CLSS User Guide Deleting All Sections of a Course

1. Navigate to the CLSS Instances screen :

CourseLeaf/CLSS - Instances		L B Log Out
Current	Future	Historical
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2. Click to open an instance:

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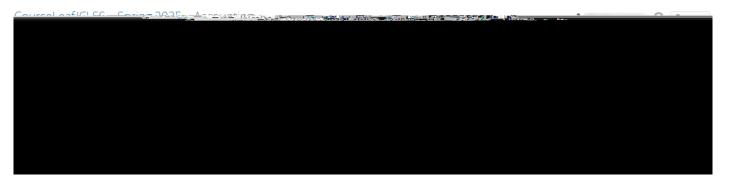
3. Double -click to open a scheduling unit (aka department) and see the courses maintained by that scheduling unit:

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

CourseLeaf/CLSS – Spring 2025 – Accounting	E Log Out
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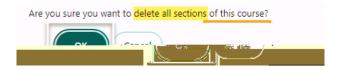
5. Double -click a course title to view sections for that course:



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

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	6C33 210 - Financial Bozzenting
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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.