Inactivating/Cancelling a Section in CLSS

- 1. Open up the section you want to inactivate/cancel.
- 2. Change the Status to either Inactive or Cancelled (depending on enrollment).
 - a. Inactive must be selected if enrollment = 0.
 - b. Cancelled must be selected if enrollment > 0.



- 3. Change the Instructor to "No Instructor."
 - a. To change instructor, click on the Edit (pencil) icon on the Instructor field, select "No Instructor" from drop-down menu, and click "Accept" button.

Instructor		(
Staff, (700028181))							
Instructors								ΘX
Instructor		Role		% Respo	onsible	Contract Type	Excep	0
🗧 🕈 🖈 No Instructor	٣	Primary	•	100	96	(None Assigned)	•	
							X Cancel	✓ Accept

4. Change the Room to "No Room Needed."



- 5. Change the Schedule to "Does Not Meet."
 - a. To change the schedule to "Does Not Meet," click the red "X" button next to the day/time to remove any assigned schedule.



6. Click "Save Section" button to save your changes.