

Copy Multiple Classes at Once

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Use the **Copy Class Session** function (*Classes* menu > *Copy Classes*) to assist you in setting up a new **session** by copying multiple classes from one session into another. After you have **created a drop-down value** for the new session, use Copy Class Session as the second step in **transitioning between sessions**.



If any of the classes you want to copy have been archived, you will first need to restore them before you are able to have them included in the Copy Class Session function.

Search Criteria (which classes do you want to copy?)

In the **Search Criteria** section, select the classes that you want to have copied into your new session. This criteria is located on the *Summary* tab of a *Class* record.

The *Session* drop-down is required, however, it is optional to copy classes from only a specific *Class Category 1, 2, or 3*. You can also choose to copy a specific class or classes as well as filter for classes with a specific *Status*.

Copy Class Session

Search Criteria (which classes do you want to copy?)

Location

Session*

Class Category 1 Category 2 Category 3

Classes [more less](#)

(Select one or more classes by holding the CTRL key)

Status

New Class Settings

In the **New Class Settings** section, you will define the settings for the new classes that are being created.

Select the *New Session* from the drop-down (required). The *New Class Start Date*, *New Class End Date*, and *New Class Registration Start Date* fields are automatically populated with the dates used to

create the session (*Tools > Edit Settings > Drop-down Lists > Session*), however, they can be edited if you choose. The start and end dates are required fields.

Indicate whether you want to copy the instructors or skills from the original classes into the new classes.

New Class Settings
New Session* Summer 2019 ▾
New Class Start Date* 6/1/2018 📅
New Class End Date* 8/31/2018 📅
New Class Registration Start Date 5/1/2019 📅
Copy Instructors? Yes ▾
Copy Skills? No ▾

Option: Copy Enrollment?

In the **Option: Copy Enrollment?** section indicate whether or not you want to copy student enrollment. If opting to copy enrollment, select an *Enroll Type* for the new class enrollment.

Indicate whether you want to *Copy Future Enrollments* or *Copy Wait Lists* from the old classes into the new classes. Select a *Schedule Start Date / Enroll Date* for new class enrollment (will default to current date).

Option: Copy Enrollment?
If students (or students within a program) typically stay together within a class from session to session, you can copy the student enrollment and drop the differences.
Copy Student Enrollment? Yes ▾ If Yes, set Enroll Type to Enrolled ▾
Copy Future Enrollment? Yes ▾
Copy Wait Lists (if any)? Yes ▾
Schedule Start Date / Enroll Date for new class enrollment: 6/1/2019 📅

Option: Drop Students From Old Classes?

In the **Option: Drop Students From Old Classes?** section set *Drop Students from old class?* to *Yes* to drop the students from the current class immediately. This option only drops the students from the classes, it does not archive the classes which is the last step when **transitioning between sessions**.



You should only opt to drop students after all class fees have been posted.

Consider using **Archive Classes** instead (which will also drop the current enrollment) at a later time after you have completed your fee posting.

Option: Drop Students From Old Classes?

IMPORTANT: Do not set the Drop Students field below to Yes unless you are ready to drop all currently enrolled students within the selected Session.

Drop Students from old class?
