



June 2024

Class deletion

For Administrators and Teachers

What's new?

Teachers and Administrators can now delete classes, which removes them from both teachers' and learners' dashboards. Administrators also have the ability to view, organize, and restore any deleted classes.

The benefits

Removing unnecessary classes is an effective method to organise teachers' and learners' dashboards. This will allow them to more easily locate and access the necessary class materials.

How does it work?

Deleting a class

School and independent teachers should select the 'Delete class' option on the 'Actions' menu of the class page:

The screenshot shows the Cambridge One interface for a 'Test class'. At the top, there is a purple navigation bar with the Cambridge logo, a help icon, a notification bell, and a user profile for 'Diana'. Below the navigation bar, the page title is 'Test class'. There are two tabs: 'Administrator' (selected) and 'Teacher'. Below the tabs, there is a date range 'Cambridge Sandbox · Sep 14, 2021 → Sep 27, 2024' and a class key '9nkq-h4tT'. A 'Marking' button is visible. Below that, there are three tabs: 'Class data' (selected), 'Assignments', and 'Materials'. Under 'Class data', there are sections for 'Class labels (0)' with an '+ Add labels' link, and 'Students (0)'. On the right side, an 'Actions' menu is open, listing several options: 'Manage reports', 'Edit class details', 'Class announcements', 'Change class key', 'Class grade settings', 'Activate course materials', and 'Delete class'. The 'Delete class' option is highlighted with a red box.

This will remove the class from the dashboards of school teachers and learners.

Tip: Independent teachers can also delete classes, but they will move to the 'Ended classes' section instead of disappearing from their dashboards.

Cambridge One



Update

cambridge.org/one



Restoring a class

If a class has been deleted by mistake, an Administrator can restore it by locating it in the 'Ended classes' section of their dashboard and selecting the 'See' option:

Sort by: ▾	Class name	Class key	Start date	End date	Class status
	 Test Class See	DG2Z-Lv3F	Jan 25, 2023	Jan 25, 2024	Class deleted ▾
	 Class 09 August See	c3Yt-4CEP	May 9, 2023	May 8, 2024	Class deleted ▾

Once on the class page, select the 'Restore class' option:

Test class

Cambridge Sandbox - Sep 14, 2021 → Sep 27, 2024

Administrator Teacher

Marking >

Class data Assignments Materials

Class labels (0)
[+ Add labels](#)

Students (0)

Actions ▾

- Manage reports
- Edit class details
- Class announcements
- Change class key
- Class grade settings
- Activate course materials
- Class licence
- Restore class**

The class will now appear on the 'Active classes' section of teachers, learners and other administrators.

Tips: Administrators can change the end date of a class when restoring it. Expired classes cannot be restored.

To try this feature, visit cambridge.org/one