

ALE Cancel Class Meetings (Connect)

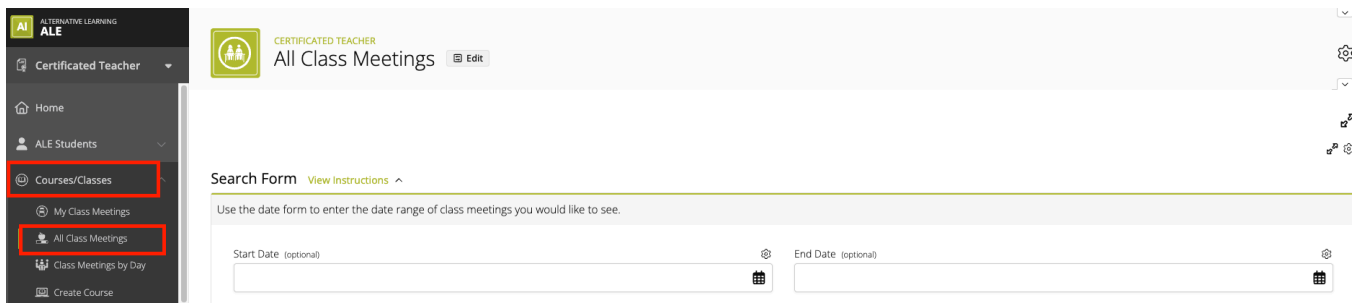
Here, you will learn to cancel or restore class meetings.

Role: Certificated Teacher, Registrar

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.

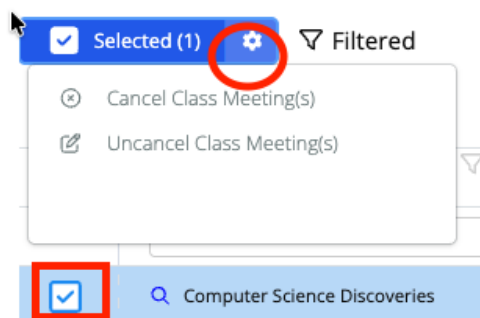
1. Start under **Courses/Classes** in the left navigation menu and choose **All Class Meetings**.
2. Select the date range for the class meetings you would like to see, then click **Save**.



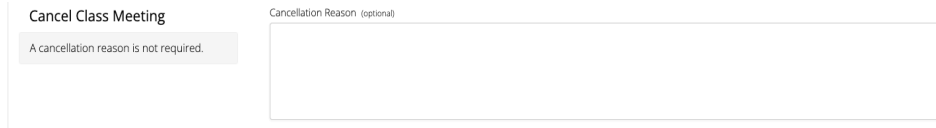
3. Use the **Edit Page Data Settings** button next to the title to select a new date range.



4. Click the **Row Action Gear** to the far right and choose **Cancel Class Meeting**. This will cancel the class meeting and can be reversed.
5. To manage multiple selections, select the **checkboxes** to the left of one or more class titles or choose the checkbox at the top to select all.
6. Click the **Selected Gear** at the top of the table and choose **Cancel Class Meeting(s)**.

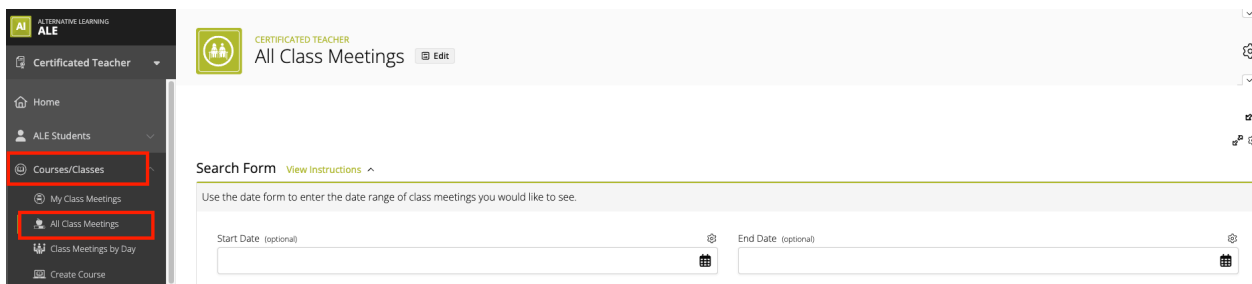


7. A window will appear to enter the **Cancellation Reason**. Fill in the reason, then click **Save**.



Restore Canceled Class Meetings

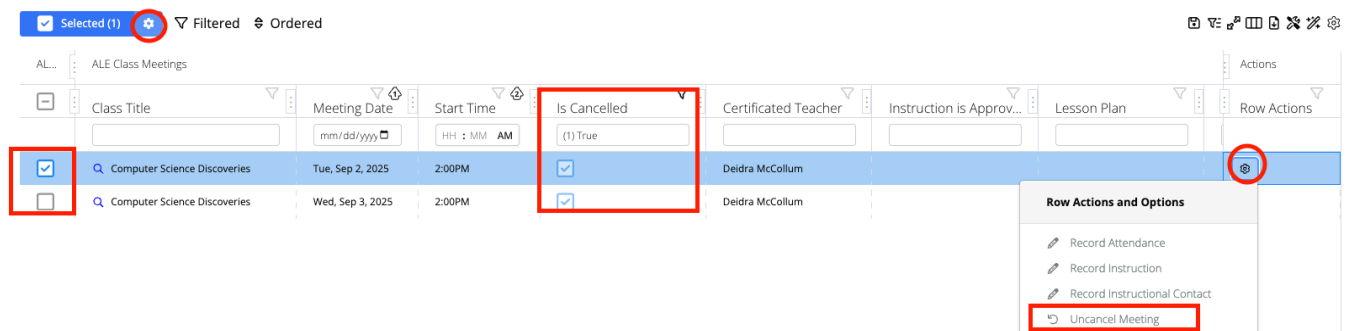
1. Start under **Courses/Classes** in the left navigation menu and choose **All Class Meetings**.
2. Select the date range for the class meetings you would like to see, then click **Save**.



3. Use the **Edit Page Data Settings** button next to the title to select a new date range.

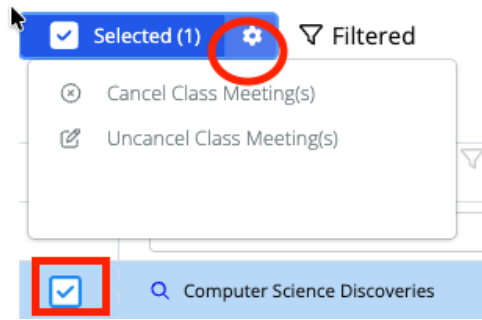


4. In the **Is Cancelled** column, click the search box and click the **checkbox** for **True**. This will filter the data table to classes that have been canceled.
5. Click the **Row Action Gear** to the far right and choose **Uncancel Meeting**.



Class Title	Meeting Date	Start Time	Is Cancelled	Certificated Teacher	Instruction is Approv...	Lesson Plan	Row Actions
Computer Science Discoveries	Tue, Sep 2, 2025	2:00PM	<input checked="" type="checkbox"/>	Deidra McCollum			<ul style="list-style-type: none"> Record Attendance Record Instruction Record Instructional Contact Uncancel Meeting
Computer Science Discoveries	Wed, Sep 3, 2025	2:00PM	<input checked="" type="checkbox"/>	Deidra McCollum			

6. To manage multiple selections, select the **checkboxes** to the left of one or more class titles or choose the checkbox at the top to select all.
7. Click the **Selected Gear** at the top of the table and choose **Uncancel Class Meeting(s)**



The screenshot shows a user interface element with a blue header bar containing a checkmark icon, the text "Selected (1)", a gear icon circled in red, and the text "Filtered". Below the header is a white dropdown menu with two options: "Cancel Class Meeting(s)" with a circular 'x' icon and "Uncancel Class Meeting(s)" with a pencil icon. Below the dropdown is a blue bar with a checkmark icon circled in red and the text "Computer Science Discoveries".