

Delete a Class

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Deleting a class completely deletes it from your organization's database, and it cannot be retrieved. Use caution when deleting classes. Jackrabbit recommends that you [archive classes](#) instead.

To permanently delete a class:

1. Make sure that the class has no enrolled students. If students are enrolled in the class to be deleted, they must be dropped first (use the [Drop link](#) or [Mass Drop](#)).
2. Click the **Delete** button in the *Class* to delete the class permanently.
3. In the pop-up box, you'll be offered the option to archive the Class. Unless the class was created in error, you should click the **Archive Class** button and follow the archiving steps.
4. If the class was created in error and needs to be permanently deleted, click the **Delete Class** button.
5. In the pop-up warning window, *This will delete the class. Are you sure?*, click **OK**.

The screenshot shows a web interface for a class titled "Class: Beginning Tumbling". At the top, there are three buttons: "Return", "Save Changes", and "Delete". The "Delete" button is circled in orange. Below these buttons is a row of tabs: "Class Roll", "Enroll Student", "Email Class", "Enter Absences", "Post Group Fee", "Edit Wait List", "Copy Class", and "Mass". Below this row is another row of tabs: "Summary", "Enroll List", "Drop List", "Absences", "Makeups", "Wait List", "Instructors", and "Le". The "Drop List" tab is currently selected. Below the tabs, there is a text input field with the text "Class Name: Beginning Tumbling".