Restore an Archived Class

Archived Classes can be restored to their original status if needed. Restoring a class also restores the enrollment for the class.

1. Go to the **Classes** (menu) > **Class Reports** > **List Archived Classes**.
2. Click on **List Archived Classes**.
3. Use the *Search Criteria* to narrow down the results.
   - Run the report with no selected criteria to view all archived classes.
   - Use the search field in the Class column to locate a specific class.
4. Restore an individual class by clicking the **Restore** link to the far right of the specific class.
5. Restore multiple classes by checking the boxes to the left of each class and clicking the **Restore Checked Classes** button.
6. Restore all classes by checking the **All** checkbox and clicking the **Restore Checked Classes** button. (If classes take up several pages, be sure to click **Show All** before checking the **All** checkbox.)