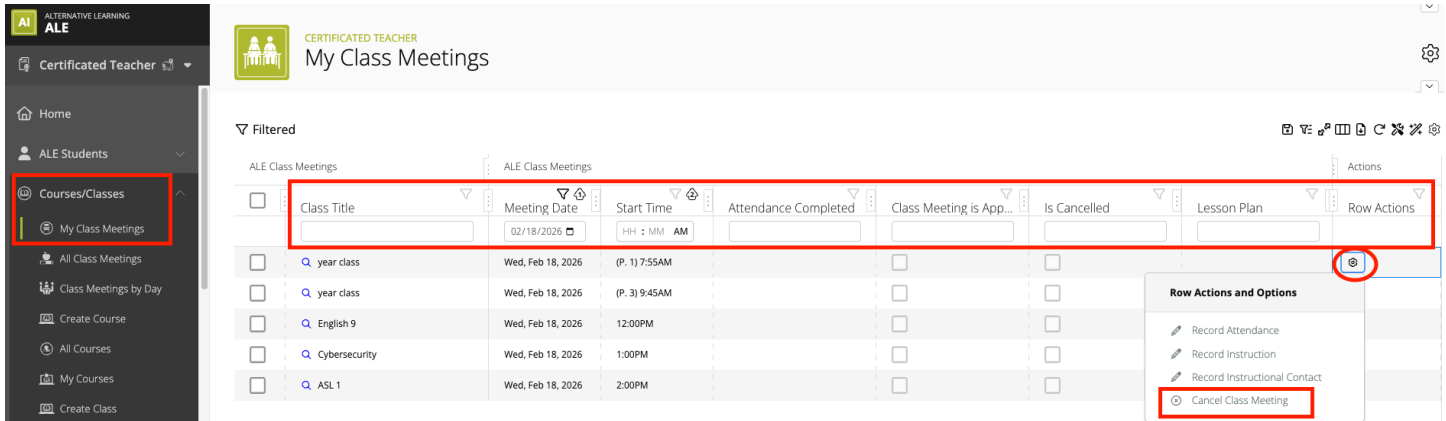


ALE Editing a Single Class Schedule (Connect)

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.



The screenshot displays the 'My Class Meetings' page for a 'CERTIFICATED TEACHER'. The left sidebar shows the navigation menu with 'Courses/Classes' and 'My Class Meetings' selected. The main content area shows a table of class meetings with the following columns: Class Title, Meeting Date, Start Time, Attendance Completed, Class Meeting is App..., Is Cancelled, Lesson Plan, and Row Actions. A red box highlights the table headers. A 'Row Actions and Options' menu is open for the first row, with 'Cancel Class Meeting' highlighted.

Class Title	Meeting Date	Start Time	Attendance Completed	Class Meeting is App...	Is Cancelled	Lesson Plan	Row Actions
year class	Wed, Feb 18, 2026	(P. 1) 7:55AM					<ul style="list-style-type: none"> Record Attendance Record Instruction Record Instructional Contact Cancel Class Meeting
year class	Wed, Feb 18, 2026	(P. 3) 9:45AM					
English 9	Wed, Feb 18, 2026	12:00PM					
Cybersecurity	Wed, Feb 18, 2026	1:00PM					
ASL 1	Wed, Feb 18, 2026	2:00PM					

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 "**Cancel Class Meeting**". This will cancel the class meeting and can be reversed.