

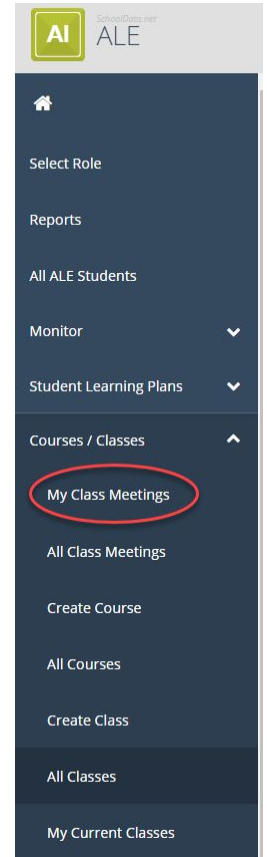


## ALE Application: Editing a Class Schedule

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.

This can currently be done while logged in on the Certificated Teacher role under “Courses/Classes” then “My Class Meetings.”

Use the filters to find the class meeting(s) you would like to remove from the schedule and using the row action gear at the far right for the selected class, choose “Delete Meeting.”



The screenshot shows the 'My Class Meetings' table in the ALE application. The table has columns for Class Title, Meeting Date, Meeting Time, Lesson Plan, Standards, Learning Activities, Certificated Teacher, and Certificate. The first row is highlighted, and a red box highlights the 'Delete Meeting' option in the row actions menu.

Class Title	Meeting Date	Meeting Time	Lesson Plan	Standards	Learning Activities	Certificated Teacher	Certificate	Row Actions & Options
Intro to Baking	November 27, 2019	(P. 1) 9:00AM						Manage Instruction Manage Attendance Record Instructional Contact Delete Meeting
Jr. Choir	November 27, 2019	(P. 1) 9:00AM						
Tiny Museum	November 27, 2019	(P. 1) 9:00AM						
Pre-Al and Algebra H...	November 27, 2019	(P. 1) 9:00AM						
Barista	November 27, 2019	(P. 2) 10:00AM						
Choir	November 27, 2019	(P. 2) 10:00AM						
Your World is Tiny	November 27, 2019	(P. 2) 10:00AM						
ACT/SAT Math Prep	November 27, 2019	(P. 2) 10:00AM						
Barista as a Business	November 27, 2019	(P. 3) 11:30AM						
Weaving 3-5	November 27, 2019	(P. 3) 11:30AM						
Geometry and Algebr...	November 27, 2019	(P. 3) 11:30AM						
Guitar and Song Writl...	November 27, 2019	(P. 3) 11:30AM						
Advanced Baking	November 27, 2019	(P. 4) 12:30PM						
Weaving 6-12	November 27, 2019	(P. 4) 12:30PM						

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