

Deleting Exams In LYNX

LYNX provides the ability to delete exams in bulk without searching for them in 25Live. This is particularly useful when exams are created as separate meeting patterns (also known as "profiles" or "segments") instead of separate events.

There are two options for deleting exams in LYNX described below:

- Deleting exams that are part of a given extract set
- Deleting exams that don't belong to any extract sets

Exam deletion is available via both methods whether the exams were [created in LYNX](#) or imported from the SIS.



Automatic Exam Cancellation

LYNX treats an exam as cancelled if its corresponding section is cancelled in the SIS. Depending on your [LYNX Settings - General](#), this may automatically delete the exam in 25Live without further action required on your part.

Deleting Exams From an Extract Set

This is the best method to delete exams if you plan on adding them back to 25Live at some point in the future.

One common reason you might want to do this is to delete exams imported as separate events and re-create them as extra meeting patterns on the original sections, or vice versa.

1. From the LYNX Utilities menu, choose **Exam Creation** or **Exam Import/Export**.
2. On the Extract Sets page, select an extract set, then click **Review and Process**.
3. Examine the list of exams to make sure they're the ones you want to delete.
4. Click **Delete Exams in 25Live**.
5. Click **Yes** to confirm.

Extract Sets for Exam Creation

Fall 2019 exams
 Exam week begins Monday, December 16

Review and Process
Edit
Common Exam Groups
Exam Creation Rules
More Actions ▾
New Extract Set
Back
 Show Archived Extract Sets

Section UID	Term Code	Identifier	Exams	Import?
LYNX-EV-104-2019WHFA-27093	2019WHFA	27101	12/17/2019 10:00AM-11:00AM	Yes
LYNX-EV-104-2019WHFA-27093	PHED 100 18	2019WHFA	27093	Yes
LYNX-EV-104-2019WHFA-27094	PHED 100 17	2019WHFA	27094	Yes
LYNX-EV-104-2019WHFA-27095	PHED 100 22	2019WHFA	27095	Yes
LYNX-EV-104-2019WHFA-27096	PHED 100 19	2019WHFA	27096	Yes
LYNX-EV-104-2019WHFA-27098	PHED 100 23	2019WHFA	27098	Yes
LYNX-EV-104-2019WHFA-27099	PHED 100 20	2019WHFA	27099	Yes
LYNX-EV-104-2019WHFA-27113	PHED 104 01	2019WHFA	27113	Yes
LYNX-EV-104-2019WHFA-27131	PHIL 214 04	2019WHFA	27131	Yes
LYNX-EV-104-2019WHFA-27116	PHIL 115 05	2019WHFA	12/17/2019 10:00AM-11:00AM	Yes

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Import Exams to 25Live
Delete Exams in 25Live

Image: Select an extract set and follow directions to delete exams.

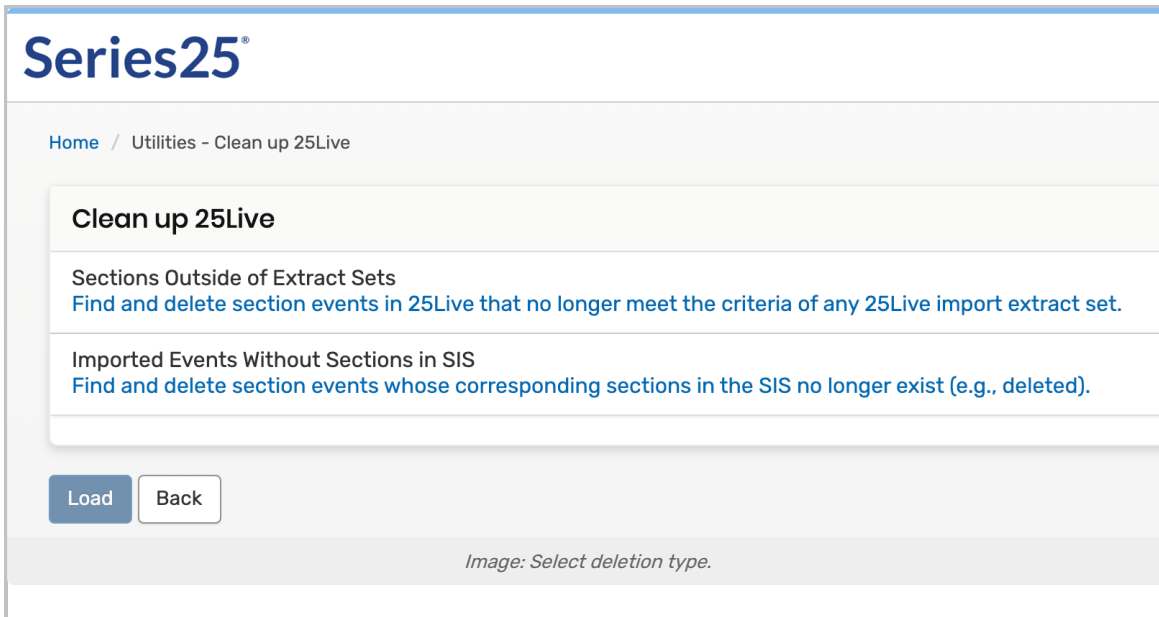
Using the Clean-Up Process

This method uses the ["Cleaning Up" 25Live](#) function. It is best used when you don't want exams in 25Live at all anymore, or you want exams out of the way while you significantly rework your exam scheduling process.

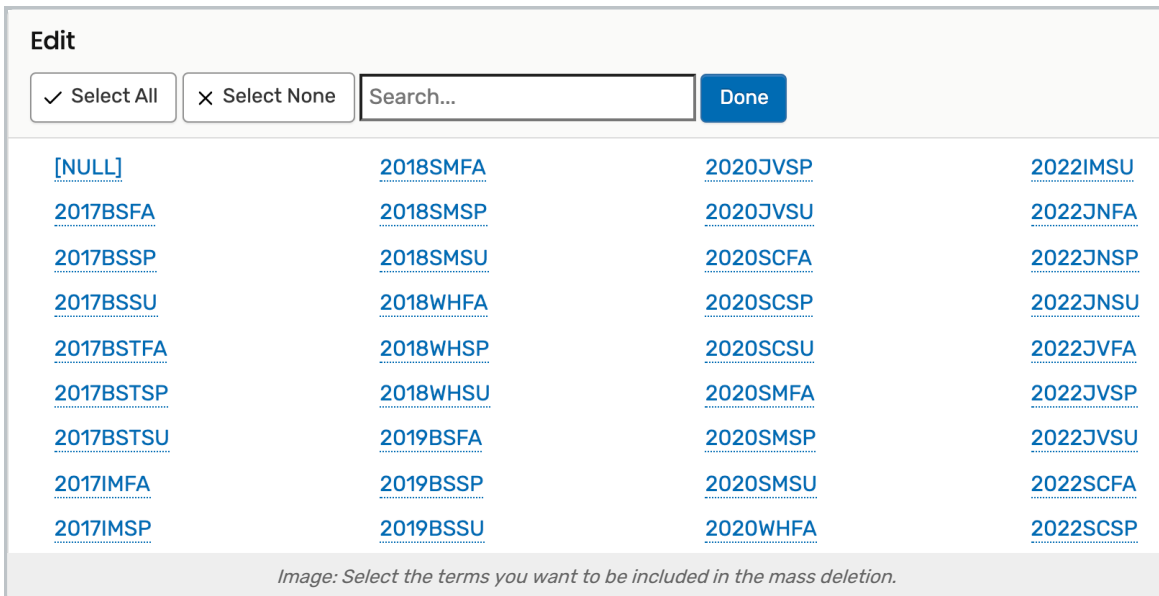
As described on the page for [Deleting and Archiving Extract Sets](#), the Clean Up 25Live process is designed to delete events from 25Live when they no longer belong. An event "belongs" in 25Live if it is part of an extract set, so removing the extract set will make LYNX believe that its contents should be removed.

First delete the extract set(s) containing the exams you wish to delete, then follow the instructions below.

1. From the LYNX Utilities menu, choose **Clean Up 25Live**.
2. Select the deletion type you want. (You may not see all of the options described above, depending on your LYNX configurations.)



3. Click the **Load** button.
4. Click **Edit** (pencil icon), select the term(s) you want to be included in the mass deletion, then click **Done**.



5. (Optional) If you want to search for a subset of sections or exams in the selected term(s), enter a partial or full section or exam name.
6. Click **Search** to view the sections or exams that will be deleted.
7. Click the **Delete Events in 25Live** button.