

Delete a Staff Member / Instructor

Last Modified on 11/03/2020 12:31 am EST

Watch a (0:47) video tutorial on Adding, Assigning, and Deleting Staff - **Delete a Staff Member / Instructor**

1. Point to **Staff** in the menu bar and click **List All Staff**.
2. In the resulting list, click the **name** of the staff member you want to delete.
3. Click the **Delete** button in the upper left.
4. Click **Yes** in the *Delete Staff* pop-up window. *Tip: It is a Jackrabbit Best Practice to set a staff member's status to inactive instead of deleting them. This preserves time entries and class assignments instead of permanently deleting the information.*
5. The staff member's record is permanently deleted, click **OK**.

Jackrabbit

Staff: John Linton

Summary	Classes	Compensation	Time Card	Portal Settings	Feedback	Skills	Certifications	Availability	Misc	Picture
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First Name: Middle Initial: Last Name:

Status: Staff ID:



Deleting a Staff record does NOT delete the staff member from the Instructor tab of any classes they were assigned to. Deleting an Instructor from a specific class must be done from the Class Instructor tab.