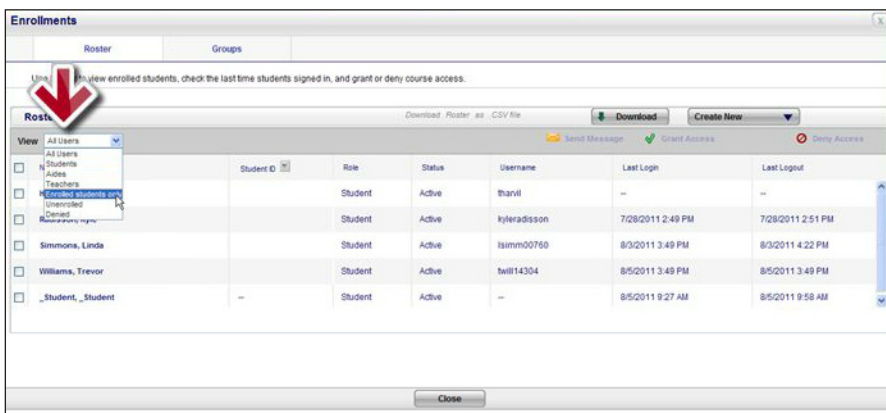


Teachers: Closing a Class

Introduction This guide explains how to close a class on SuccessNet Plus.

Close Classes At the end of a semester or school year, close classes to release the product license subscriptions. Log in to SuccessNet Plus and follow these steps to close a class:

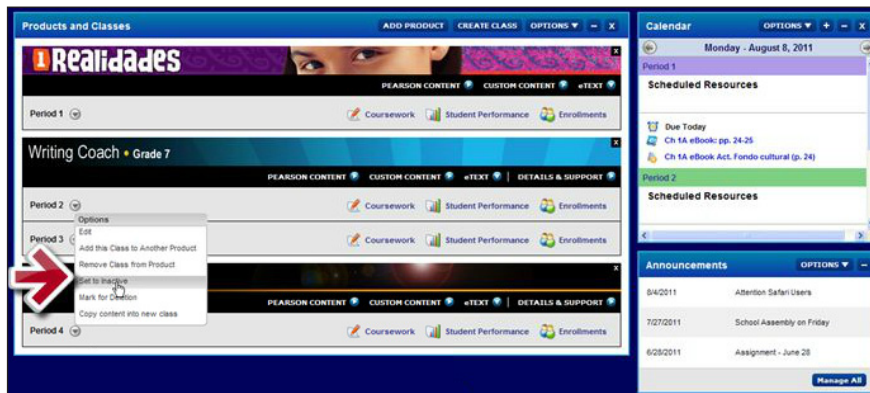
1. Click **Enrollments** to remove students from the class
2. Click the View drop-down menu and select **Enrolled students only**



3. Check the box to the left of Name in the header row. This selects all enrolled students in the class list
4. Click **Deny Access** to remove all students from the class list
5. Click **Close**

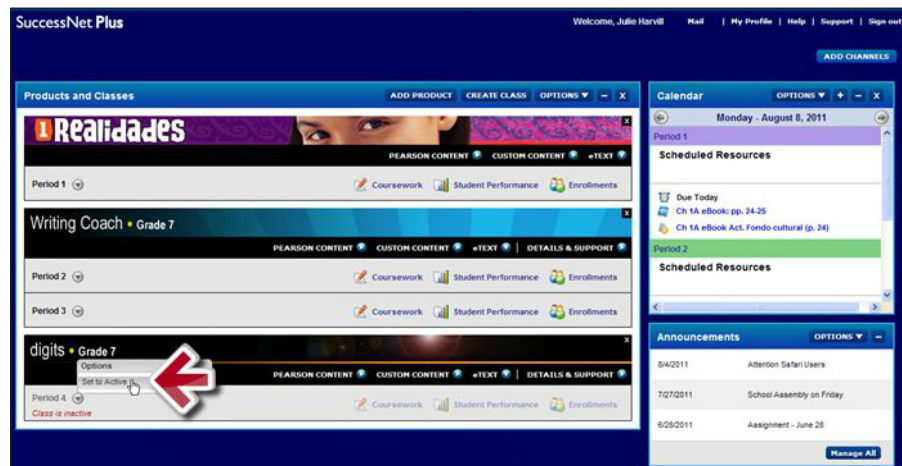
Set Class to Inactive

1. Click the Options menu to the right of the class name
2. Select **Set to Inactive**. Notice that this product no longer has any classes associated with it.



Make Class Active Again

1. Click **Options** to the right of Products and Classes and select **Display all Classes**
2. Click the **Options** menu and select, **Set to Active**



3. Click **Enrollments** and select **Denied** in the View drop-down list
4. Select all students and click **Grant Access**

To check that all students are active, select **All Users** from the View drop-down list. Active now displays in the Status column. Now click **Close**.