Delete a Schedule - Added in Error

If a schedule needs to be removed entirely, and you do not need a record of the past enrollment, it can be deleted. This can be useful if the schedule was added in error, or if a schedule has an End Date / Drop Date listed and it must be changed to 'blank.'

A user must have the permission 'Delete Drop History' to delete past schedules.

1. From the *Class* record select the **Enroll List** tab.

2. In the *Enroll List* click the **Drop** link for the student being dropped from the class.

3. In the *Drop From Class* window, enter the **Drop Date**. This is the date the student will be dropped from the class.

4. Select a **Drop Reason**.

5. If the student completed the class (versus dropping before they had met all class requirements) select the **Completed Class** checkbox.

6. Optionally add **Notes**.

7. To email the primary instructor details about the drop, select the Email Primary Instructor checkbox. *Note: This assumes the primary instructor is listed under the Instructor tab for the class and has an email address associated with the Staff page.*

8. Click **Drop** to complete.

9. From the *Class* record select the **Drop List** tab. Find the past schedule that

needs deleting.

10. Select the **trash icon** on the far right of the schedule's row.

11. Select **OK**.

Deleting a Schedule is permanent and cannot be reversed. It removes any record that the schedule existed, including in all enrollment reports.