Transition to a New Session of Classes

Toward the end of one session, and before a new session begins, there may be a time when both sessions are active in your Jackrabbit database (because the old session is still in progress but enrollment has begun for the new session).

Follow these steps to maintain two sessions simultaneously and ultimately archive the old session.

> We recommend downloading, printing, and reviewing the**Transition to a New Class Session Checklist**.

Step 1 - Create the New Session Drop-down

To begin transitioning from your current session to a new session you must first create a new session drop-down using *Gear (icon) > Settings > General > Drop-down Lists (left menu) > Class > Session.*See **Class Sessions** for more details.

Example

The current session is Spring 2019, and your organization will soon begin registration for your summer classes. Create a new session drop-down named Summer 2019.

Step 2 - Copy Class Session

If the classes you need to copy are currently archived,**restore** them before continuing with this step.

If the new sessions' classes will be similar, use**Classes > Copy Classes** to copy an entire session to another session. Enrollment can be copied at this time as well if applicable.

Step 3 - Edit New Classes

Once you have copied the classes into the new session, you may have changes that need to be made to class details.

Make edits to the new session classes as needed using**Classes > Edit All Classes**.

Step 4 - Archive Old Session

Once the older session has been completed and all tuition fees have been posted in that session,

archive the old session using **Classes > Archive Classes.** This will place the class(es) into 'hibernation'.

⊙ New Session Recommendations