

# Archive a Group of Classes

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It is also possible to archive a group of classes (an entire session or category, etc.) Before archiving an entire session of classes, please refer to [Transition to a New Session](#)

1. Point to **Classes** in the menu bar and click **Archive Classes**.
  2. From the choices provided, select applicable criteria.
  3. **Submit**
  4. When prompted, *Are You Sure?* click **OK**.
  5. View archived classes from the list provided.
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