

# CLSS User Guide

## Deleting All Sections of a Course

1. Navigate to the CLSS Instances screen :



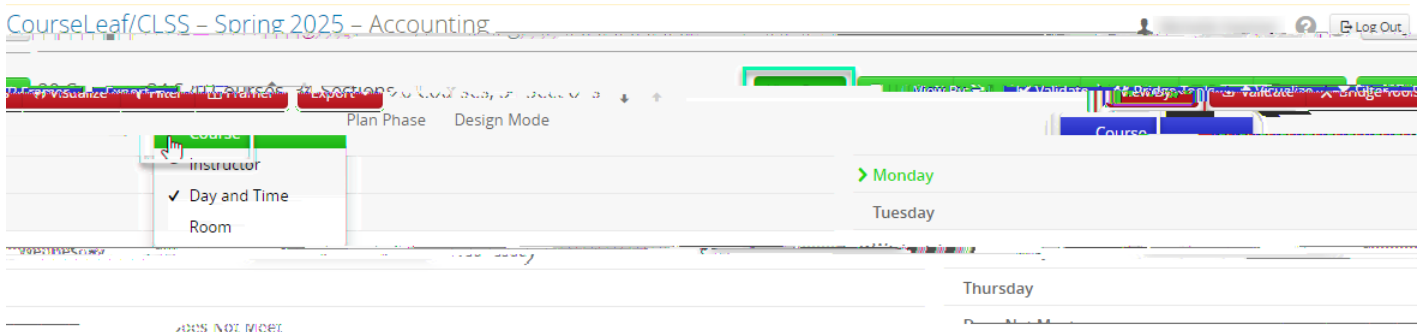
2. Click to open an instance:



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



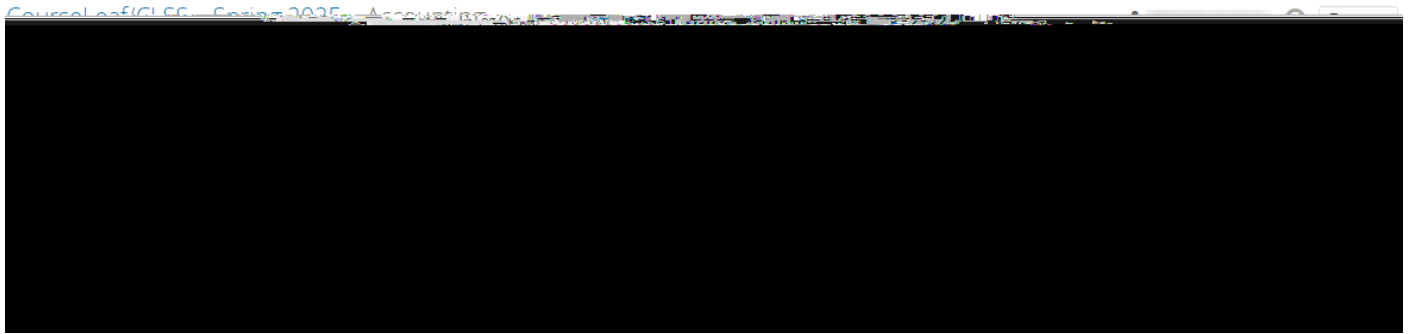
4. Click the "View By" button in the upper right and choose "Course":



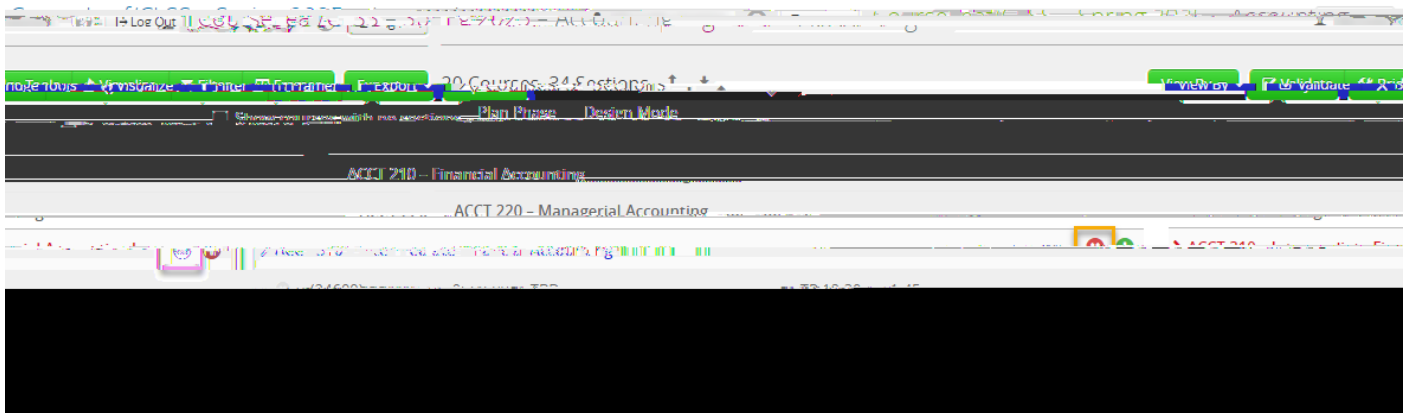
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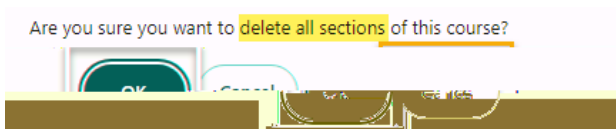
5. Double-click a course title to view sections for that course:



6. Click the red X button to the right of the course (next to the green plus button):



7. Click OK to confirm:



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