

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**.
 - o The **Archive Classes** pop-up window opens. After review, click **Archive**.

Archive Class

Once a class has completely ended and all tuition has been posted, the class should be archived rather than deleted. Archiving a class does the following:

- Changes the Class Status to Archived
- Drops all students enrolled in the class
- Clears the waitlist.
- Removes the Policy Group(s) associated with the class.

Family balance and transaction history are not affected by archiving a class.

For a list of families with a balance, see the Drop History Report.

Families and students with Fixed Fees may need to have their tuition adjusted.

4. View archived classes from the list provided.
 - o At this point, you can restore classes you may have archived in error.
 - o 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**.
