

Restore an archived class [Share](#)

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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.
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