

Copy an existing Session to quickly create new classes

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Last Modified on 12/23/2025 2:03 pm EST

Issue/Question

Is there a way to copy a session to a new session instead of creating all new classes?

Resolution

Once you have [set up your new session in your drop-down list editor](#), use the Copy Classes function to copy things from your current or previous sessions.

1. Go to **Classes > Copy Classes**.
2. Select the **Session** you wish to copy and use the other Search Criteria to drill down to specific classes to copy if needed.
3. In the New Class Settings section, select the **New Session** and add the **New Class Start Date**. Optionally, add a new end date and registration date, then choose any class settings to copy into the new session.
4. In the Option: Copy Enrollment? section, select whether to copy student enrollments and wait lists, set the enroll type if needed, and enter the enroll date for the new session.
5. Click **Submit**. A confirmation message shows the number of classes copied into the new session. Select **View Copied Classes** to review them.
