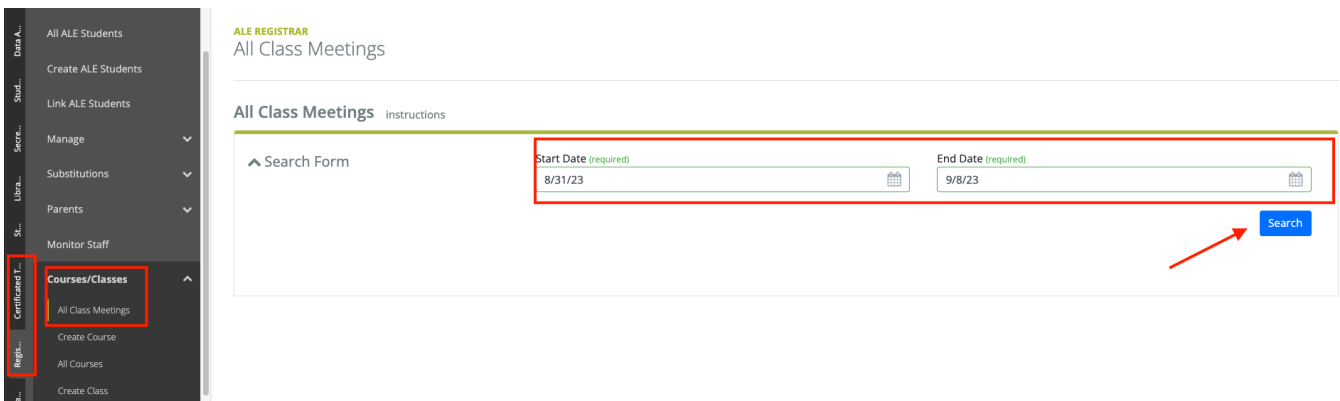


ALE Cancel or Delete Class Meetings V2

Cancel Class Meetings

One or more Class Meetings can be selected and **canceled** to accommodate schedule changes, early-release days, teacher absences, and similar situations.

1. 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** .
2. 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

3. When performing this action via the **Certificated Teacher** role, the resulting list is filtered to the logged-in user. If you 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	Class
✓	Students are working indepen...		Students are w	Certificated Teacher	AI
✓	Students will be able to increa...		Students will p		AI
✓	Students will evaluate the cau...		Group Discussi		AI
✓	Students work on various ho...		Students will b		Cl

1 - 50 of 422

Page 1 of 9

Column Filter
Certificated Teacher clear

4. Use the available column **filters** to adjust further the list of classes displayed.

- Click one or more **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 to the right and choose **Cancel Selected**.

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
✓ [Filter]			
✓ 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	

Select Row Actions (gear icon)

- Delete Selected
- Cancel Selected
- Uncancel Selected

- When you select **Cancel Selected**, a pop-up modal appears to enter and save a **Cancellation Reason**.
- Alternatively, click the **Row Action Gear** and select **Cancel Class** 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	Star
✓ [Filter]				
✓ 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 (gear icon)

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

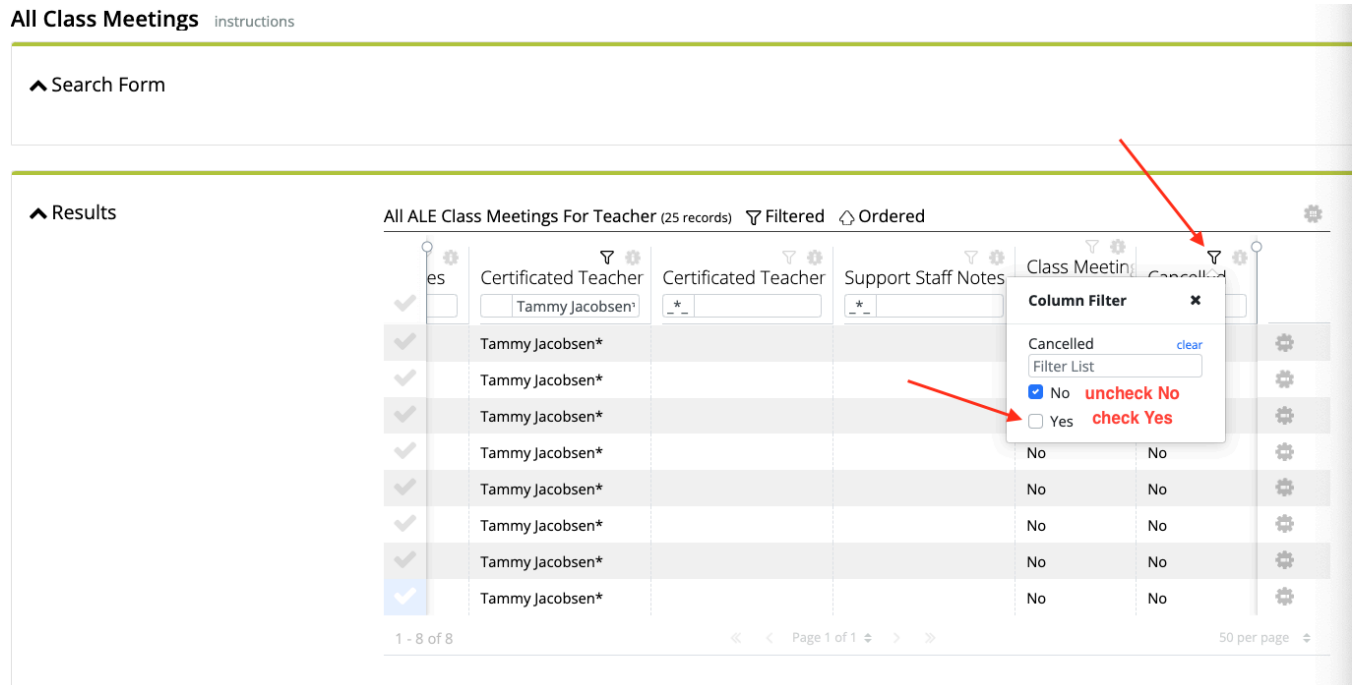
Restore Canceled Class Meetings

- 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**.

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



4. 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.



5. Once the canceled classes are surfacing in the table, you may either use the **Row Action Gear > Uncancel Meeting** or the **Select Row Actions button > Uncancel Selected** to restore the canceled classes.
6. The class 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	Star
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		

1 - 3 of 3 Page 1 of 1

Row Actions & Options

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

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

Select Row Actions

- Delete Selected
- Cancel Selected
- Uncancel Selected

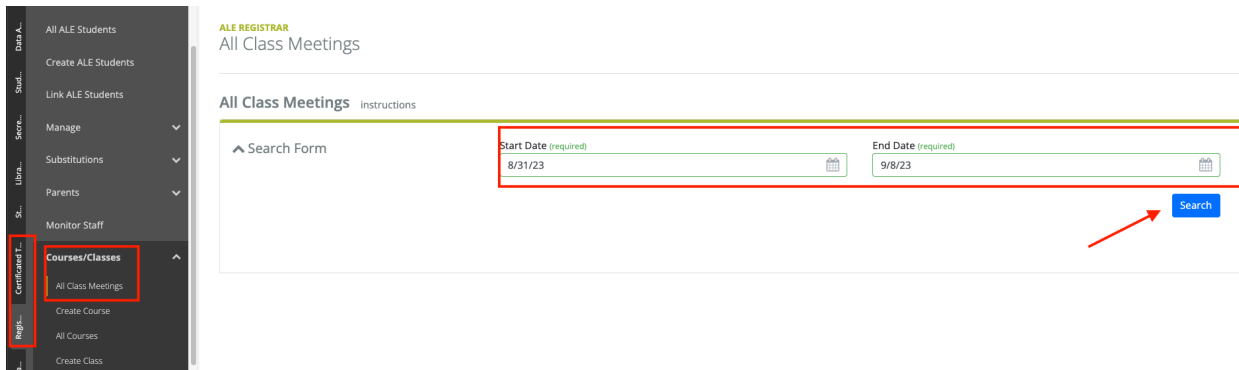
1 - 3 of 3 Page 1 of 1 50 per page

Delete Class Meetings

- One or more Class Meetings can be selected and **deleted** to accommodate schedule changes, early-release days, teacher absences, etc.

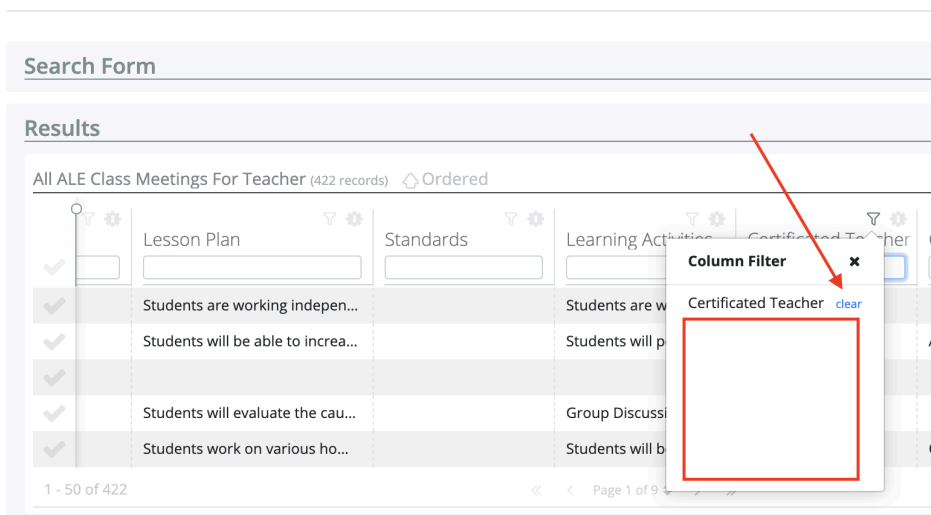
Deleted class meetings cannot be restored.

- 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**.



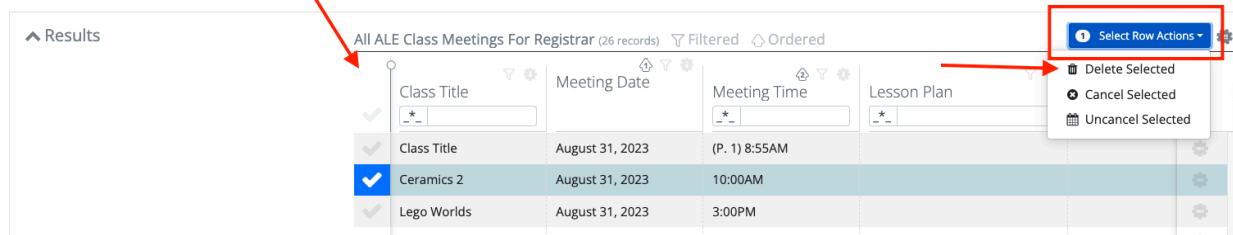
- When performing this action via the **Certificated Teacher** role, the resulting list is filtered to the logged-in user. If you remove the filter in the **Certificated Teacher** column, all classes for any teacher will be returned. There are no filters to clear when taking this action via the **Registrar**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

ALE TEACHER
All Class Meetings



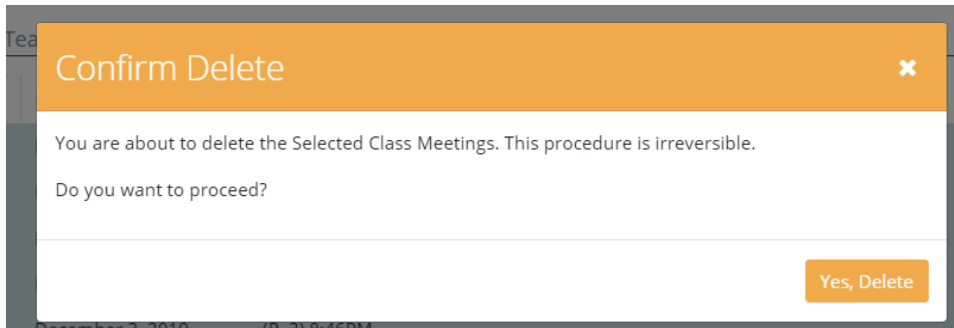
- Use the available columns to filter or remove all class meetings from the system.
- Click one or more check marks or select the check mark at the top of the list to select all.
- Click **Select Row Actions** and choose **Cancel Selected** or **Delete Selected**.

ALE REGISTRAR
All Class Meetings



8. If you select **Delete Selected**, you will see a warning box to confirm this is the intended action.

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



9. Alternatively, 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	Start
✓ [*_]		[*_]	[*_]	[*_]
✓ 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		

Row Actions & Options

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

1 - 6 of 6 Page 1 of 1