quick *tips*
DELETE A CLASS

⚠️ *Combined classes must first be uncombined before deleting. Please refer to Quick Tips.*

I. Select the Meetings panel in the Maintain Schedule of Classes Component

Home > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

`Basic Data` **Meetings** `Enrollment Cntrl` `Reserve Cap` `Notes`

II. Delete room from Facility ID field

- If a room is already assigned, put cursor in "Facility ID" hit the "delete" key (on your keyboard) to delete ONLY the room (facility ID).
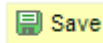
⚠️ *Do not click on the ▬, as this will delete the whole meeting pattern.*

- If there are multiple meeting patterns, delete the "Facility ID" as you did on the first meeting pattern.
- 💾 Save

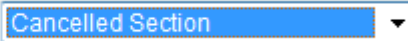## III. Open the Instructor Detail panel on the Meetings panel by clicking on the Detail button once. `Detail`

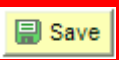`Basic Data` **Meetings** `Enrollment Cntrl` `Reserve Cap` `Notes`

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

IV. Select the Enrollment Cntrl panel

`Basic Data` `Meetings` **Enrollment Cntrl** `Reserve Cap` `Notes`

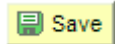- Select "Cancelled Section" on the Class Status field.

  *Class Status: `Cancelled Section` ▼

- 💾 Save

V. Select the Basic Data page

Basic Data `Meetings` `Enrollment Cntrl` `Reserve Cap` `Notes`

- 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. 💾 Save
- The Class Number no longer exists in the database.