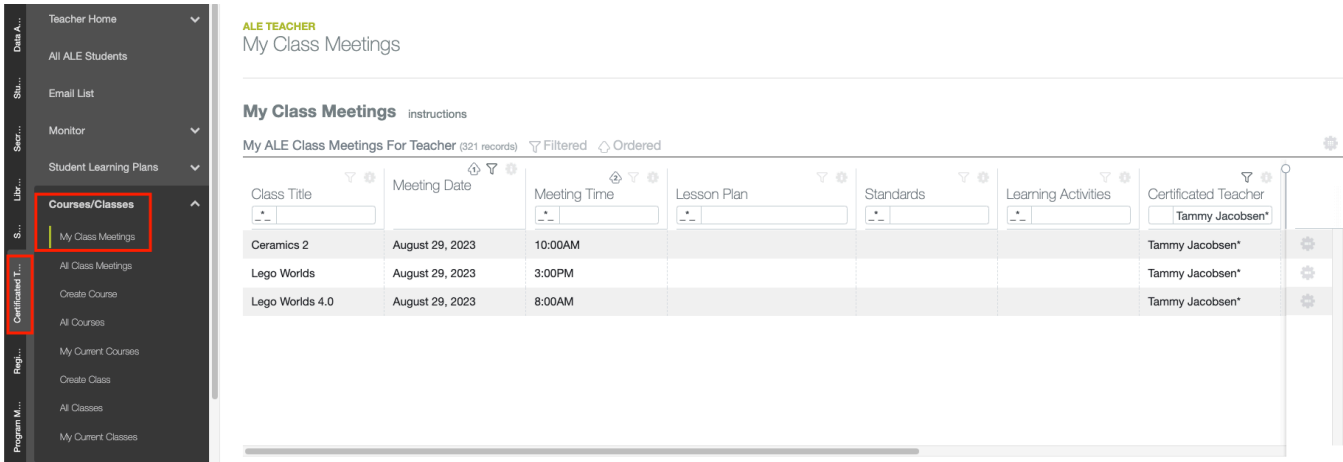


ALE Editing a Single Class Schedule V2

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



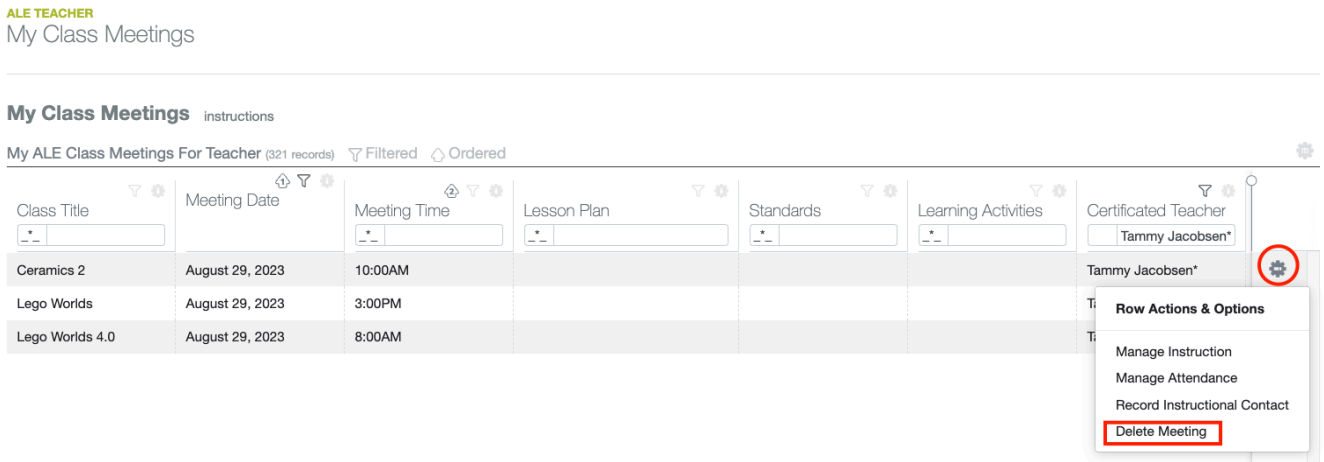
ALE TEACHER
My Class Meetings

My Class Meetings instructions

My ALE Class Meetings For Teacher (321 records) Filtered Ordered

Class Title	Meeting Date	Meeting Time	Lesson Plan	Standards	Learning Activities	Certificated Teacher
Ceramics 2	August 29, 2023	10:00AM				Tammy Jacobsen*
Lego Worlds	August 29, 2023	3:00PM				Tammy Jacobsen*
Lego Worlds 4.0	August 29, 2023	8:00AM				Tammy Jacobsen*

1. This can currently be done while logged in as a **Certificated Teacher**, under **Courses/Classes** in the left navigation menu, then selecting **My Class Meetings**.
2. 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**.



ALE TEACHER
My Class Meetings

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Row Actions & Options

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

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