

Remove a Class from the Student Schedule

You can remove classes from a student's schedule.

Useful Information

When you remove classes from a student's schedule, you also delete their grades and attendance for the class.

▼ To remove a class from a student schedule

1. On the Home screen, click **Students**.
2. Double-click a student's name.
3. Click the **Schedule** tab.
4. Select the class you want to remove.
5. Click **Remove**.
6. Click **Yes > OK**.

▼ To remove all classes from a student's schedule

1. On the Home screen, click **Students**.
2. Double-click a student's name.
3. Click the **Schedule** tab.
4. Click **Add**.
5. Click **Remove All**.
6. Click **Yes > Close > OK**.