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, click **Archive**.

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 click **Restore 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*.