

Delete / Edit Schedule Templates

Last Modified on 12/12/2018 4:20 pm EST

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**.

Jackrabbit care

Edit Schedule Templates

Return Save Changes Add Template

Type in fields to edit.

9 record(s) found. Print Refresh

Location	Name	Public?		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Delete?
	After School M-F	No	Assign Schedule	2:00pm 6:00pm	2:00pm 6:00pm	2:00pm 6:00pm	2:00pm 6:00pm	2:00pm 6:00pm			
	Enrichment - Mon, Wed Block A	No	Assign Schedule	3:45pm 4:30pm		3:45pm 4:30pm					
	Enrichment - Mon, Wed Block B	Yes	Assign Schedule	3:10pm 3:40pm		3:10pm 3:40pm					
	Enrichment - Tues, Thurs Block A	No	Assign Schedule		3:45pm 4:30pm		3:45pm 4:30pm				
	Enrichment - Tues, Thurs Block B	No	Assign Schedule		3:10pm 3:40pm		3:10pm 3:40pm				



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.