Archive a group of classes at once Share

Issue/Question

How do I archive a session in bulk?

Environment

Jackrabbit application, Classes > Archive Classes

Resolution

Once you have posted tuition, you can archive the classes in a session simultaneously.

1. Go to **Classes** > **Archive Classes**.
2. Select the applicable criteria in the **Search Criteria** window.
3. Click **Submit**.
4. The Archive Classes pop-up window opens. Review the information thoroughly to ensure you understand the implications of archiving a class, and then click **Archive**.

Archiving the old session will remove the classes from the current schedule while retaining related data for future reference. You can view archived classes from the list provided and restore classes you may have archived in error.