

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

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Issue/Question

I would like to archive a bunch of old classes from the class tab. So far I can only archive one at a time. Is there a way to mass 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.
