

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**. <u>Once the start date for a class has passed or students have been enrolled, the class can no longer be</u> <u>deleted; it must be canceled</u>. In order to **Cancel** a class, <u>the corresponding Attendance</u>, <u>Weekly Contact</u>, <u>and/or</u> <u>Monthly Progress records all must be removed</u>. 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.

| Staff | Registrar Home | ~ | ALE RE | GISTER | | | | ~ | | | ~ | |
|------------|----------------------------------|--------------|---|--|--------------------------------|-------------------------|-------------------|------------|----------------------------------|------------|----------|--|
| acher | | | Data Setting: Students from 2021/22 | | | | | | | -94r | | |
| ficated Te | All ALE Students | | | | | | | | | | | |
| Certi | Create ALE Students | instructions | | | | | | | | | | |
| trar | Link ALE Students | | Ale Classes as Data Table (20 records) 🖓 Filtered 🚫 Ordered | | | | | | | | # | |
| Regis | Manage | ~ | | Class | ① マ ゆ Class Meet Times | Weekday(s) | Students Enrolled | Max Studen | ∀ 🌵 its | Count on W | | |
| anager | Substitutions | ~ | | * | | | *_ | _*_ | | _*_ | | |
| ram M. | | | | Private Music Lessons - Piano Mon 12:0 | Mon (P. 1) 7:55 am - 8:45 am | Mon | 0 | 1 | | 0 | # | |
| Prog | Parents | ~ | | Private Music Lessons - Piano Mon 11:0 | Mon: 11:00 am - 11:25 am | Mon | 2 | 10 | Row Actions & Options | | ons | |
| Aue: | Monitor Staff | | | Private Music Lessons - Piano Mon 11:3 | Mon: 11:30 am - 11:55 am | Mon | 1 | 10 | Q. Vie | w Details | | |
| Secret | Courses/Classes | ~ | | Superman Literature | Mon: 10:00 pm - 10:55 pm | Mon | 3 | 10 | ළු Clo | one | | |
| ē | | | | Tammy Test Class (Test 2) | Mon: 9:00 am - 9:55 am, Wed: | Mon , Wed | 1 | 10 | 🛍 Car | ncel | _ | |
| ita Adm | | | | Superman Literature | Mon: 2:00 pm - 2:55 pm, Wed: | Mon , Wed | 1 | 10 | Delete | | | |
| Da | Create Course | | | Princess Literature (Zoom) | Mon (P. 3) 9:45 am - 10:35 am, | Mon , Wed | 4 | 10 | Print Class Contact | | ct Info | |
| rarian | All Courses | | | Tammy Test Class | Mon: 1:00 pm - 2:00 pm, Tue: | Mon , Tue , Wed , Thurs | 5 | 10 | | 0 | Φ. | |
| -fi | Create Class | | | Prince Literature | Tue: 9:00 am - 9:55 am, Thurs: | Tue , Thurs | 1 | 10 | | 0 | | |
| | All Classes Scheduled Classes | | | Private Music Lessons - Piano Mon 10:0 | Tue: 1:00 pm - 1:45 pm, Thurs: | Tue , Thurs | 2 | 10 | | 0 | φ | |
| | | | | 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.





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

| Staff | | | ALE REGISTRAR | | | | | | | - | |
|-----------------|------------------------|---|--|--------------------------------------|-----------------------------------|-------------------|---------------------|-------------------|-------------------|------|--|
| acher | Link ALE Students | | | | | | | | | | |
| Certificated Te | Manage | ~ | All Classes instructions | | | | | | | | |
| | | ~ | Ale Classes as Data Table (118 records) 🖓 Filtered 🔅 | | | | | | | | |
| Registrar | | ~ | | Class | Class Meet Times | Students Enrolled | ∑ ♦ Max Students | Count on Waitlist | Class Descript | | |
| ßer | Monitor Staff | | | [*] | * | [*_] | *_ | * | _*_ | | |
| rogram Mana | Courses/Classes | ^ | | ***test (Cloned Apr 27 2020 10:28AM) | Mon(P. 1) 8:00AM - 8:55AM | 0 | 9001 | 0 | sdghjsdthsddfg | # | |
| | | | | *Algebra 1 | Fri(P. 5) 1:00PM - 1:55PM, Mon | 3 | 1 | 2 | Row Actions & Opt | ions | |
| Ĵ | | | | 2019 Quarter 1 Class | Mon(P. 3) 10:00AM - 10:55AM | 0 | 10 | 0 | Q View Details | | |
| scretary | | | | 2020/21 Class | Tue(P. 2,P. 3) 9:00AM - 10:55A | 2 | 30 | 0 | Clone | | |
| s | | | | 2021 class | | 0 | 20 | 0 | 🛍 Delete | | |
| Data Admin | All Classes | | | Alex M Test Class 2019-12-09 | Mon(P. 1) 8:00AM - 8:55AM | 0 | 12 | 0 | 🖋 Edit | | |
| | | | | Algebra 1/2 | Mon(P. 1, P. 2, P. 3) 8:00AM - 10 | 0 | 20 | 0 | | | |
| | Student Learning Plans | | | | | | | | | | |

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.

| Confirm | | |
|--|---|---------------------------------------|
| This will attempt to permane data. This cannot be undone. | ntly delete this class. This cannot be Are you sure? | done if there is any attached student |
| | | Yes, Continue |

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)**.

| ALE RE All (Data Se | ALE REGISTER All Classes Data Settings. Students from 2021/22 ▼ | | | | | | | | | | |
|--|---|------------------------------|------------|-------------------|-----------------|--------------------------------|------|--|--|--|--|
| instructions Ale Classes as Data Table (20 minute) Z Eliferred - 0 Ordered | | | | | | | | | | | |
| | Class | © Class Meet Times | Weekday(s) | Students Enrolled | Max Stud Cancel | e Class Enrollmer Class(es) | nts | | | | |
| | Private Music Lessons - Piano Mon 12:0 | Mon (P. 1) 7:55 am - 8:45 am | Mon | 0 | 1 | 0 | | | | | |
| | Private Music Lessons - Piano Mon 11:0 | Mon: 11:00 am - 11:25 am | Mon | 2 | 10 | 0 | | | | | |
| ~ | Private Music Lessons - Piano Mon 11:3 | Mon: 11:30 am - 11:55 am | Mon | 1 | 10 | 0 | | | | | |
| | Superman Literature | Mon: 10:00 pm - 10:55 pm | Mon | 3 | 10 | 0 | φ | | | | |
| ~ | Tammy Test Class (Test 2) | Mon: 9:00 am - 9:55 am, Wed: | Mon , Wed | 1 | 10 | 0 | | | | | |
| ~ | Superman Literature | Mon: 2:00 pm - 2:55 pm, Wed: | Mon , Wed | 1 | 10 | 0 | | | | | |
| 1 | Princess Literature (Zoom) | Mon /D 3) 0:45 am - 10:35 am | Mon Wed | А | 10 | 1 | als. | | | | |