

# ThinkCentral

## Deactivating a Class

Classes in ThinkCentral can be deactivated by administrators. Consult the remainder of this technical note for additional information.

1. Log in to a ThinkCentral School or District Administrator account. The main menu will appear.
2. Click District & Schools. The Edit District or School menu will appear.
3. Click Manage Classes. The Manage Classes options will display.
4. Choose the School and Teacher from the drop-down boxes and click Find. The classes will display for the selected teacher.
5. Click the name of a class to deactivate. The Edit Class page will display.
6. Choose the Inactivate button and click Save. The class will be deactivated.
7. Click Assign Students. The class roster list will display.

**Note:** It is important to remove students from even a deactivated class, otherwise they will still be able to see the products assigned to that class.

8. Click Remove All to remove the students and then click Done. A confirmation message will display.
9. Click OK on "Are you sure you want to remove the selected student(s)?" and Cancel when prompted "Do you wish to assign students to this class?". A Move Successful message will display.
10. Repeat as necessary for additional classes.

## Associated Downloads

### Setting a Class as Inactive Guide

This file contains the ThinkCentral Setting a Class as Inactive guide.

[TC Admin Instructions Setting Class Inactive.pdf](#)