

# Restore an archived class

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## Issue/Question

I accidentally archived a bunch of classes. Can I get them back?

## Resolution

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

1. Go to the **Classes** menu > **Class Reports** > **List Archived Classes**.
2. Select **List Archived Classes**.
3. Run the report with no selected criteria to view all archived classes or use the [Search Criteria](#) to narrow down the results.
4. To restore:
  - an individual class, click the **Restore** link to the far right of the specific class.
  - multiple classes, select the checkboxes to the left of each class and click **Restore Checked Classes**.
  - all classes, select the **All** checkbox and click **Restore Checked Classes**. (If classes take up several pages, be sure to click **Show All** before checking the **All** checkbox.)
5. In the Restore Class window, click **Restore**. Note that you must add a Policy Group to the restored classes and update any information, such as Session, Start & End Date, etc.
6. Click **OK** to confirm.