

ALE Application: Editing a Class Schedule

Once you have created a class and added a schedule, individual class meetings can be removed to account for non-academic weeks or school holidays.

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Libr	Courses/Classes	Class Title	Weeting Date	Meeting Time	Lesson Plan	Stand	ards	Learning Activities	Certificated Teacher Tammy Jacobsen*			
ŝ	My Class Meetings	Ceramics 2	August 29, 2023	10:00AM					Tammy Jacobsen*			
ед Т		Lego Worlds	August 29, 2023	3:00PM					Tammy Jacobsen*	•		
ertificate		Lego Worlds 4.0	August 29, 2023	8:00AM					Tammy Jacobsen*	.		
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This can currently be done while logged in on the **Certificated Teacher** role under **Courses/Classes** in the left navigation menu and then choosing **My Class Meetings**.

Use the filters to find the class meeting(s) you want to remove from the schedule. Use the **Row Actions & Options** gear at the far right for the selected class to choose **Delete Meeting**.

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My ALE Class Meetings For Teacher (321 records) Filtered Ordered											
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Lego Worlds 4.0	August 29, 2023	8:00AM					Ti				
							Manage Instruction Manage Attendance Record Instructional Contact Delete Meeting				

Once a class meeting is removed, it will not appear on the list for taking attendance, nor can it be "**returned**," so delete it with caution.