Copy Multiple Classes at Once

Copy Class Session (from the Classes menu > Copy Classes) will assist you in setting up a new **session** by copying multiple classes from one session into another.

Copy Class Session is the second step in **transitioning between sessions**. Use it after you have **created a drop-down value** for the new session.

If any classes you want to copy have been archived, you must **restore** them before they are included in the Copy Class Session function. In addition, all Policy Groups are removed when classes are archived, so be sure to add Policy Groups after the new classes have been created.

⊙ Search Criteria

Expand/Collapse All

⊙ New Class Settings

⊙ Option: Copy Enrollment?