Archive a Single Class

We recommend you archive a class **only** after the class has ended. All of the enrolled students in the class will be dropped and the class status changes to *Archived*.

If you are ready to archive a class, you have these options to access and archive the class.

> Archive a class from the *Classes (menu) > All Classes > row menu*
>
> Archive a class from the *Class* record

Archive a Class from the Classes (menu)

1. Go to the **Classes** (menu) > **All Classes**.
2. Locate the class:
    - Enter the name of the class in the column search field under the **Class** column in the grid or use the global (*find a class...*) search field at the top of the page.
3. Click the row menu   for the class and select **Archive Class**.
    - A warning pop-up window will appear asking if you are sure you want to archive the class? If certain, click **OK**. Once archived, the *Class Status* changes to *Archived*.

Archive a Class from a Class Record

1. Make sure you are viewing the correct class.
2. Click the **Archive Class** button.
    - A warning pop-up window will appear asking if you are sure you want to archive the class? If certain, click **OK**. Once archived, the *Class Status* changes to *Archived.*

> *If you want to find an archived class, use the List Archived Classes report (Classes menu > Class Reports > List Archived Classes).*