

## ALE Application: Cancel or Delete Class Meetings

### Quick Links

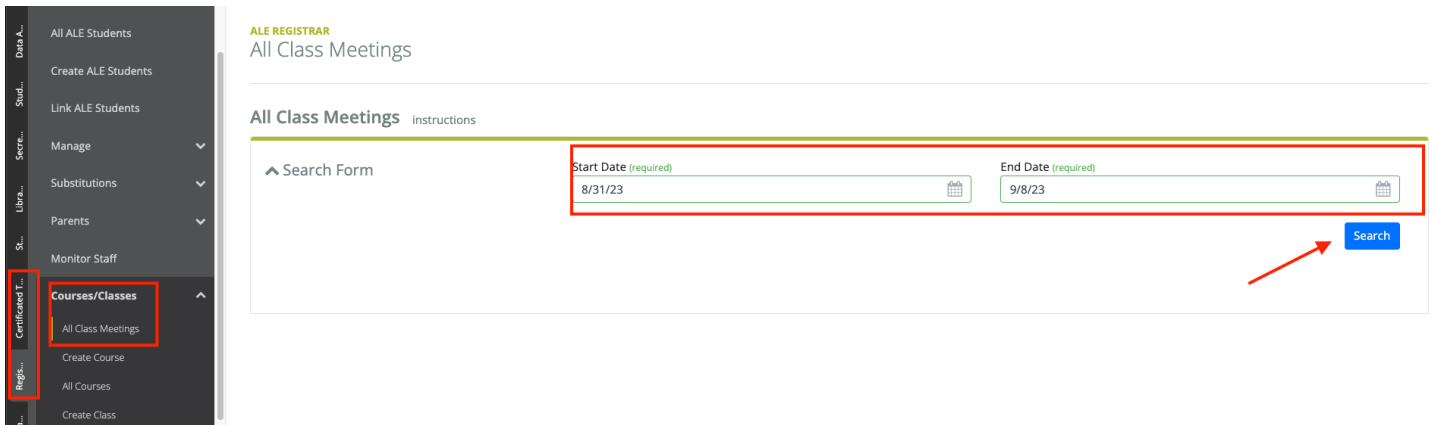
[Cancel Class Meetings](#)[Restore Canceled Class Meetings](#)[Delete Class Meetings](#)

### Cancel Class Meetings (back to [Quick Links](#))

One or more Class Meetings can be selected and **canceled** to accommodate changes in schedules, early release days, teacher absences, etc.

This function can be completed via the **Certificated Teacher** or **Registrar Roles** under the **Courses/Classes** in the left navigation menu and choose **All Class Meetings**.

Enter a date range or filter for a specific day. Enter the **Start and End Dates** and click **Search**.



The screenshot shows the ALE Registrar interface. On the left is a navigation menu with 'Courses/Classes' highlighted. The main content area is titled 'ALE REGISTRAR All Class Meetings'. Below the title is a search form with two date input fields: 'Start Date (required)' with the value '8/31/23' and 'End Date (required)' with the value '9/8/23'. A blue 'Search' button is located to the right of the date fields, with a red arrow pointing to it.

When performing this action via the **Certificated Teacher** role, the resulting list is filtered to the logged-in user.

**Note:** If I remove the filter in the **Certificated Teacher** column, all classes for any teacher will be returned.

There are no filters to clear when taking this action via the **Registrar** role.

ALE TEACHER  
 All Class Meetings

**Search Form**

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**Results**

All ALE Class Meetings For Teacher (422 records) Ordered

	Lesson Plan	Standards	Learning Activities	Certificated Teacher	Class
<input type="checkbox"/>					
<input checked="" type="checkbox"/>	Students are working indepen...		Students are w		All
<input checked="" type="checkbox"/>	Students will be able to increa...		Students will p		All
<input checked="" type="checkbox"/>	Students will evaluate the cau...		Group Discussi		All
<input checked="" type="checkbox"/>	Students work on various ho...		Students will b		Cl

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Use the available column filters to further adjust the list of classes displayed. Use the checkmarks on the left to select one or more classes or use the top checkmark to select all classes. Click the Select Row Actions button and choose **Cancel Selected**.

 All Class Meetings instructions

**Search Form**

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**Results**

All ALE Class Meetings For Teacher (25 records) Filtered Ordered

	Class Title	Meeting Date	Meeting Time	Lesson Plan	Row Actions
<input type="checkbox"/>	*_		*_	*_	
<input checked="" type="checkbox"/>	Lego Worlds	November 30, 2023	2:00PM		
<input checked="" type="checkbox"/>	Lego Worlds 4.0	November 30, 2023	7:00AM		
<input checked="" type="checkbox"/>	Lego Worlds 4.0	December 4, 2023	7:00AM		
<input checked="" type="checkbox"/>	Lego Worlds	December 5, 2023	2:00PM		
<input checked="" type="checkbox"/>	Lego Worlds 4.0	December 5, 2023	7:00AM		
<input checked="" type="checkbox"/>	Lego Worlds 4.0	December 6, 2023	7:00AM		

When you select **Cancel Selected**, a popup modal will appear so you can enter and save a Cancellation Reason.

You can also click on the **Row Action Gear** for any class in the table to **Cancel** a single class.

**All Class Meetings** instructions

^ Search Form

^ Results

All ALE Class Meetings For Teacher (25 records) Filtered Ordered

Class Title	Meeting Date	Meeting Time	Lesson Plan	Start
_*		_*	_*	_*
✓ Lego Worlds	November 30, 2023	2:00PM		
✓ Lego Worlds 4.0	November 30, 2023	7:00AM		
✓ Lego Worlds 4.0	December 4, 2023	7:00AM		
✓ Lego Worlds	December 5, 2023	2:00PM		
✓ Lego Worlds 4.0	December 5, 2023	7:00AM		
✓ Lego Worlds 4.0	December 6, 2023	7:00AM		
✓ Lego Worlds	December 7, 2023	2:00PM		
✓ Lego Worlds 4.0	December 7, 2023	7:00AM		

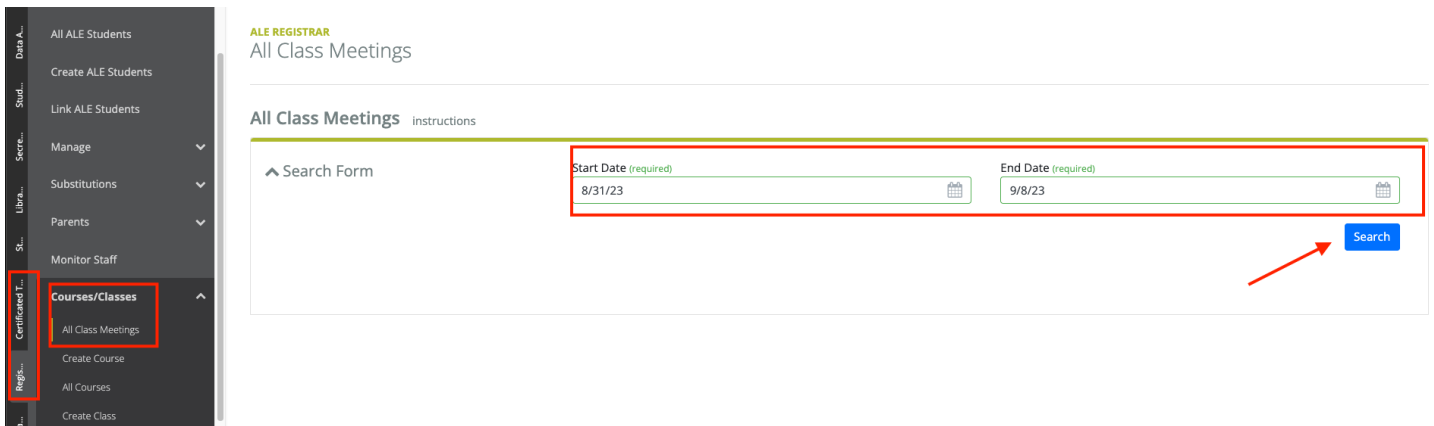
**Row Actions & Options**

- Manage Instruction
- Manage Attendance
- Record Instructional Contact
- Delete Meeting
- Cancel Meeting

## Restore Canceled Class Meetings (back to [Quick Links](#))

You can restore one or more canceled class meetings via the **Certificated Teacher** or **Registrar Roles** under the **Courses/Classes** in the left navigation menu and choose **All Class Meetings**.

Enter a date range or filter for a specific day. Enter the **Start and End Dates** and click **Search**.



When the page reloads, scroll the table to the right until you see the **Canceled** column. Click on the filter icon for the **Canceled** column, uncheck 'No', and check 'Yes' to display all of the canceled classes for the selected date range.

**All Class Meetings** instructions

^ Search Form

^ Results

All ALE Class Meetings For Teacher (25 records) Filtered Ordered

es	Certificated Teacher	Certificated Teacher	Support Staff Notes	Class Meeting	Cancelled
<input type="checkbox"/>	Tammy Jacobsen*	*_	*_		
<input checked="" type="checkbox"/>	Tammy Jacobsen*				
<input checked="" type="checkbox"/>	Tammy Jacobsen*				
<input checked="" type="checkbox"/>	Tammy Jacobsen*				
<input checked="" type="checkbox"/>	Tammy Jacobsen*				
<input checked="" type="checkbox"/>	Tammy Jacobsen*				
<input checked="" type="checkbox"/>	Tammy Jacobsen*				
<input checked="" type="checkbox"/>	Tammy Jacobsen*				
<input checked="" type="checkbox"/>	Tammy Jacobsen*				
<input checked="" type="checkbox"/>	Tammy Jacobsen*				

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Once the canceled classes are surfacing in the table, you may either use the **Row Action Gear** or **Select Row Actions** button to restore the canceled classes.

**Row Action Gear:** Click on the Row Action Gear for the class you wish to restore and select **Uncancel Meeting**. The class will disappear from the table because you are only surfacing 'canceled' classes. Change the **Cancelled** column filter to 'No' to see the restored class.

All ALE Class Meetings For Teacher (25 records) Filtered Ordered

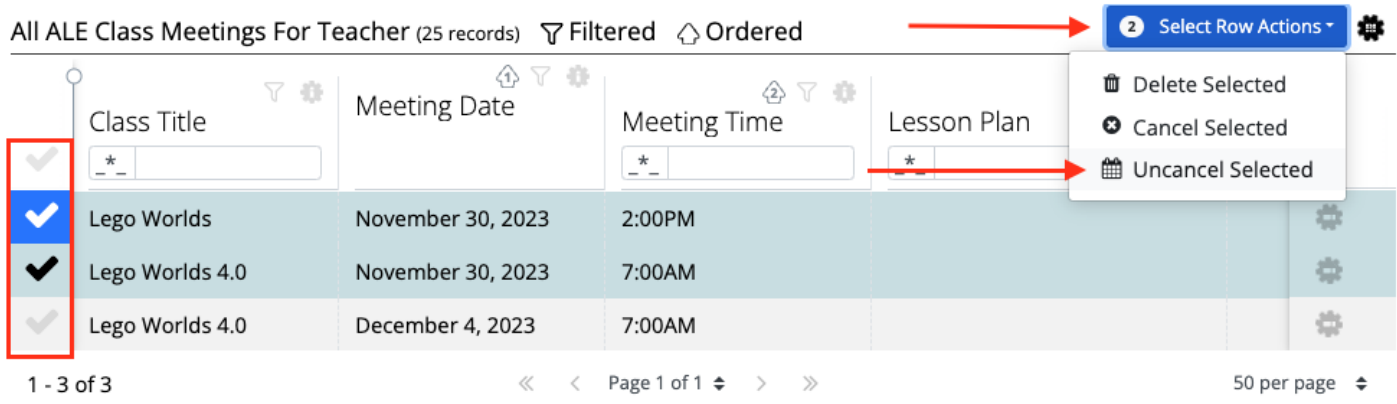
Class Title	Meeting Date	Meeting Time	Lesson Plan	Star
<input type="checkbox"/>	*_	*_	*_	*_
<input checked="" type="checkbox"/>	Lego Worlds	November 30, 2023	2:00PM	
<input checked="" type="checkbox"/>	Lego Worlds 4.0	November 30, 2023	7:00AM	
<input checked="" type="checkbox"/>	Lego Worlds 4.0	December 4, 2023	7:00AM	

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**Row Actions & Options**

- Manage Instruction
- Manage Attendance
- Record Instructional Contact
- Delete Meeting
- Cancel Meeting
- Uncancel Meeting

**Select Row Actions:** Click on the checkmarks on the left to select one or more class meetings to restore, click on the **Select Row Actions** button, and select **Uncancel Selected**. The class(es) will disappear from the table because you are only surfacing 'canceled' classes. Change the **Canceled** column filter to **No** to see the restored class.



All ALE Class Meetings For Teacher (25 records) Filtered Ordered

Class Title	Meeting Date	Meeting Time	Lesson Plan
<input checked="" type="checkbox"/> Lego Worlds	November 30, 2023	2:00PM	
<input checked="" type="checkbox"/> Lego Worlds 4.0	November 30, 2023	7:00AM	
<input type="checkbox"/> Lego Worlds 4.0	December 4, 2023	7:00AM	

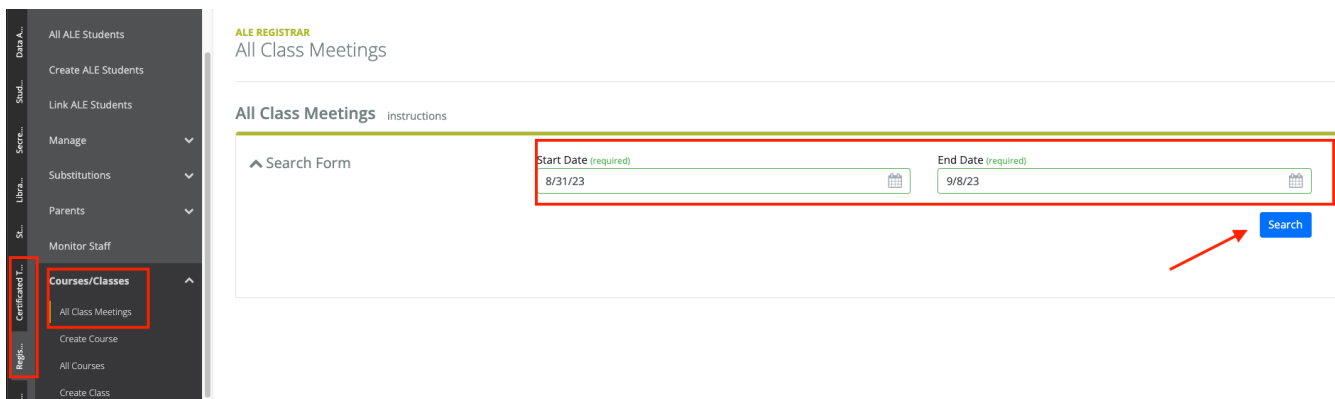
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## Delete Class Meetings (back to [Quick Links](#))

One or more Class Meetings can be selected and **deleted** to accommodate changes in schedules, early release days, teacher absences, etc. **Deleted class meetings cannot be restored.**

This function can be completed via the **Certificated Teacher** or **Registrar Roles** under the **Courses/Classes** in the left navigation menu and choose **All Class Meetings**.

Enter a date range or filter for a specific day. Enter the **Start and End Dates** and click **Search**.



ALE REGISTRAR  
All Class Meetings

All Class Meetings instructions

Search Form

Start Date (required) 8/31/23 End Date (required) 9/8/23

Search

When performing this action via the **Certificated Teacher** role, the resulting list is filtered to the logged-in user. Note: If I remove the filter in the **Certificated Teacher** column, all classes for any teacher will be returned. There are no filters to clear when taking this action via the **Registrar** role.

**ALE TEACHER**  
 All Class Meetings

**Search Form**

**Results**

All ALE Class Meetings For Teacher (422 records) Ordered

	Lesson Plan	Standards	Learning Activities	Certificated Teacher
<input type="checkbox"/>				
<input checked="" type="checkbox"/>	Students are working indepen...		Students are w	
<input checked="" type="checkbox"/>	Students will be able to increa...		Students will p	
<input checked="" type="checkbox"/>	Students will evaluate the cau...		Group Discussi	
<input checked="" type="checkbox"/>	Students work on various ho...		Students will b	

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**Column Filter** ✕  
 Certificated Teacher [clear](#)

Use the available columns to filter or remove all class meetings from the system. Use the check box at the top of the list to select all. Click Select Row Actions and choose Cancel Selected or Delete Selected.

**ALE REGISTRAR**  
 All Class Meetings

**Results**

All ALE Class Meetings For Registrar (26 records) Filtered Ordered

	Class Title	Meeting Date	Meeting Time	Lesson Plan
<input type="checkbox"/>	*_			*_
<input checked="" type="checkbox"/>	Ceramics 2	August 31, 2023	(P. 1) 8:55AM	
<input checked="" type="checkbox"/>	Lego Worlds	August 31, 2023	3:00PM	

**Select Row Actions** ✕  
 Delete Selected  
 Cancel Selected  
 Uncancel Selected

If you select **Delete Selected**, you will get a warning box to ensure this is the intended result.

**\*Please note that this procedure is irreversible, and once deleted, Class Meetings cannot be added back in.**

### Confirm Delete

You are about to delete the Selected Class Meetings. This procedure is irreversible.

Do you want to proceed?

[Yes, Delete](#)

You can also click on the **Row Action Gear** for any class in the table to **Delete** a single class.

### All Class Meetings Instructions

Search Form

#### Results

All ALE Class Meetings For Teacher (25 records) Filtered Ordered

Class Title	Meeting Date	Meeting Time	Lesson Plan	Star	
[-]		[-]	[-]	[-]	
✓ Lego Worlds	November 30, 2023	2:00PM			⚙️
✓ Lego Worlds	December 5, 2023	2:00PM			⚙️
✓ Lego Worlds 4.0	December 5, 2023	7:00AM			
✓ Lego Worlds 4.0	December 6, 2023	7:00AM			
✓ Lego Worlds	December 7, 2023	2:00PM			
✓ Lego Worlds 4.0	December 7, 2023	7:00AM			

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**Row Actions & Options**

- Manage Instruction
- Manage Attendance
- Record Instructional Contact
- Delete Meeting
- Cancel Meeting