

Remove (Unassign) Staff / Instructors from a Class

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1. Be sure you are viewing the correct class.
2. Click the **Instructor** tab.
3. Click the drop-down arrow to view a list of instructors.
4. Select the **blank** choice.
5. Click **Save Changes**.

The screenshot shows the 'Class: Cheer Essentials' interface. At the top, there are three buttons: 'RETURN', 'SAVE CHANGES', and 'DELETE'. Below these are several tabs: 'Class Roll', 'Enroll Student', 'Email/Text Class', 'Enter Absences', 'Absence/Attendance', 'Post Class Transactions', 'Copy Class', and 'Mass Drop'. The 'Instructors' tab is selected. Below the tabs, there is a table with columns for 'Instructor 1', 'Instructor 2', 'Instructor 3', and 'Instructor 4'. The 'Instructor 1' dropdown menu is open, showing a list of names: 'Stephanie Andrews', 'Dianne Harris', 'John Linton', and 'Stephanie Andrews'. A blue callout box points to the dropdown arrow with the text: 'Click the drop-down arrow to display the staff list. Select the blank choice.'

This only deletes the instructor from the class. To delete the instructor's staff information, see [Delete a Staff Member / Instructor](#).