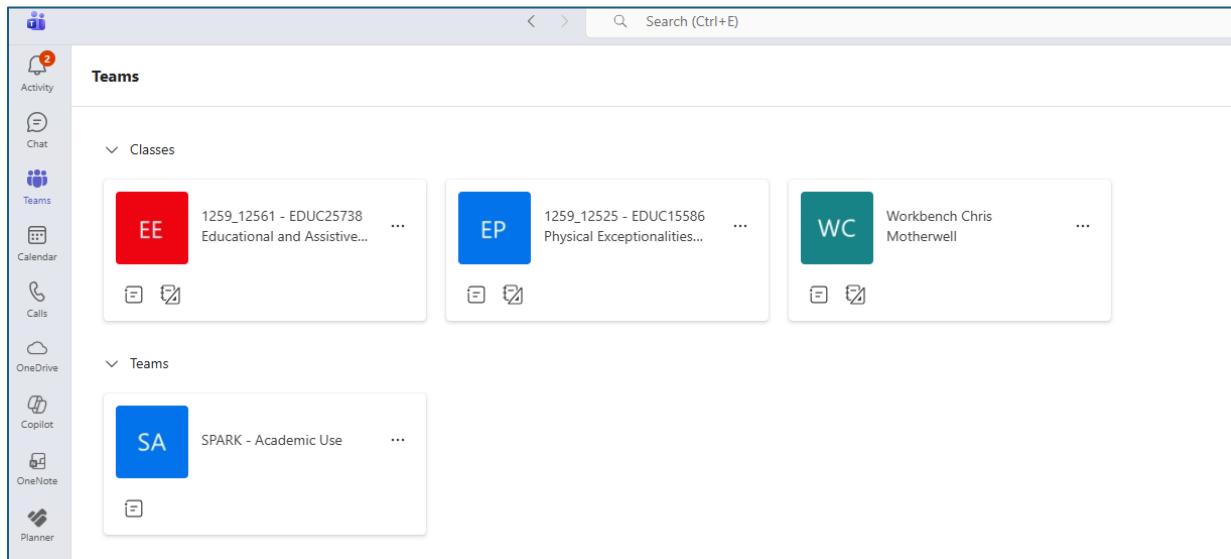


Figure 1 Teams Dashboard

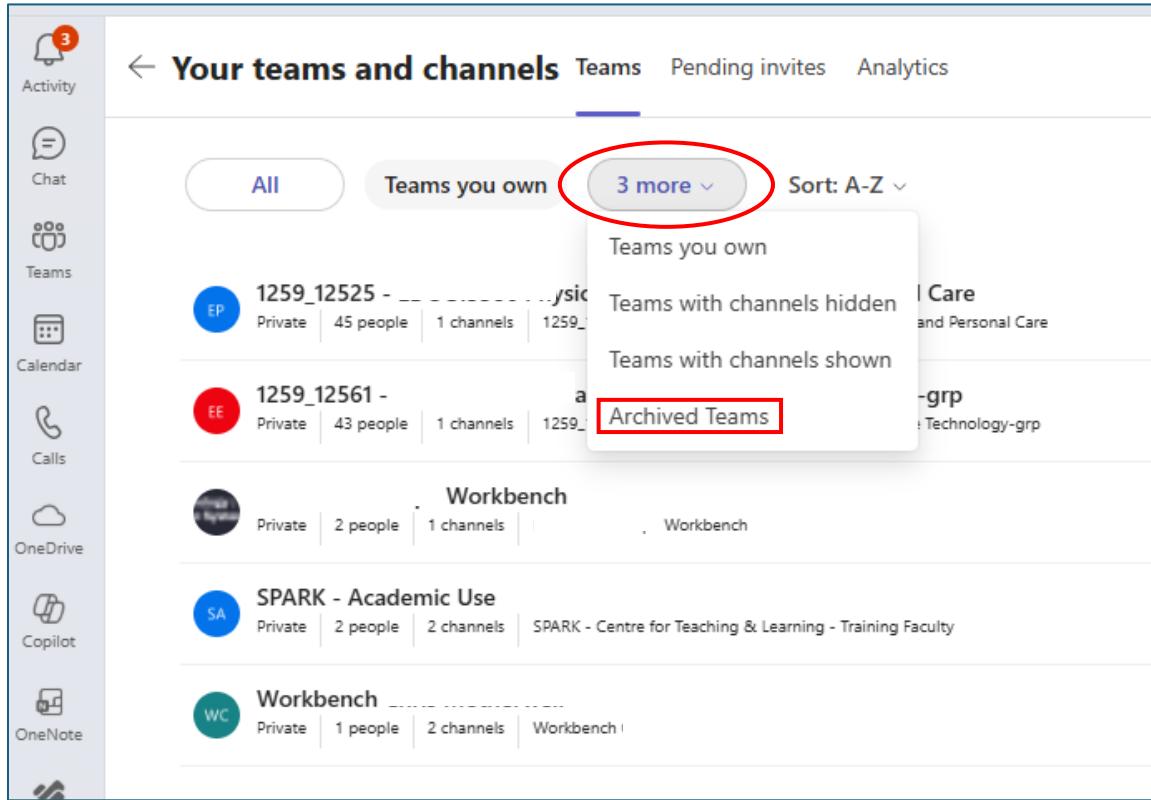
### To view an Archived Class Team, use the following steps:

1. Open **Microsoft Teams** (desktop app or teams.microsoft.com)
2. In the left menu bar, click **Teams**
3. Near the top right of the Teams area, click **More options** (••• menu)
4. Choose **Your teams and channels**.
  - o This opens a list of teams you own (Classes) and teams you're in



Figure 2 Class Teams

5. Look for a dropdown near the top (often defaults to **All** or **Active teams**)
6. Open the dropdown and select **Archived teams**
7. You'll now see all Teams that have been archived. Click any team to view it



The screenshot shows the Microsoft Teams interface with the sidebar open. The 'Teams' icon in the sidebar is highlighted with a red box. The main page title is 'Your teams and channels'. At the top, there are buttons for 'All', 'Teams you own', and '3 more' (which is circled in red). A dropdown menu for '3 more' is open, showing options: 'Teams you own', 'Teams with channels hidden', and 'Teams with channels shown'. The 'Teams with channels shown' option is also circled in red. Below this, a list of teams is shown, with the 'Archived Teams' option highlighted with a red box. The teams listed are: '1259\_12525 - ...', '1259\_12561 - ...', 'Workbench', 'SPARK - Academic Use', and 'Workbench'. Each team entry includes its name, owner, type (Private), number of people, number of channels, and a description.

Team	Owner	Type	People	Channels	Description
1259_12525 - ...	EP	Private	45 people	1 channels	...ysic...
1259_12561 - ...	EE	Private	43 people	1 channels	a...
Workbench		Private	2 people	1 channels	Workbench
SPARK - Academic Use	SA	Private	2 people	2 channels	SPARK - Centre for Teaching & Learning - Training Faculty
Workbench	WC	Private	1 people	2 channels	Workbench

Figure 3 Archived Teams