List All / List Active Classes

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in the menu bar and click**List All Classes** to create a list of all classes in your database that have not been archived.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 List Archived Classes*to list classes that have been archived.*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.

When searching for classes that meet on certain days of the week, use 'Tu' for Tuesday and 'Th' for Thursday. Searching for 'T' will bring up both Tuesday and Thursday classes.