

# Delete a Class

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

## 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 red **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.

**Class: Tumbling L1 - Tues 6pm**

← RETURN   **SAVE CHANGES**   **DELETE**

Class Roll   Enroll Student   Email/Text Class   Enter Absences   Absence/Attendance   Post Class Transactions   Copy Class   **Mass Drop**   Si

Summary   Enroll List   Drop List   Absences   Makeups   Wait List   Instructors   Lesson Plan   Skills/t

Class Name: Tumbling L1 - Tues 6pm   Status: Active

Location: SUP   Room: Floor A

5. In the pop-up warning window, *This will delete the class. Are you sure?*, click **OK**.
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