

# Copy a Single Class

Last Modified on 09/24/2020 10:16 am EDT

1. Ensure that you are viewing the *Class* that you want to copy.
2. Click the **Copy Class** Button.
3. In the *Copy Class* pop-up box, enter the **New Class Name**.
4. Choose **Yes** or **No** in the *Copy Enrollment?* field. Choosing *Yes* will copy all existing enrolled students into the duplicated class. Future Drops are NOT copied forward.
5. If *Copy Enrollment* = *Yes*, choose an **Enrollment Type**, if applicable. *The Enrollment Type defaults to Enrolled with the Enroll Date automatically set to the current date.*
6. Choose **Yes** or **No** in the *Copy Skills?* field. Choosing *Yes* will copy all existing skills into the duplicated class.
7. **Save.**
8. The duplicate class displays. Make changes as applicable to the duplicate.
9. **Save Changes.**

**Class: Beg. Jazz - Sat - 12pm**

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[Summary](#) [Enroll List](#) [Drop List](#) [Absences](#) [Makeups](#) [Wait List](#) [Instructor](#) [Lesson Plan](#) [Misc](#) [Costumes](#)

Class Name:

Location: [Help](#) [?](#) (Class only available to Students from same Location)

Status:  [?](#) (If Active, will be billed during Post Tuition Fees) Per-Day:  [?](#) (enrollment per day of week)