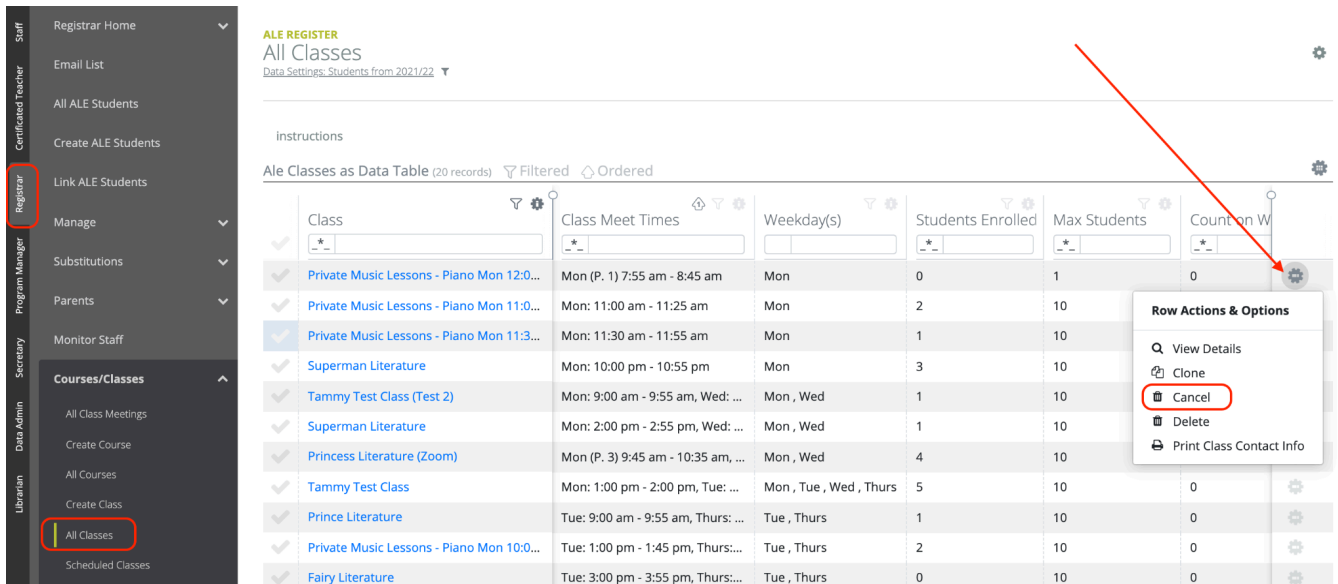


ALE Registrar: Canceling vs. Deleting a Class V2

Before a scheduled class starts, and if students have not been enrolled, it can be fully removed from the system and **Deleted**. Once the start date for a class has passed or students have been enrolled, the class can no longer be deleted; it must be canceled. To **cancel** a class, the corresponding Attendance, Weekly Contact, and/or Monthly Progress records must all be removed. This can only be done from the **Registrar Role**. Once the class is canceled, it will be **hidden** from the **All Classes** menus by default, will not appear in Attendance or My Classes for teachers, and will no longer appear in Registration on Student Schedules.

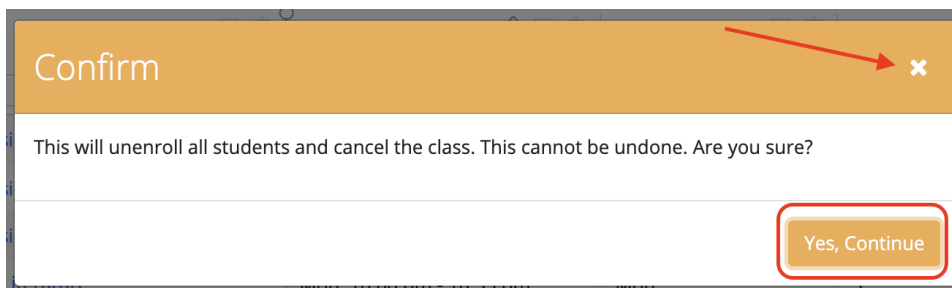
1. To cancel a class, open the **Courses/Classes** drop-down in the **Registrar Role** in the left-hand navigation menu, then select **All Classes**. Select **Cancel** using the **Row Actions & Options** gear associated with the class.



The screenshot shows the ALE Registrar interface. On the left, the navigation menu is open to 'Courses/Classes', with 'All Classes' selected and highlighted by a red box. The main area displays a table of classes. A red arrow points to the gear icon for a class row, which has opened a 'Row Actions & Options' menu. In this menu, the 'Cancel' option is highlighted with a red box.

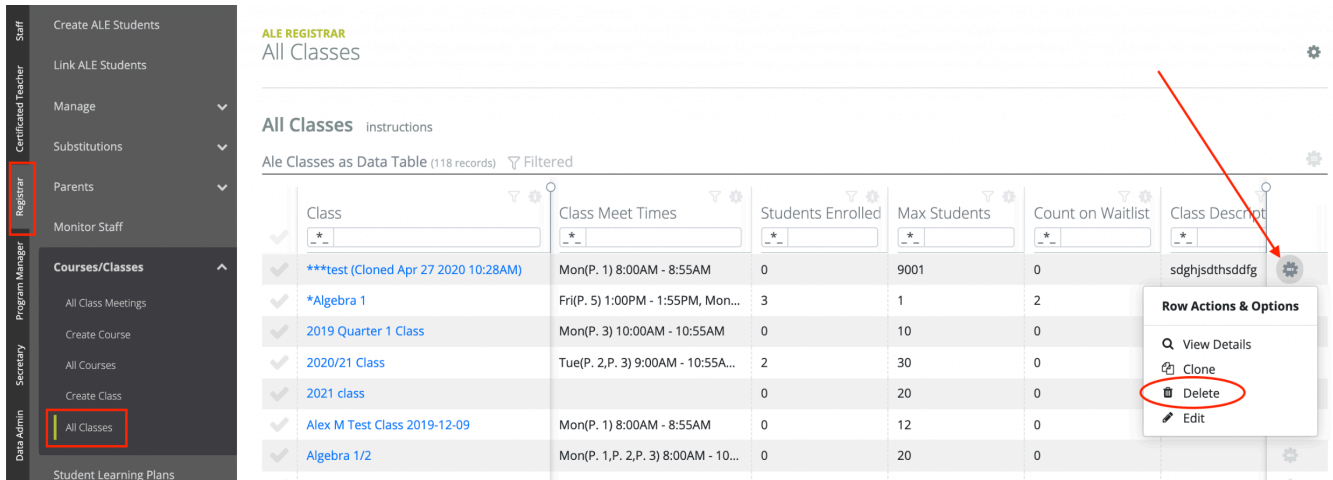
Class	Class Meet Times	Weekday(s)	Students Enrolled	Max Students	Count on W
Private Music Lessons - Piano Mon 12:00...	Mon (P. 1) 7:55 am - 8:45 am	Mon	0	1	0
Private Music Lessons - Piano Mon 11:00...	Mon: 11:00 am - 11:25 am	Mon	2	10	
Private Music Lessons - Piano Mon 11:30...	Mon: 11:30 am - 11:55 am	Mon	1	10	
Superman Literature	Mon: 10:00 pm - 10:55 pm	Mon	3	10	
Tammy Test Class (Test 2)	Mon: 9:00 am - 9:55 am, Wed: ...	Mon , Wed	1	10	
Superman Literature	Mon: 2:00 pm - 2:55 pm, Wed: ...	Mon , Wed	1	10	
Princess Literature (Zoom)	Mon (P. 3) 9:45 am - 10:35 am, ...	Mon , Wed	4	10	
Tammy Test Class	Mon: 1:00 pm - 2:00 pm, Tue: ...	Mon , Tue , Wed , Thurs	5	10	0
Prince Literature	Tue: 9:00 am - 9:55 am, Thurs: ...	Tue , Thurs	1	10	0
Private Music Lessons - Piano Mon 10:00...	Tue: 1:00 pm - 1:45 pm, Thurs:...	Tue , Thurs	2	10	0
Fairy Literature	Tue: 3:00 pm - 3:55 pm, Thurs:...	Tue , Thurs	0	10	0

2. A warning will appear to confirm that this will **unenroll students** and **cancel the class**. Click **Yes, Continue** to confirm this action, or click "x" to go back to the previous table.



The screenshot shows a 'Confirm' dialog box with an orange header. The text inside reads: "This will unenroll all students and cancel the class. This cannot be undone. Are you sure?". In the top right corner, there is a red 'x' button. At the bottom right, there is a button labeled "Yes, Continue", which is highlighted with a red box.

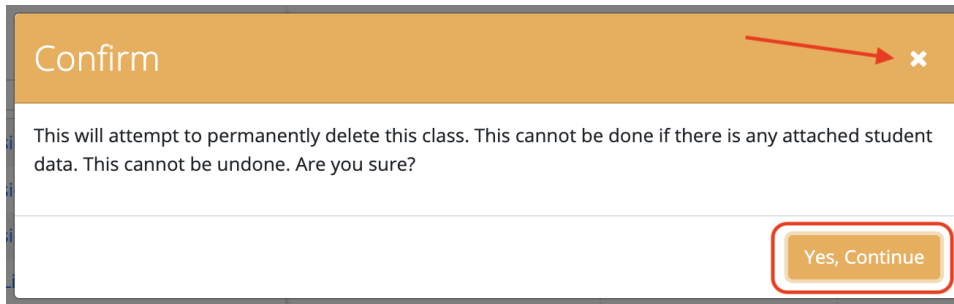
3. To **Delete** a class, use the **Row Actions & Options** gear associated with the class and select **Delete**.



The screenshot shows the 'All Classes' page in the ALE Registrar system. A table lists various classes with columns for Class, Class Meet Times, Students Enrolled, Max Students, Count on Waitlist, and Class Description. A red arrow points to the gear icon in the rightmost column of the first row. A dropdown menu titled 'Row Actions & Options' is open, showing 'View Details', 'Clone', 'Delete' (circled in red), and 'Edit'.

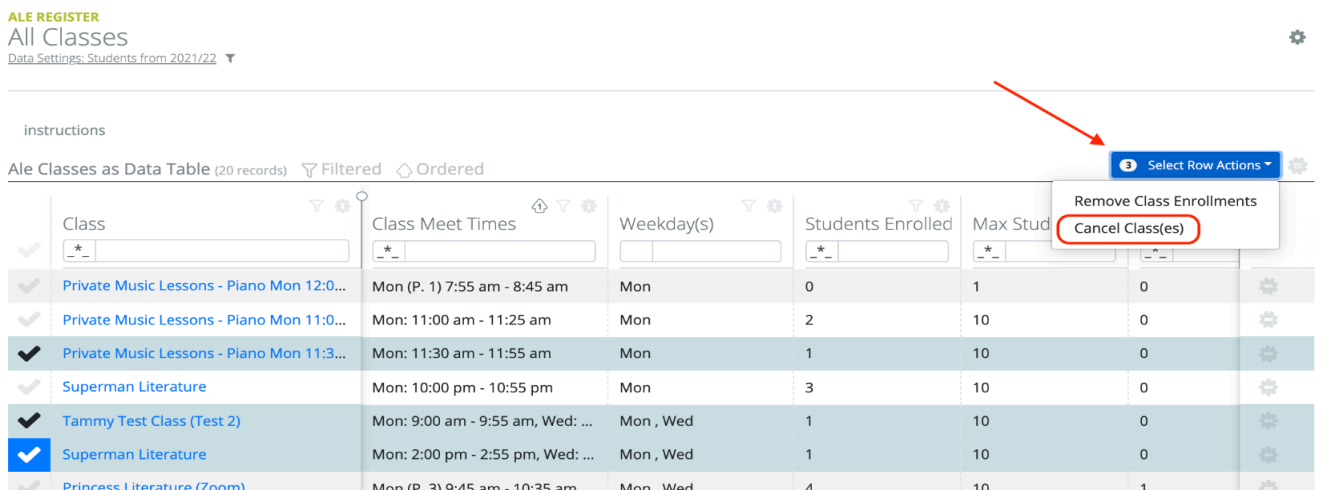
Class	Class Meet Times	Students Enrolled	Max Students	Count on Waitlist	Class Description
***test (Cloned Apr 27 2020 10:28AM)	Mon(P, 1) 8:00AM - 8:55AM	0	9001	0	sdghjsdthsdfig
*Algebra 1	Fri(P, 5) 1:00PM - 1:55PM, Mon...	3	1	2	
2019 Quarter 1 Class	Mon(P, 3) 10:00AM - 10:55AM	0	10	0	
2020/21 Class	Tue(P, 2,P, 3) 9:00AM - 10:55A...	2	30	0	
2021 class		0	20	0	
Alex M Test Class 2019-12-09	Mon(P, 1) 8:00AM - 8:55AM	0	12	0	
Algebra 1/2	Mon(P, 1,P, 2,P, 3) 8:00AM - 10...	0	20	0	

- A warning will appear confirming that this will permanently delete the class, but this will not occur if there is attached student data. Click **Yes, Continue** to confirm this action, or click "x" to go back to the previous table.



The screenshot shows a 'Confirm' dialog box with a title bar and a close button (X). The main text reads: 'This will attempt to permanently delete this class. This cannot be done if there is any attached student data. This cannot be undone. Are you sure?'. At the bottom right, there is a button labeled 'Yes, Continue' which is circled in red.

- Multiple classes can also be canceled or removed simultaneously by using the **checkboxes** on the left to choose one or more classes. Use the **Select Row Actions** button at the top right to click **Cancel Class(es)**.



The screenshot shows the 'All Classes' page with a table of classes. The table has columns for Class, Class Meet Times, Weekday(s), Students Enrolled, and Max Stud. Several rows have checkboxes in the leftmost column, some of which are checked. A red arrow points to the 'Select Row Actions' button at the top right. A dropdown menu is open, showing 'Remove Class Enrollments' and 'Cancel Class(es)' (circled in red).

Class	Class Meet Times	Weekday(s)	Students Enrolled	Max Stud
Private Music Lessons - Piano Mon 12:0...	Mon (P, 1) 7:55 am - 8:45 am	Mon	0	1
Private Music Lessons - Piano Mon 11:0...	Mon: 11:00 am - 11:25 am	Mon	2	10
<input checked="" type="checkbox"/> Private Music Lessons - Piano Mon 11:3...	Mon: 11:30 am - 11:55 am	Mon	1	10
<input checked="" type="checkbox"/> Superman Literature	Mon: 10:00 pm - 10:55 pm	Mon	3	10
<input checked="" type="checkbox"/> Tammy Test Class (Test 2)	Mon: 9:00 am - 9:55 am, Wed: ...	Mon, Wed	1	10
<input checked="" type="checkbox"/> Superman Literature	Mon: 2:00 pm - 2:55 pm, Wed: ...	Mon, Wed	1	10
Princess Literature (Zoom)	Mon (P, 3) 9:45 am - 10:35 am	Mon, Wed	4	10