

List All / List Active Classes

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Point to **Classes** in the menu bar and click **List Active Classes** to create a list of any active class in your database. Point to **Classes** in the menu bar and click **List All Classes** to create a list of all classes in your database that have not been archived. Use **Classes > List Archived Classes** to list classes that have been archived.

- Click the **Show/Hide Columns** button to show or hide specific columns on the display.
 - Click the **Export** button to Export the data to Excel, PDF, or CSV file.
 - Click the **Print** button to print the page.
 - Click the **Refresh** button link to refresh the page.
 - Use the **Search** fields to search information in a column.
 - Sort the columns by clicking the **Column header**.
 - Click the **Class Name** to open the Class page.
 - Click the **#** in a *Future Drops* field to open a pop-up box with *Future Drop* details for the Class.
 - Click the **#** in a *Future Enrolls* field to open a pop-up box with *Future Enrollment* details for the Class.
 - Click the **#** in the *Size/Max* column to open the *Class Enroll List* tab.
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