

# Edit Multiple Classes at Once

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Watch a (1:47) video tutorial on how to Edit Multiple Classes at Once

The most efficient way to edit multiple classes at once is to use **Edit All Classes** from the *Classes* menu.

Use the available Search Criteria to select groups of classes. Edit all of the selected classes at once using the Global Change row (highlighted yellow) or work through changes to specific classes all from one screen.

- ★ Change out the instructor on several classes when a new instructor is assigned to them by filtering for only **Classes with Instructor** (current instructor) and then using the *Global Change* (yellow) area to select the new instructor.
- ★ Block online registration for multiple classes by filtering for only **Classes with Allow Online Registration** (Yes) and then using the *Global Change* (yellow) area to change them all to = No.
- ★ Edit the **Virtual Class Link & Virtual Class Text** for the selected classes using either the *Global Change* area (if all links are the same for all classes) or the individual fields for specific classes.

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## Search Criteria



If you have a large number of classes in your database, this function can be very "heavy" to load. For best performance, filter down to smaller groupings of classes using the search criteria.

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## Edit Classes

← RETURN

✓ SUBMIT

Search Criteria

🔍 Favorites

🔖 Save Favorites

✕ Refresh ?

Search Classes to Edit using search criteria below.

*Tip: This function is html "heavy". For best performance, we recommend you edit a subset of classes using the criteria below.*

Location:  Room:

Class Name:

Class Session:

Class Session:

Class Category 1:  Category2:  Category3:

Classes with Instructor:

Class Gender:

Class Meets: Mon Tue Wed Thu Fri Sat Sun ?

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Per-Day Classes Only?:

Classes Starting From Date:  Starting Through Date:

Tuition Fee From:  Through:

Class Tuition Billing Method:  ?

Class Tuition Billing Cycle:  ?

Class Tuition Discount Rule:  ?

Class Prorates Tuition?:

Classes with Display on Website?:

Classes with Allow Web Registration?:

Classes with Allow Portal Enrollment?:

Classes with Allow Trial Enrollment?:

## Search Results

### Edit Classes

← RETURN

🔖 SAVE CHANGES

View 1 - 8 of 8

🖨 Print

🔄 Refresh

9 columns hidden

🔍 Show/Hide Columns

🔄 Restore Columns

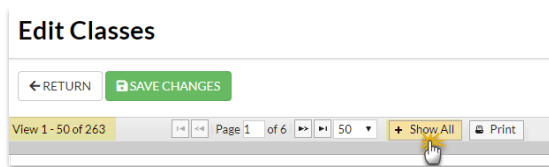
Class Name	Display on Website? Allow Web Reg? Allow Portal? Allow Trials?	Meets Mon. Tue. Wed. Thu. Fri. Sat. Sun.	Meets Sat. Sun.	StartTime EndTime Duration	Category1 Category2 Category3	Fee	Tuition Billing Method?	Tuition Billing Cycle
	<input type="text"/>	M: <input type="checkbox"/> T: <input type="checkbox"/> W: <input type="checkbox"/> T: <input type="checkbox"/> F: <input type="checkbox"/>	Sa: <input type="checkbox"/> Su: <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ballet I Mon 5pm	Yes <input type="text"/> No <input type="text"/> Yes <input type="text"/> Yes <input type="text"/>	M: <input checked="" type="checkbox"/> T: <input type="checkbox"/> W: <input type="checkbox"/> T: <input type="checkbox"/> F: <input type="checkbox"/>	Sa: <input type="checkbox"/> Su: <input type="checkbox"/>	5:00pm 5:30pm :30	Dance Beginner	55.00	By Total Hours	Monthly
Ballet I Tues 6pm	Yes <input type="text"/> No <input type="text"/> Yes <input type="text"/> Yes <input type="text"/>	M: <input type="checkbox"/> T: <input checked="" type="checkbox"/> W: <input type="checkbox"/> T: <input type="checkbox"/> F: <input type="checkbox"/>	Sa: <input type="checkbox"/> Su: <input type="checkbox"/>	6:00pm 6:30pm :30	Dance Beginner	55.00		
Ballet I Mon 5pm	Yes <input type="text"/> No <input type="text"/> Yes <input type="text"/> Yes <input type="text"/>	M: <input checked="" type="checkbox"/> T: <input type="checkbox"/> W: <input type="checkbox"/> T: <input type="checkbox"/> F: <input type="checkbox"/>	Sa: <input type="checkbox"/> Su: <input type="checkbox"/>	5:00pm 5:30pm :30	Dance Beginner	55.00	By Total Hours	Monthly

The fields that are available to be edited can be shown or hidden to suit your needs

Global Change: Edit any field on this row, and it will change all values for classes visible.

Use the individual drop-downs in the grid to change each class individually.

- If there are enough classes that multiple pages are available (more than 50), click the **Show All** button to place all results on one page.



- To edit some (but not all) classes in the list, use the drop-down fields in each class row, make changes as needed, and **Save Changes**.
- To edit **all** of the classes selected at once, use the *Global Change* area (yellow row). **Note: If there are more than 50 classes that meet your search criteria, select **Show All** prior to making global changes.**
- When you use the *Global Change* area, you will get a pop up asking if you want to set each value to the global value. Choose **OK**. This will then populate the global values into every class below. **Save Changes** to apply all the global updates.



*Edit All Classes does not allow the status of archived classes to be edited. If archived classes are included in the search criteria, the archived status will not be editable in the search results.*

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