Archive a Group of Classes

It is also possible to archive a group of classes (an entire session or category, etc.) Before archiving an entire session of classes, please refer to **Transition to a New Session** .

1. Point to **Classes** in the menu bar and click**Archive Classes**.

2. From the choices provided, select applicable criteria.

3. **Submit**

4. When prompted, *Are You Sure?* click **OK**.

5. View archived classes from the list provided.