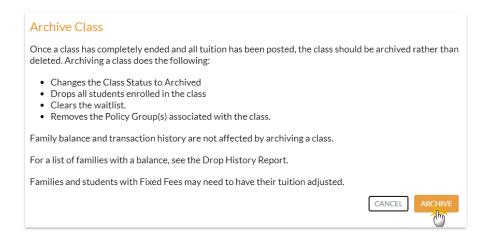
Archive a Group of Classes

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It is also possible to archive a group of classes (an entire session or category, etc.). Before archiving an entire session of classes, please refer to **Transition to a New Session**

Archive a Group of Classes

- 1. Go to the Classes (menu) > Archive Classes.
- 2. Select the applicable criteria in the **Search Criteria** window.
- 3. Click Submit.
 - The Archive Classes pop-up window opens. After review, clickArchive.



- 4. View archived classes from the list provided.
 - At this point, you can restore classes you may have archived in error.
 - Select the checkbox in the 1st column for the classes to restore and clickRestore Checked Classes.



Archiving a group of Classes removes the Policy Groups from the classes, however, the Policy Groups are not permanently deleted in Jackrabbit. **Policies and Policy Groups** are located under the *Gear* (*icon*) > *Settings* > *Policies*.