

HOW TO DELETE CLASSES FROM STUDENT TIMETABLES

This document explains how to remove Classes from a student's timetable. This could be required if a student has dropped out of a course or subject or if a mistake has been made with assigning Classes. The document provides instructions on how to work on one student at a time as well as removing a class from a group of students at once.

Remove Classes from a single student's timetable

1. Go to **Student Records** and open up the record for the student whose timetable you want to work with
2. Go to the **Timetable** tab and click **Edit** to get to the following screen:

Select a **Class** on the left to delete, then click the **Delete** button to remove it from this student's timetable.

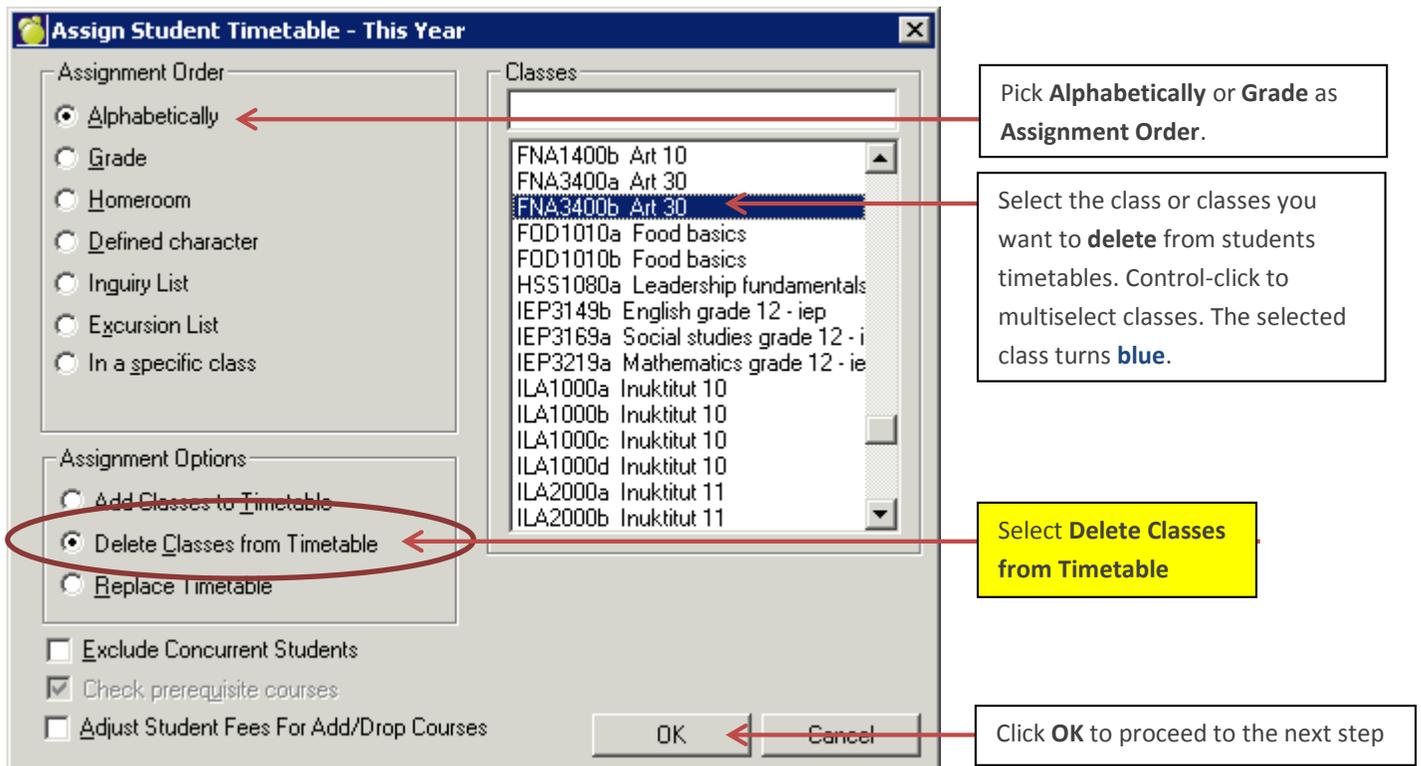
Click **Done** when you are done with all the changes.

4. To delete a Class, click on it on the left, then click on the **Delete** button
5. Once happy with the changes, click **Done**
6. On the **Add/Drop Register** that pops up, you can click on **Done**. The Add/Drop Register tracks when Classes have been dropped or added to a student's timetable and is presented to you mostly for information.

Date	Class	Add/Drop	Semester/Term	Day/Period
09/19/2014	9000HELa	Added	9000HELa	9000HELa
09/19/2014	FDD1010y	Added	FDD1010y	FDD1010y
09/19/2014	9000MATb	Added	9000MATb	9000MATb
09/19/2014	9000SClB	Added	9000SClB	9000SClB
09/19/2014	9000SSTb	Added	9000SSTb	9000SSTb
09/19/2014	9000ELAb	Added	9000ELAb	9000ELAb
09/19/2014	9000DRAb	Added	9000DRAb	9000DRAb
09/19/2014	NCS1411a	Added	NCS1411a	NCS1411a
09/19/2014	9000ILaA	Added	9000ILaA	9000ILaA
11/13/2014	9000ARTb	Added	9000ARTb	9000ARTb
11/13/2014	9000MUSb	Added	9000MUSb	9000MUSb

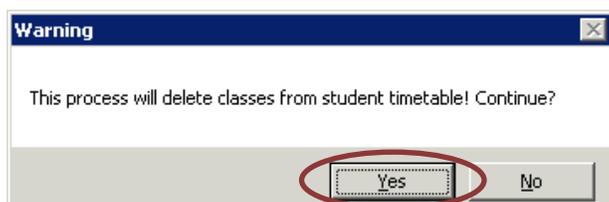
The **Add/Drop Register** will be presented to you. The register shows you dates when Classes were added or dropped. It is for information only although you can make edits. Click **Done** to close it.

1. Go to **Students -> Edit Timetables -> Assign Timetables by Group**. Then follow instructions below.



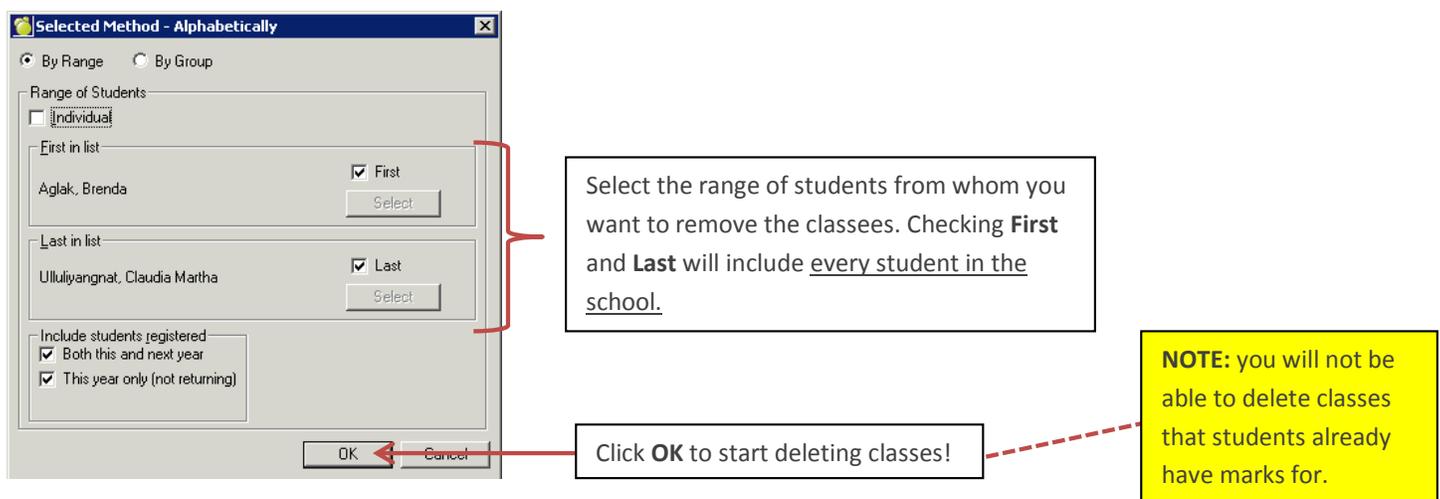
The screenshot shows the 'Assign Student Timetable - This Year' dialog box. On the left, under 'Assignment Order', the 'Alphabetically' radio button is selected. Below it, under 'Assignment Options', the 'Delete Classes from Timetable' radio button is selected and circled in red. At the bottom, the 'OK' button is circled in red. On the right, a list of classes is shown, with 'FNA3400b Art 30' selected and highlighted in blue. Annotations include: 'Pick **Alphabetically** or **Grade** as **Assignment Order**.', 'Select the class or classes you want to **delete** from students timetables. Control-click to multiselect classes. The selected class turns **blue**.', 'Select **Delete Classes from Timetable**', and 'Click **OK** to proceed to the next step'.

2. Next, a warning will remind you that classes will be **deleted/removed** from student timetables. Click **Yes**:



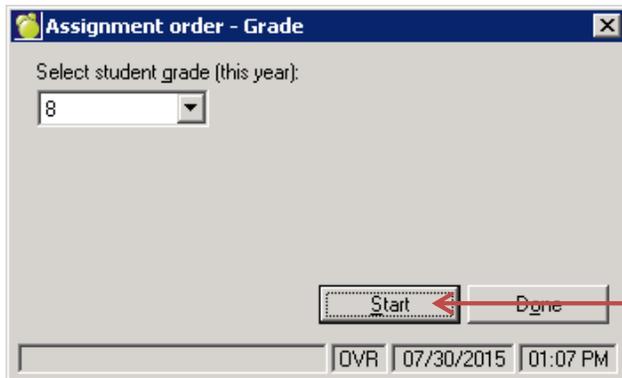
The screenshot shows a 'Warning' dialog box with the text 'This process will delete classes from student timetable! Continue?'. The 'Yes' button is circled in red.

3. If you selected **Alphabetically** as the Assignment Order, pick the range of students affected based on their last names. The settings below will include **every student in the school**.



The screenshot shows the 'Selected Method - Alphabetically' dialog box. Under 'Range of Students', the 'Individual' checkbox is unchecked. The 'First in list' section has 'Aglak, Brenda' selected with the 'First' checkbox checked. The 'Last in list' section has 'Ulluliyangnat, Claudia Martha' selected with the 'Last' checkbox checked. At the bottom, the 'OK' button is circled in red. Annotations include: 'Select the range of students from whom you want to remove the classees. Checking **First** and **Last** will include every student in the school.' and 'Click **OK** to start deleting classes!'. A yellow note box on the right says: '**NOTE:** you will not be able to delete classes that students already have marks for.'

3. If you picked **Grade** as the Assignment Order instead of **Alphabetically**, the previous screen will look like this. Pick the grade from which you want to remove the Class, then click on **Start**:



Click **Start** to start deleting classes!

NOTE: you will not be able to delete classes that students already have marks for.

4. Close all windows and you are done.

*To make sure the timetable changes show up immediately on the connectEd (teacher) side, run Correlate Database: **File -> Maintenance -> Topic-Based Marks -> Correlate Database!***