

Archive Classes - An Overview

When a class is complete, and you've posted all tuition and fees, it needs to be archived. A class remains active until archived, even if the End Date passes. Archiving a class changes the class *Status* to Inactive and moves a student's enrollment from the Current Enrollment to the Past Enrollment section of the Student record.

Note: Students in archived classes do not appear as dropped in the Enrollment Detail report because they are not true drops.

- ★ Update class enrollment to Past Enrollment and automatically drop all students enrolled in the class at once.
- ★ Archive to organize your class list and show only active classes in your Class Listing Tables and Parent Portal.
- ★ Access statistical enrollment data for future use.

Ready to archive a class? You can archive a **single** class or a **group** of classes at once. Even if a class is archived, you can **email** the class without restoring it.

After you archive a class, you can **restore** it, and this will restore any waitlisted students.



If you use the Recital feature, archive the class after you complete all recital communications, including sending a DVD. Archiving a class removes Recital Participation designations and cannot be restored. We recommend you export an **Enrollment Detail report** to keep a record.

**Expand/Collapse
All**

Frequently Asked Questions
