

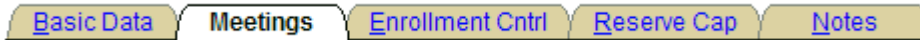
quick tips

DELETE A CLASS


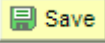

 Combined classes must first be uncombined before deleting.

I. Select the Meetings page in the Schedule of Classes Component


[Home](#) > [Curriculum Management](#) > [Maintain Schedule of Classes](#)



II. Open the Instructor Detail button by clicking on the Detail button once.

- Click on  to delete the row(s) [payroll information].
-  Class Instructor Detail page.
- Close the Class Instructor Detail page 


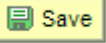
III. Delete the meeting pattern and instructor information

- Click on the  in the upper right corner of the meeting pattern box above the start and end dates.

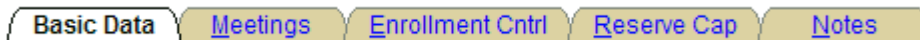



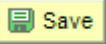
- This will delete both the *meeting pattern* and *instructor* information at the same time.

 **You do not need to delete the instructor data separately!**

- For multiple meeting patterns, click the  once for each pattern until all meeting patterns have been deleted.
- Save your work. 

IV. Select the Basic Data page



- Check the Class Number; is this the class you intend to delete?
- If so, click  on the Basic Data page to delete the class.
- Save your work. 
- The Class Number no longer exists in the database.