Delete / Edit Schedule Templates

1. Point to **Tools** on the menu bar and select**Edit Settings**.

2. Choose **Schedule Templates**from the left side menu.

3. To delete the template, select the blue**trash icon**.

4. To edit the template name, days, or times make the changes by typing in the field.

5. Click on**Save Changes**.

Deleting a template will not cause any students who have been assigned this template to lose their schedules. It simply removes the template from your database.