

# Copy a Single Class

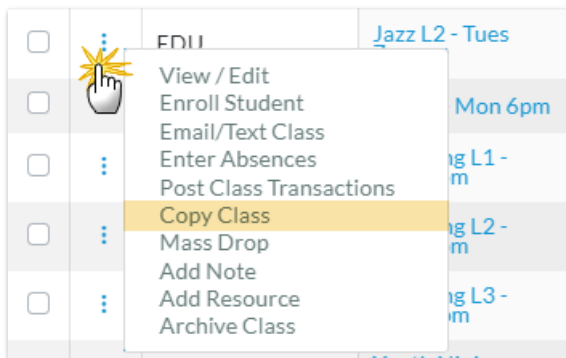
It's easy to copy classes in Jackrabbit!

1. Go to the **Classes** (menu) > **All Classes** and search for the class you want to copy (filter classes as needed). Or use the global search on the top of the page to search for a class.
2. Select one of these options:
  - Click the *Class Name* link to open the Class record and click the **Copy Class** (button) as shown.

The screenshot shows the 'Class: Ballet - Beg - W' record page. At the top, there are buttons for 'SAVE CHANGES' and 'DELETE'. Below these are several tabs: 'Class Roll', 'Enroll Student', 'Email/Text Class', 'Enter Absences', 'Absence/Attendance', 'Post Class Transactions', 'Copy Class', 'Mass Drop', 'Sizes/Measurements', and 'Archive Class'. The 'Copy Class' tab is highlighted with a yellow starburst icon. Below the tabs, there are various fields for class details: 'Class Name' (Ballet - Beg - W), 'Status' (Active), 'Location' (EDU), 'Room', 'Spot TV Group' (No groups available), 'Session' (2022), 'Class Start Date' (1/1/2022), 'End Date' (12/31/2022), 'Registration Start Date' (12/1/2021), 'Days' (Mon, Tue, Wed, Thu, Fri, Sat, Sun), 'Start Time' (05:00pm), 'End Time' (06:00pm), 'Duration' (1:00), 'Has a Registration Fee' (checked), 'Tuition Fee' (100.00), and 'Per-Day' (No).

Or

- Click the row menu  for the class to copy, and select **Copy Class**.

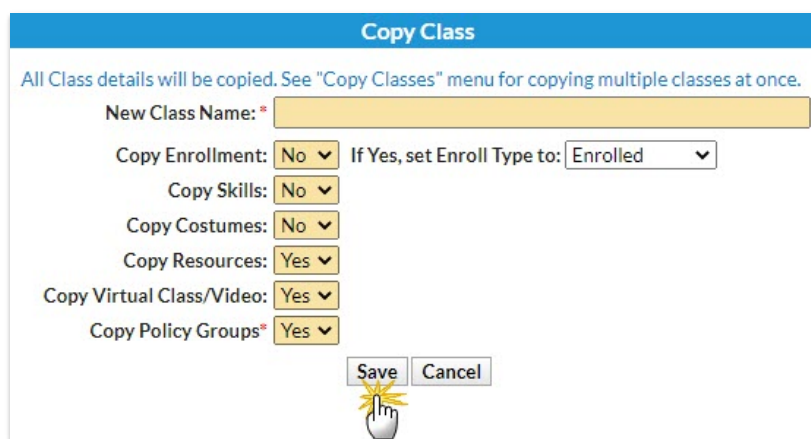


3. Enter the applicable information in the *Copy Class* pop-up window:

- Enter a **New Class Name**.
- Choose **Yes** or **No** in the *Copy Enrollment?* field. Choosing **Yes** will copy all existing enrolled students into the duplicated class. Future Drops and Makeups are NOT copied forward.
- 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.*
- Choose **Yes** or **No** in the *Copy Skills* field. Choosing **Yes** will copy all existing skills information

into the duplicated class.

- Choose **Yes** or **No** in the *Copy Costumes* field. Choosing *Yes* will copy all existing costume information into the duplicated class.
- Choose **Yes** or **No** in the *Copy Resources* field. Choosing *Yes* will copy all existing resources information into the duplicated class.
- Choose **Yes** or **No** in the *Copy Virtual Class/Video* field. Choosing *Yes* will copy all existing virtual class/video information into the duplicated class.
- Choose **Yes** or **No** in the *Copy Policy Groups* required field. Choosing *Yes* will copy all existing policy groups into the duplicated class. **Note:** This is a required field, defaults to blank.



4. Click **Save**. The duplicate class displays.

5. Make changes applicable to the duplicate class and **Save Changes**.



*Any class that was previously archived and restored will not have Policy Groups associated with it. Be sure to go to the Policy Groups tab in the Class record of the new class you created and add the Policy Groups.*