

Transition to a New Session of Classes

Last Modified on 05/14/2025 4:10 pm EDT

Jackrabbit makes it easy to transition sessions as your program moves from one session to the next. Use the steps below to streamline your class setup and keep your class data organized.

Tip: We recommend downloading, printing, and reviewing the [Transition to a New Class Session Checklist](#).

Follow the steps below to manage two sessions at the same time and properly archive the previous session.

Step 1 - Create the New Session Drop-down

To begin transitioning from the current session to a new session, create a new session drop-down from the **Gear** icon > **Settings** > **General** > **Drop-down Lists** (left menu) > **Session**. See [Class Sessions](#) for more details.

Example

The current session is Spring 2025, and your organization will soon begin registration for your summer classes. Create a new session drop-down named Summer 2025.

Step 2 - Copy Class Session

If the classes you need to copy are currently archived, [restore](#) them before continuing with this step.

If the new session's classes will be similar, use [Classes](#) > [Copy Classes](#) to copy an entire session into a new one. If applicable, class enrollment can also be copied at this time.

Step 3 - Edit New Classes

After copying classes into the new session, you may need to update some class details. Use [Classes](#) > [Edit All Classes](#) and make any necessary changes.

Step 4 - Archive Old Session

After the previous session has ended and all tuition fees have been posted, go to [Classes](#) > [Archive Classes](#) to archive it. This will remove the classes from the current schedule while retaining all related

data for future reference.

New Session Recommendations

In addition to the steps outlined above, we recommend that you review and clean up your system before starting a new session.

Clear Absences	<p>If your organization tracks absences, you may offer makeup classes for your students. Some organizations require that makeup classes be scheduled during the same session as the absence. In this case, once a session is over, you can contact Support to have absences cleared from your system prior to a given date.</p> <p>Tip: Before Support clears your absences, it is beneficial to run an Absences-Makeup Report to save for the time period being cleared.</p>
Update Student Grade Levels	<p>Jackrabbit will not automatically update a student's grade level from year to year; however, you can do a mass update if you are not using custom grade levels.</p> <p>If you use custom grade levels, teachers can gather this information by making notes on printed class rolls in the first few weeks of a new session.</p>
Student Sizes & Costumes	<p>You may want to clear out your student sizes and old costumes. Contact Support to have these sizes and costumes cleared all at once!</p>
Clear User-defined Fields	<p>If you are using User-defined fields to collect session-specific information (i.e. recital participation), you will want to mass clear these fields so you can collect the information for your new session.</p>
Clear Fixed Fees	<p>Fixed fees are usually specific to a particular session and or enrollment. Once you have posted the final tuition fees for the session, it is a great idea to mass clear fixed fees in preparation for your new session.</p> <p>Refer to Family Fixed Fees and Student Fixed Fees for additional information and how to manage fixed fees.</p>

Move Families to the Lead File

To keep your system current, we recommend moving families who have been inactive for at least 18 months to the [Lead File](#). This archives the inactive records and may help lower your monthly cost, as Jackrabbit's subscription price is based on the total number of students in your system, both active and inactive.

Jackrabbit gives you the option to [mass archive families](#) or [individually archive families](#) to the lead file.

After archiving a session, you can hide its value from the session drop-down menu by going to the Gear icon > Settings > General > Drop-down Lists (left menu) > Sessions. For more details, see our Help article, [Class Sessions](#).
