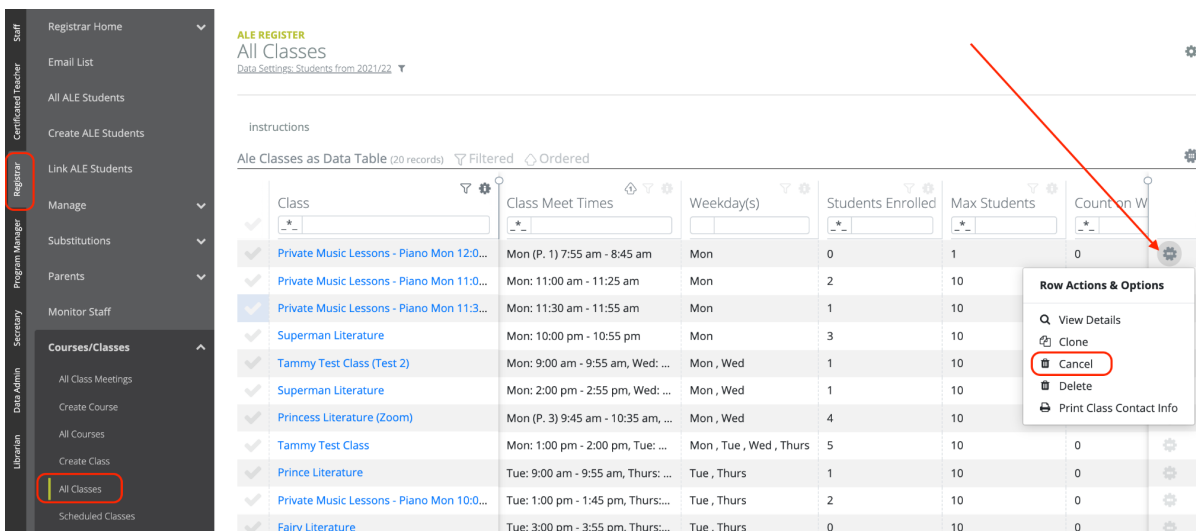


## ALE Application: Canceling vs. Deleting a Class

Prior to the start date of a scheduled class, 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. In order to cancel a class, the corresponding attendance, weekly contact, and/or monthly progress records all must 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, not show for attendance or “my classes” for teachers, and no longer appear for registration on student schedules.

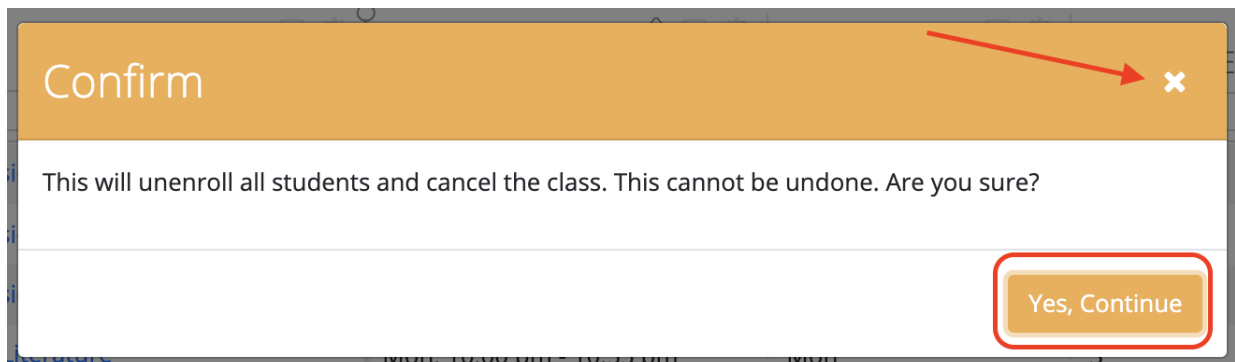
To cancel a class, in the Registrar role’s left-hand navigation menu, open the “Courses/Classes” dropdown, then select “All Classes.” Using the row action gear associated with the class, select “Cancel.”



The screenshot shows the ALE Registrar interface. On the left, the navigation menu has 'All Classes' highlighted with a red box. The main area displays a table of classes. A red arrow points from the gear icon in the table to the 'Cancel' option in the 'Row Actions & Options' dropdown menu.

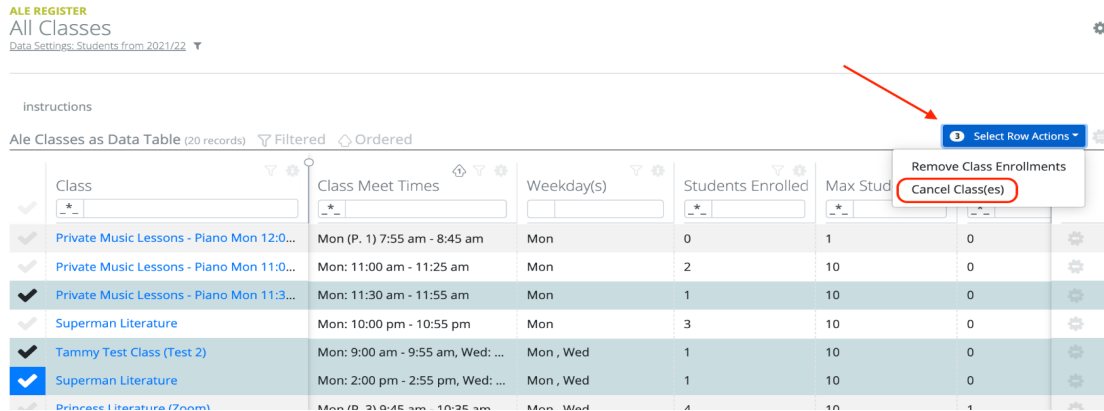
Class	Class Meet Times	Weekday(s)	Students Enrolled	Max Students	Count on W
Private Music Lessons - Piano Mon 12:00...	Mon (P. 1) 7:55 am - 8:45 am	Mon	0	1	0
Private Music Lessons - Piano Mon 11:00...	Mon: 11:00 am - 11:25 am	Mon	2	10	
Private Music Lessons - Piano Mon 11:30...	Mon: 11:30 am - 11:55 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

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



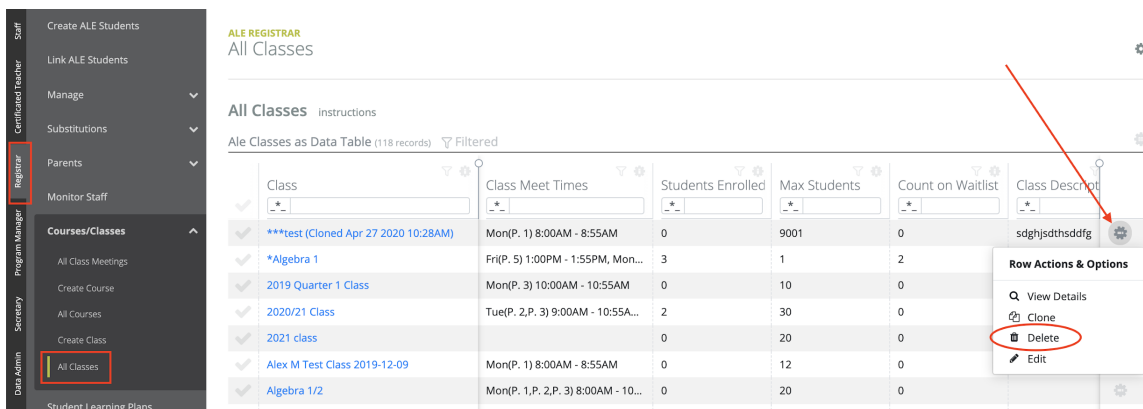
The screenshot shows a confirmation dialog box. The title bar says 'Confirm'. The main text reads: 'This will unenroll all students and cancel the class. This cannot be undone. Are you sure?'. At the bottom right, there is a button labeled 'Yes, Continue'. A red arrow points to the close button 'x'.

Multiple classes can also be canceled at the same time by the registrar on the “All Classes” page. Using the checkboxes at the left, choose one or more classes, and using the selected row actions button at the top right, click “Cancel Class(es).”



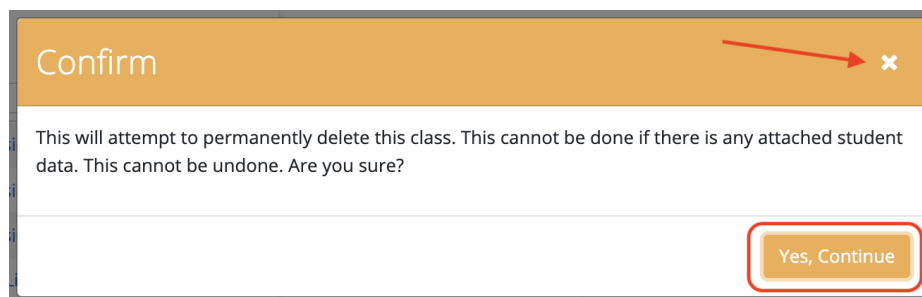
The screenshot shows the 'All Classes' page for an ALE Registrar. A table lists various classes with columns for Class, Class Meet Times, Weekday(s), Students Enrolled, Max Students, and Count on Waitlist. Several rows are selected with checkboxes. A 'Select Row Actions' dropdown menu is open, showing 'Remove Class Enrollments' and 'Cancel Class(es)' (highlighted with a red circle). A red arrow points to the 'Cancel Class(es)' option.

To Delete a class, in the Registrar role’s left-hand navigation menu, open the “Courses/Classes” dropdown, then select “All Classes.” Using the row action gear associated with the class, select “Delete.”



The screenshot shows the 'All Classes' page with the left-hand navigation menu open. The 'All Classes' option is selected. The table shows a list of classes. A row action gear icon is clicked, opening a 'Row Actions & Options' menu. The 'Delete' option is highlighted with a red circle. A red arrow points to the 'Delete' option.

A warning will appear to confirm that this will permanently delete the class but will not be done if there is attached student data. Click “Yes, Continue” to confirm this action, or simply click the “x” to go back to the previous table.



The screenshot shows a 'Confirm' dialog box. The text inside 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?". There is a close button (x) in the top right corner and a 'Yes, Continue' button at the bottom right, which is highlighted with a red circle. A red arrow points to the close button.