



Section – Rescheduling

If you need to reschedule a class, enter the new field that has to be changed, such as the date(s), time(s), teacher, etc., and click the "Schedule" button.

The schedule you had before will be wiped out, and the new schedule will take effect.

- **Section already has attendance:** You can only reschedule from the first available date on which there is no attendance
- **Using a past date as the beginning date:** The program will override this and tell you it is scheduling from the first date without attendance to whatever ending date you had entered
- **Outstanding attendance sheets:** Because the rescheduling will affect the meetings on the outstanding sheets, you must cancel the sheets and print them again. When the message appears, click Yes to cancel the sheet(s) and schedule from the first nonattendance day forward or click No if your new schedule will not affect the sheets