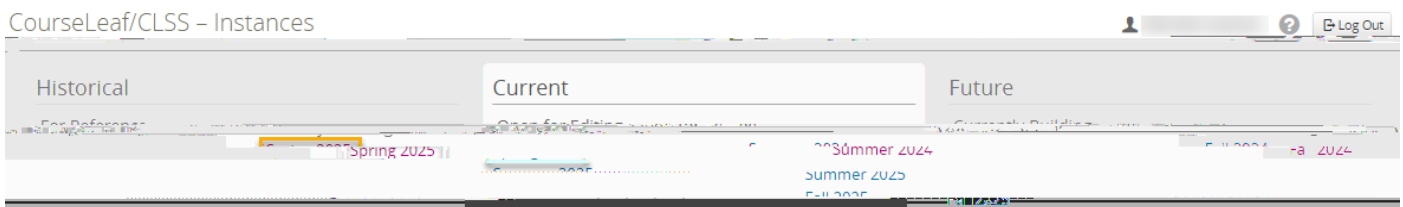# CLSS User Guide
Deleting or Canceling a Section

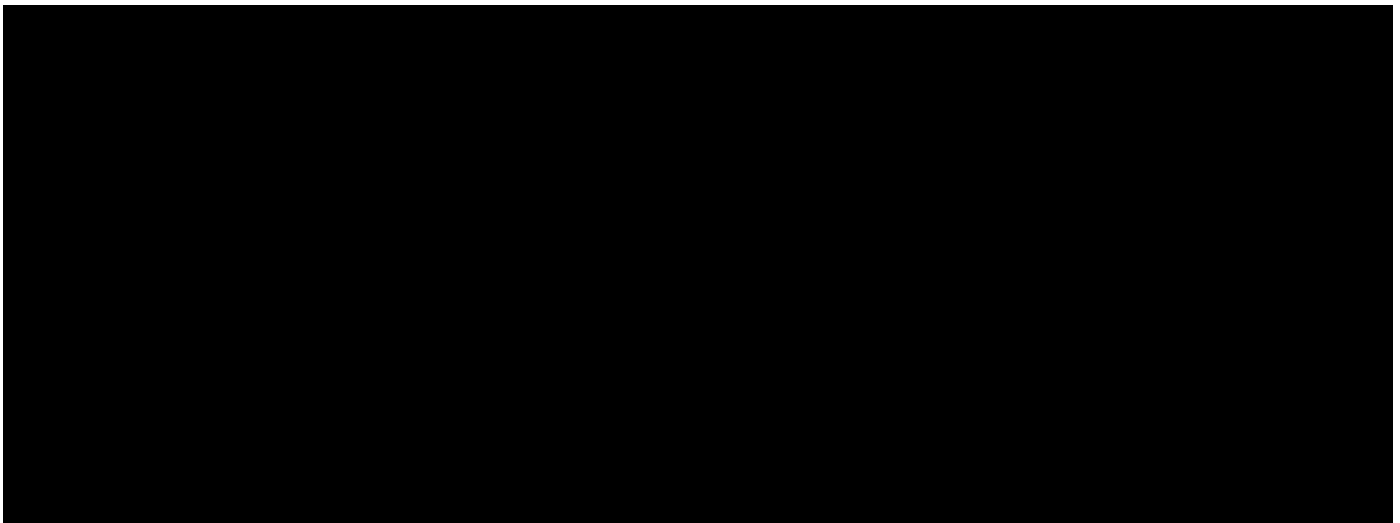**Deleting a Section *Before* a Section is Viewable:**

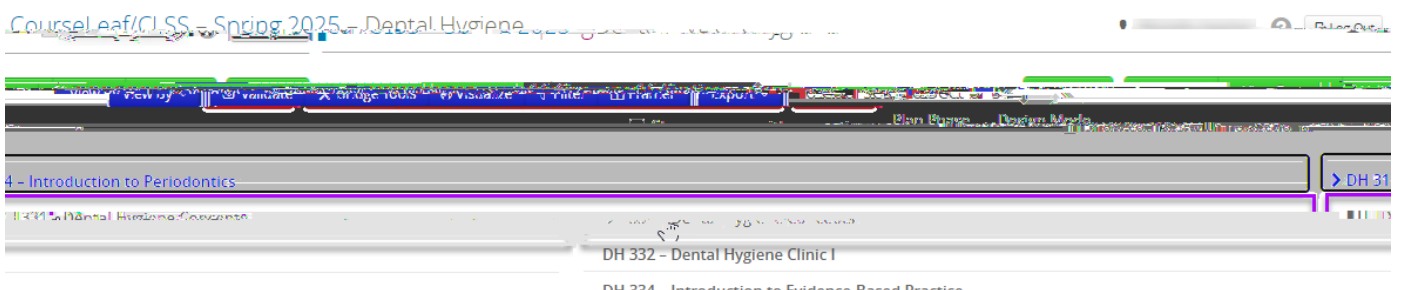1. Navigate to the **CLSS Instances** screen**:**

2. **Click** to open an instance:

3. **Double-click** to open a scheduling unit (aka department) and see the courses maintained by that scheduling unit:
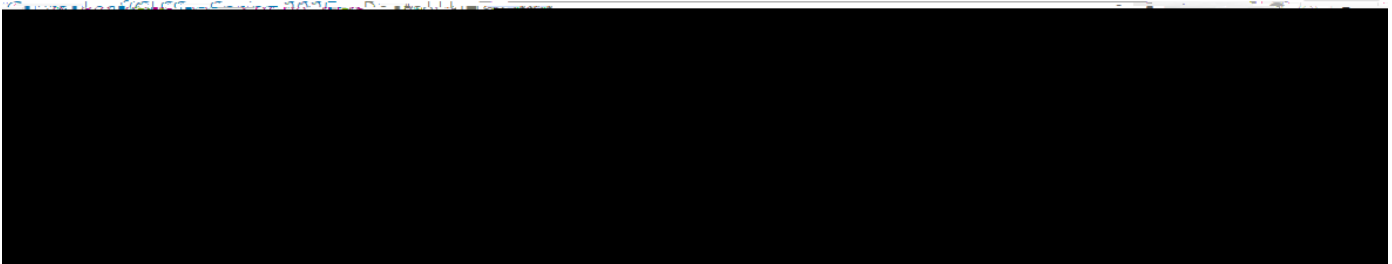

4. **Double-click** a course to view existing sections of it:

5. Click the **gray X** button to the left of the section number:

6. Click **OK** to confirm:

Are you sure you want to delete this section?

OK   Cancel

Canceling a Section *After* a Section is Viewable:

1. Navigate to the **CLSS Instances** screen**:**

CourseLeaf/CLSS – Instances

2. **Click** an instance to open it:

3. **Double-click** to open a scheduling unit (aka department) and see the courses maintained by that scheduling unit:

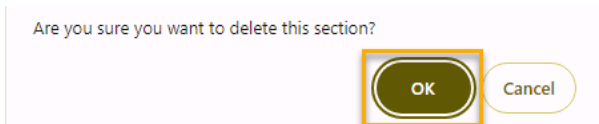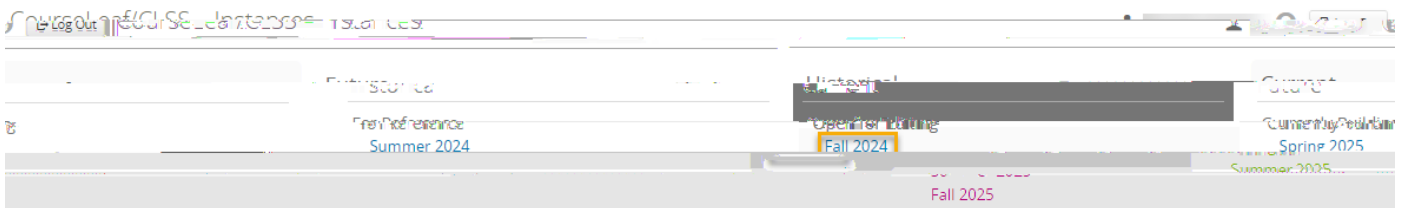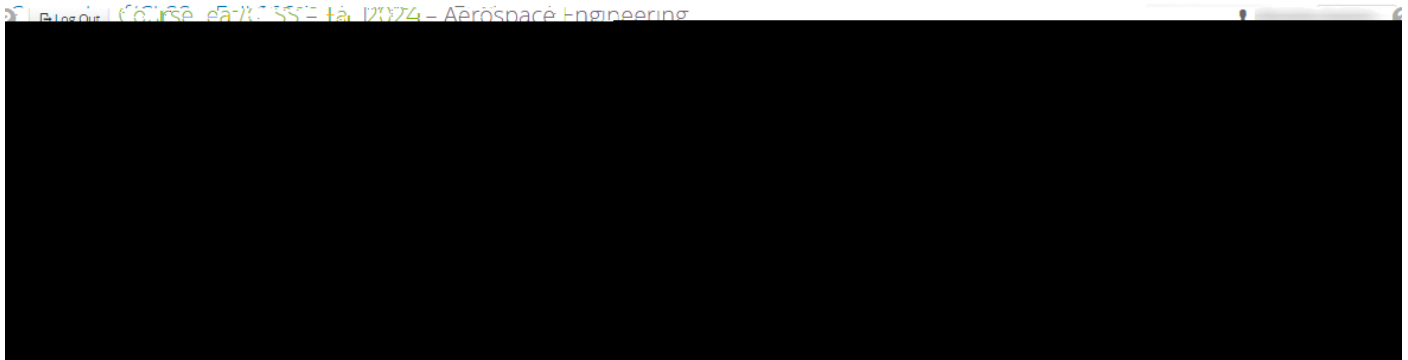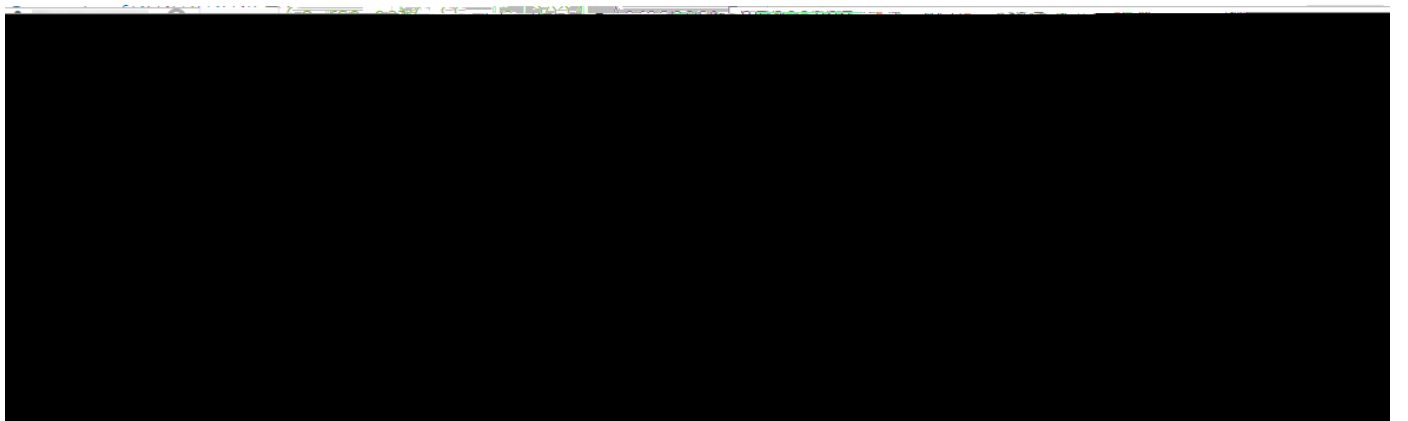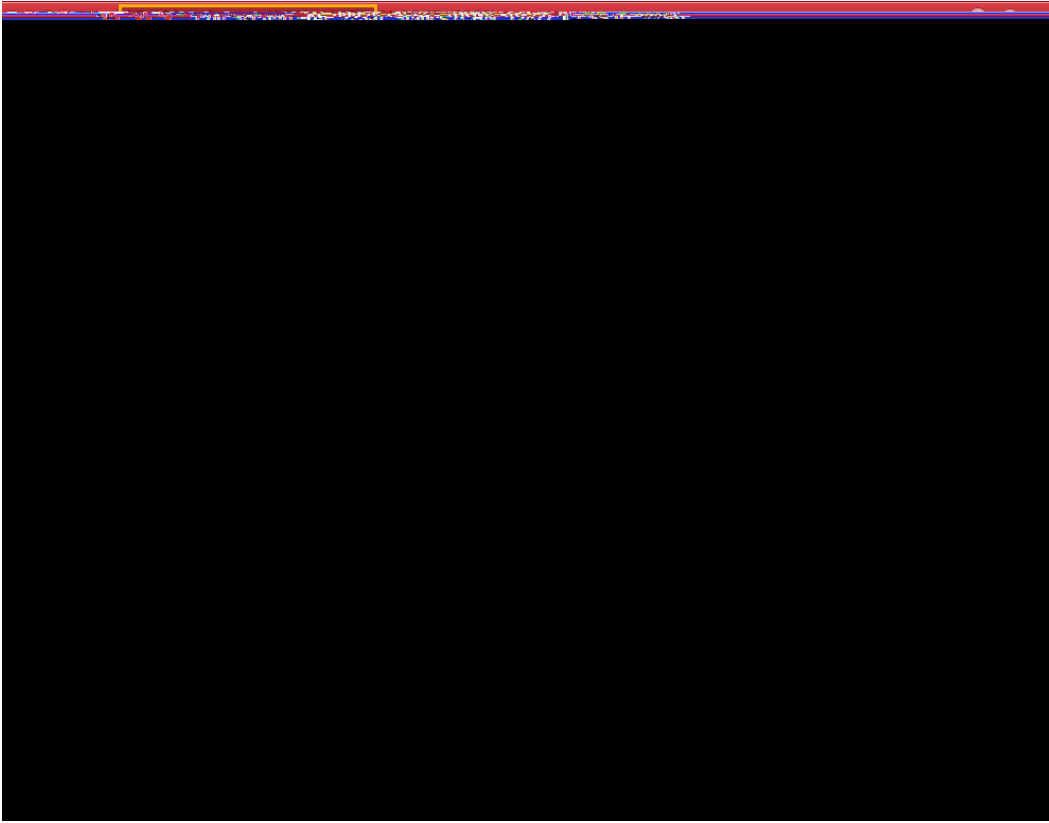4. **Double-click** a course to view existing sections of it:

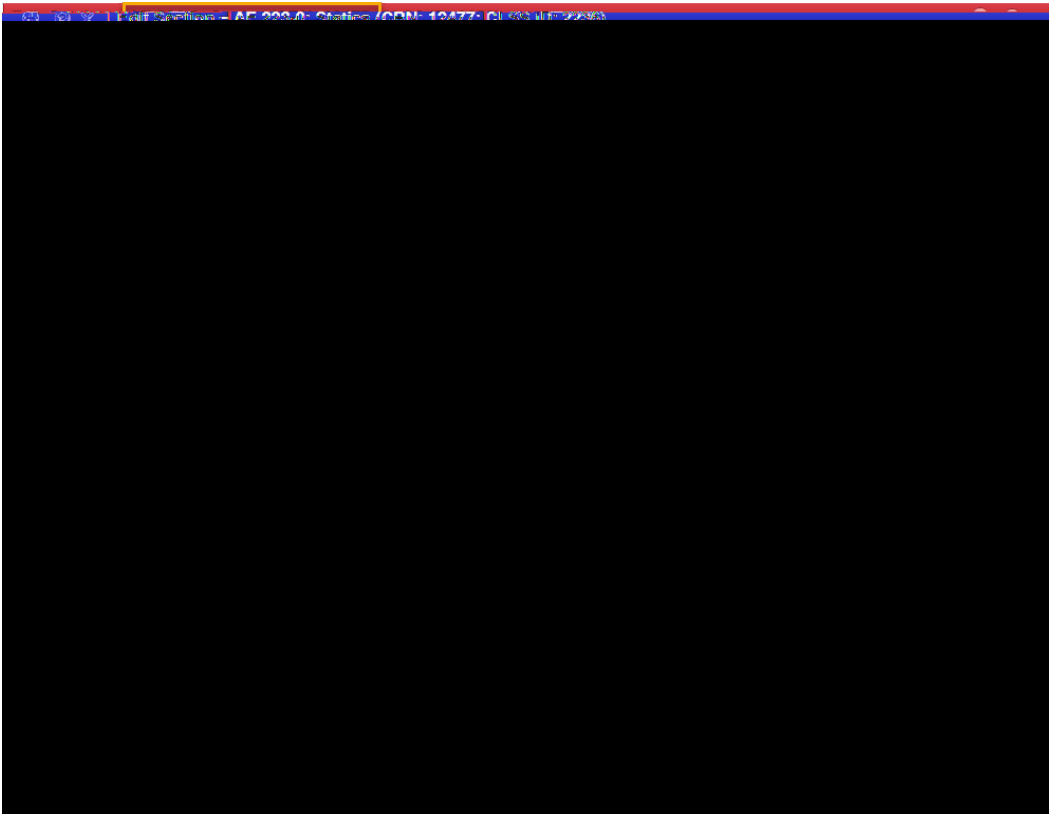5. **Double-click** the section to be canceled to open it:

6. Look at the top red line to ensure you selected the correct CRN and make these changes:
   a. Click the "Status" dropdown and select "Cancelled".
   b. Delete the meeting pattern.
   c. Choose "No Room Needed".
   d. Set instructor to "TBD".

7. Click "Save Section":

Note: *Sections may be deleted or canceled based on the phase or mode. During certain times, deletions/cancellations will require workflow approval.*