

# Archive a group of classes at once [Share](#)

Last Modified on 09/08/2025 2:41 pm EDT

## Issue/Question

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How do I archive a session in bulk?

## Resolution

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Once you have posted tuition, you can archive the session in mass.

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.
5. After review, click **Archive**.

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

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