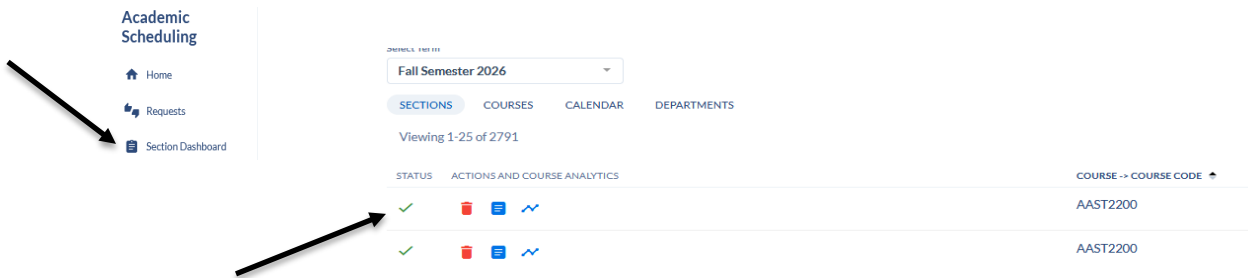
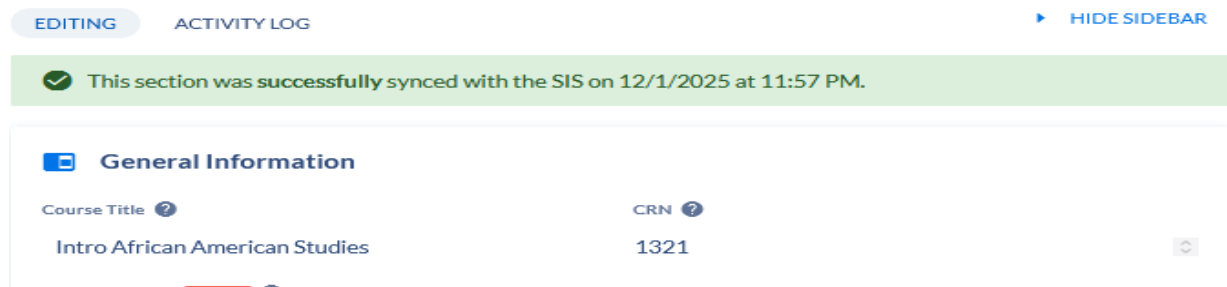


CANCELING A SECTION DURING OPEN EDITING

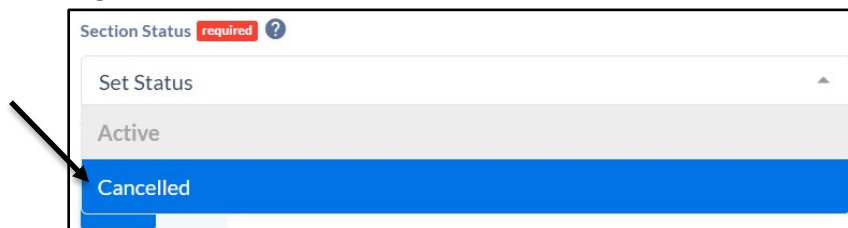
1. Open the Course that you want to cancel under the Section Dashboard to display the Section details.



Section details Editing AAST2200 - 09



2. Next, scroll down to update the necessary fields in the "Current Section Information" portion of the page.
 - a. Change the Section Status from "Active" to "Cancelled."

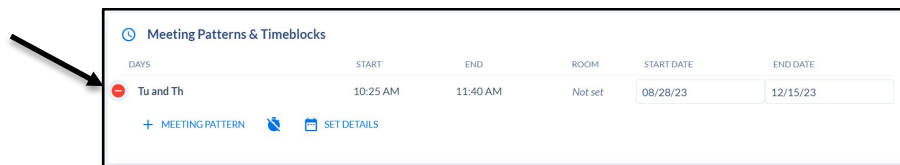


- b. Under Enrollment Settings, update the "Enrollment Capacity" to zero.



- c. Remove the meeting days/times from the Meeting Patterns & Time blocks field by clicking the button that appears to the left when you mouse over the meeting row.

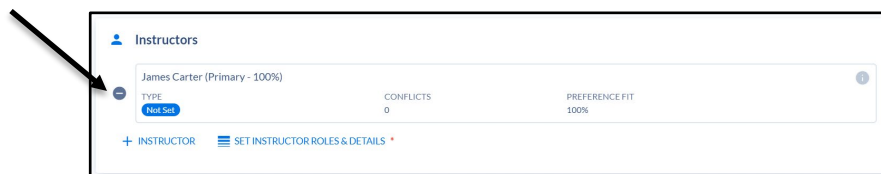
CANCELING A SECTION DURING OPEN EDITING



DAYS	START	END	ROOM	START DATE	END DATE
Tu and Th	10:25 AM	11:40 AM	Not set	08/28/23	12/15/23

+ MEETING PATTERN SET DETAILS

- d. Remove the instructor from the section by clicking the button to the left of the instructor's name.



Instructors		
James Carter (Primary - 100%)	TYPE Not Set	PREFERENCE FIT 100%

+ INSTRUCTOR SET INSTRUCTOR ROLES & DETAILS

- e. To the bottom of the page and Save Section.



DELETE SECTION CANCEL SAVE SECTION