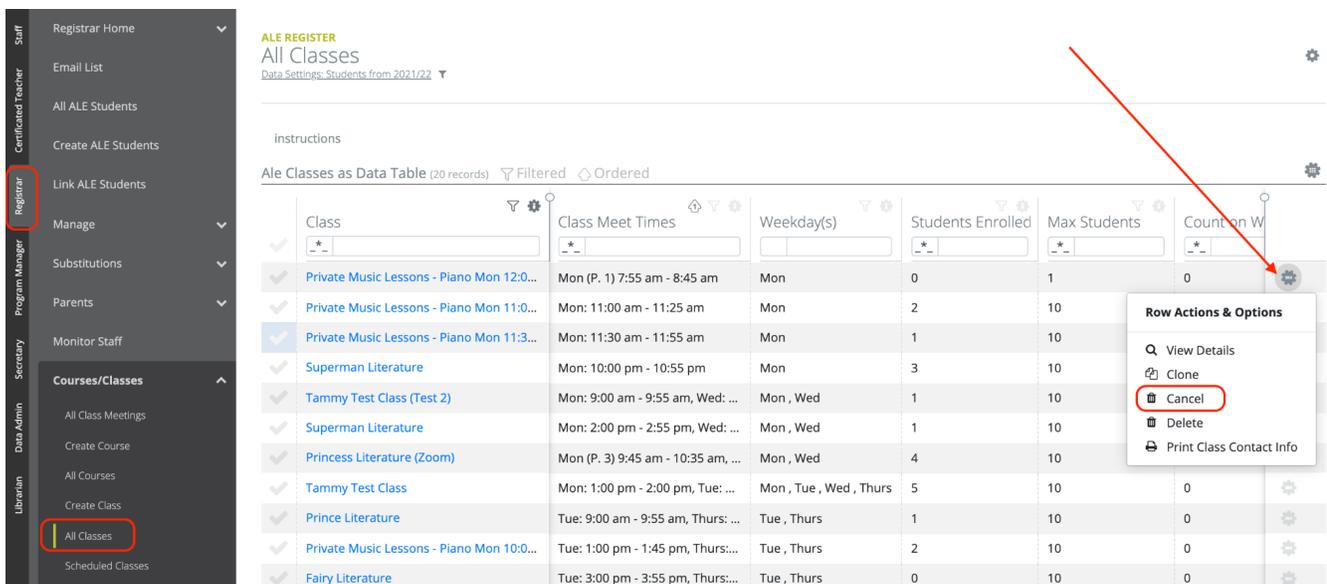


ALE Application: Canceling vs. Deleting a Class

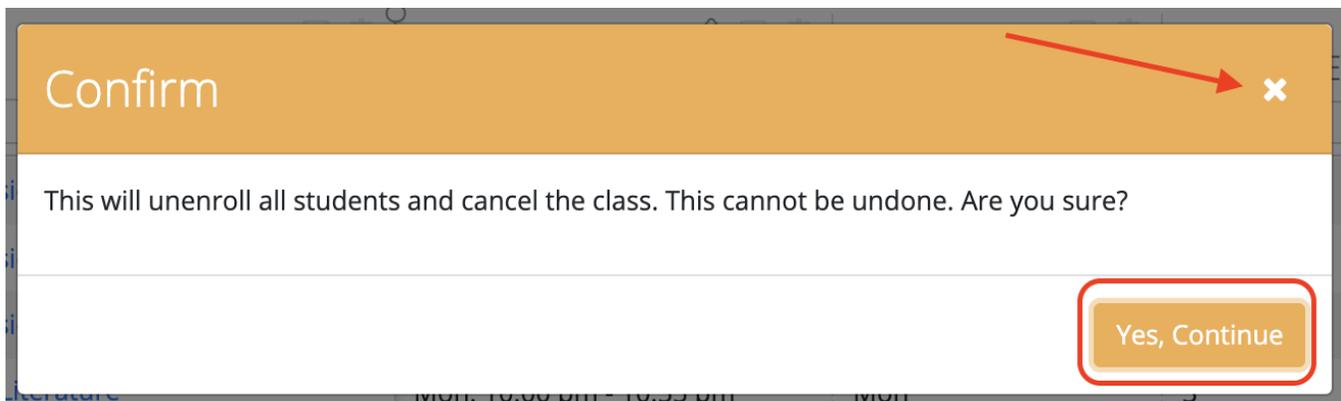
Before a scheduled class starts, and if students have not been enrolled, it can be fully removed from the system and **Deleted**. Once the start date for a class has passed or students have been enrolled, the class can no longer be deleted; it must be canceled. In order to **Cancel** a class, the corresponding Attendance, Weekly Contact, and/or Monthly Progress records all must be removed. This can only be done from the **Registrar Role**. Once the class is canceled, it will be **hidden** from the **All Classes** menus by default, not show for Attendance or My Classes for teachers, and no longer appear for Registration on Student Schedules.

To cancel a class, open the **Courses/Classes** drop-down in the **Registrar Role** in the left-hand navigation menu, then select **All Classes**. Select Cancel using the **Row Actions & Options** gear associated with the class.



Class	Class Meet Times	Weekday(s)	Students Enrolled	Max Students	Count on W
Private Music Lessons - Piano Mon 12:00...	Mon (P. 1) 7:55 am - 8:45 am	Mon	0	1	0
Private Music Lessons - Piano Mon 11:00...	Mon: 11:00 am - 11:25 am	Mon	2	10	
Private Music Lessons - Piano Mon 11:30...	Mon: 11:30 am - 11:55 am	Mon	1	10	
Superman Literature	Mon: 10:00 pm - 10:55 pm	Mon	3	10	
Tammy Test Class (Test 2)	Mon: 9:00 am - 9:55 am, Wed: ...	Mon, Wed	1	10	
Superman Literature	Mon: 2:00 pm - 2:55 pm, Wed: ...	Mon, Wed	1	10	
Princess Literature (Zoom)	Mon (P. 3) 9:45 am - 10:35 am, ...	Mon, Wed	4	10	
Tammy Test Class	Mon: 1:00 pm - 2:00 pm, Tue: ...	Mon, Tue, Wed, Thurs	5	10	0
Prince Literature	Tue: 9:00 am - 9:55 am, Thurs: ...	Tue, Thurs	1	10	0
Private Music Lessons - Piano Mon 10:00...	Tue: 1:00 pm - 1:45 pm, Thurs: ...	Tue, Thurs	2	10	0
Fairy Literature	Tue: 3:00 pm - 3:55 pm, Thurs: ...	Tue, Thurs	0	10	0

A warning will appear to confirm that this will **unenroll students** and **cancel the class**. Click **Yes, Continue** to confirm this action, or click "x" to go back to the previous table.

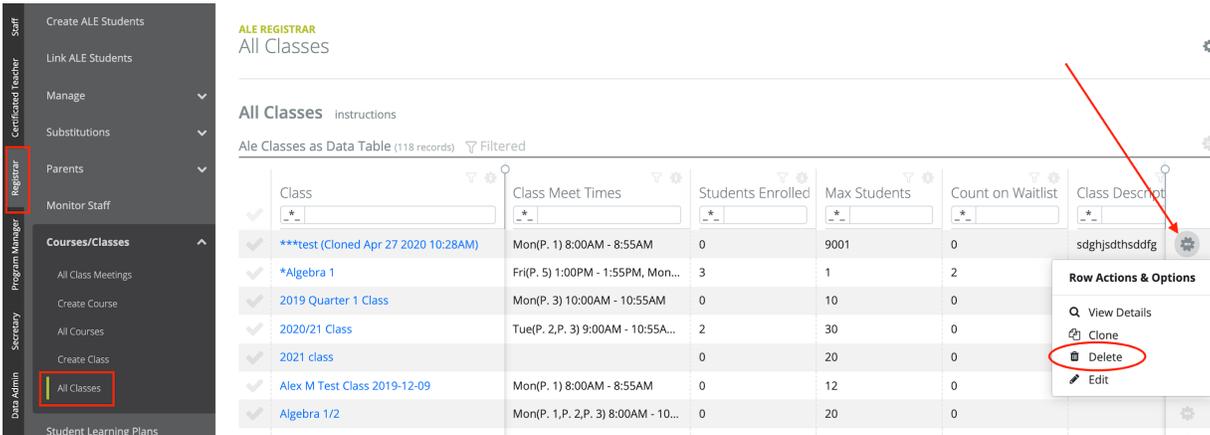


Confirm

This will unenroll all students and cancel the class. This cannot be undone. Are you sure?

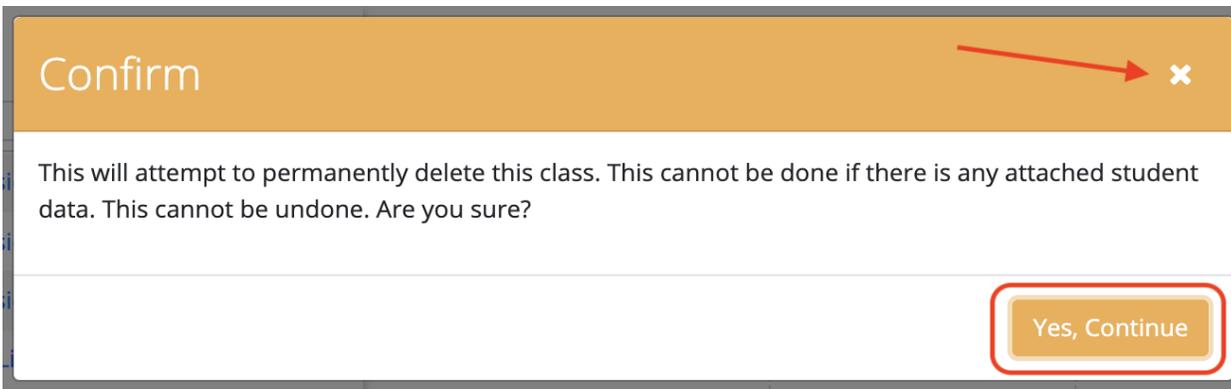
✕

To Delete a class, use the **Row Actions & Options** gear associated with the class and select **Delete**.



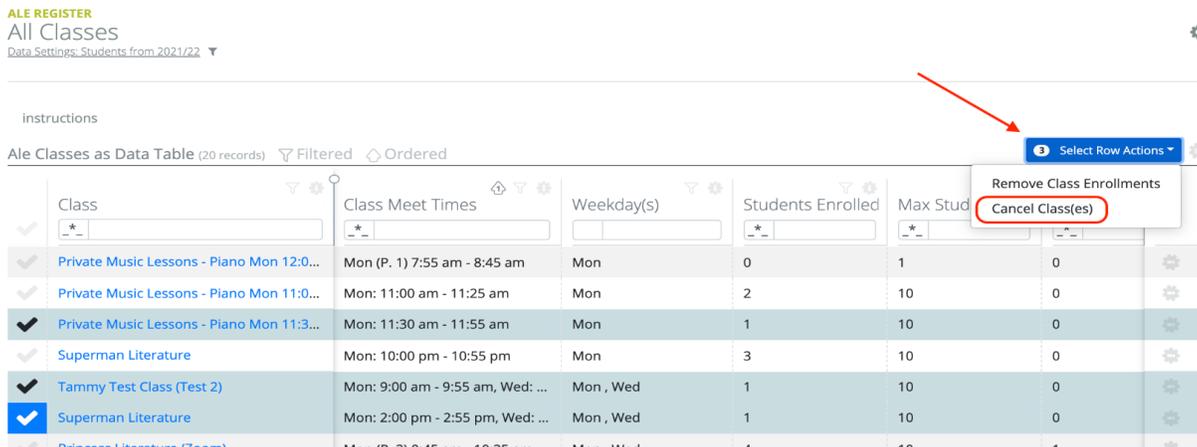
The screenshot shows the 'All Classes' table with columns: Class, Class Meet Times, Students Enrolled, Max Students, Count on Waitlist, and Class Descript. A red arrow points to the gear icon in the 'Row Actions & Options' column for the first row. A dropdown menu is open, showing options: View Details, Clone, Delete (circled in red), and Edit.

A warning will appear to confirm that this will permanently delete the class, but this will not be done if there is attached student data. Click **Yes, Continue** to confirm this action, or click "x" to go back to the previous table.



The confirmation dialog box has a title bar 'Confirm' and a close button 'X'. The main text says: "This will attempt to permanently delete this class. This cannot be done if there is any attached student data. This cannot be undone. Are you sure?". At the bottom right, there is a button labeled "Yes, Continue" which is circled in red.

Multiple classes can also be canceled or removed simultaneously by using the **checkboxes** at the left to choose one or/more classes. Use the **Select Row Actions** button at the top right to click **Cancel Class(es)**.



The screenshot shows the 'All Classes' table with columns: Class, Class Meet Times, Weekday(s), Students Enrolled, Max Stud, and Class Descript. Several rows are selected with checkboxes. A red arrow points to the 'Select Row Actions' button (labeled '3'). A dropdown menu is open, showing options: Remove Class Enrollments and Cancel Class(es) (circled in red).