

# How to Close or Cancel Scheduled Offerings

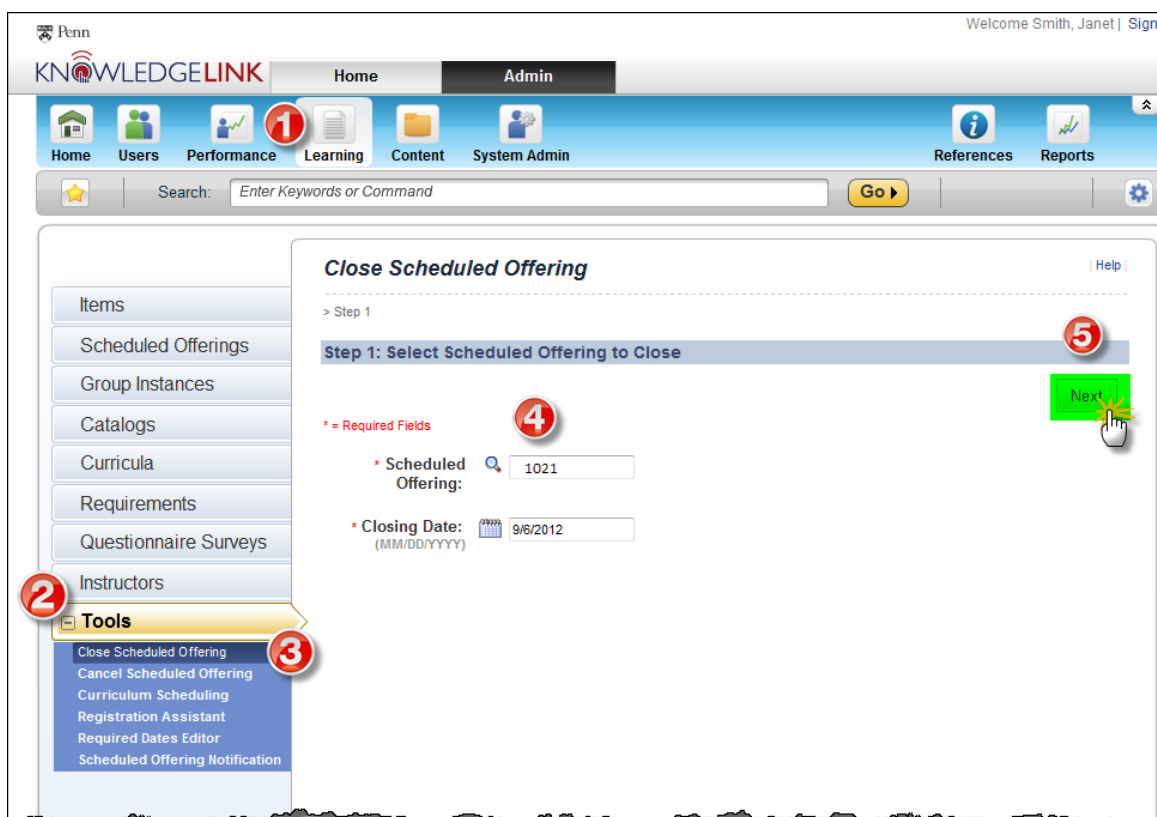
The purpose of this 'How To' is to guide administrators through the step-by-step process of closing or cancelling scheduled offerings.

- A. Close Scheduled Offering
- B. Cancel Scheduled Offering

## A. Close Scheduled Offering

**PENN EXAMPLE:** A scheduled offering was held last week and you gave those that participated credit and now want to close the class.

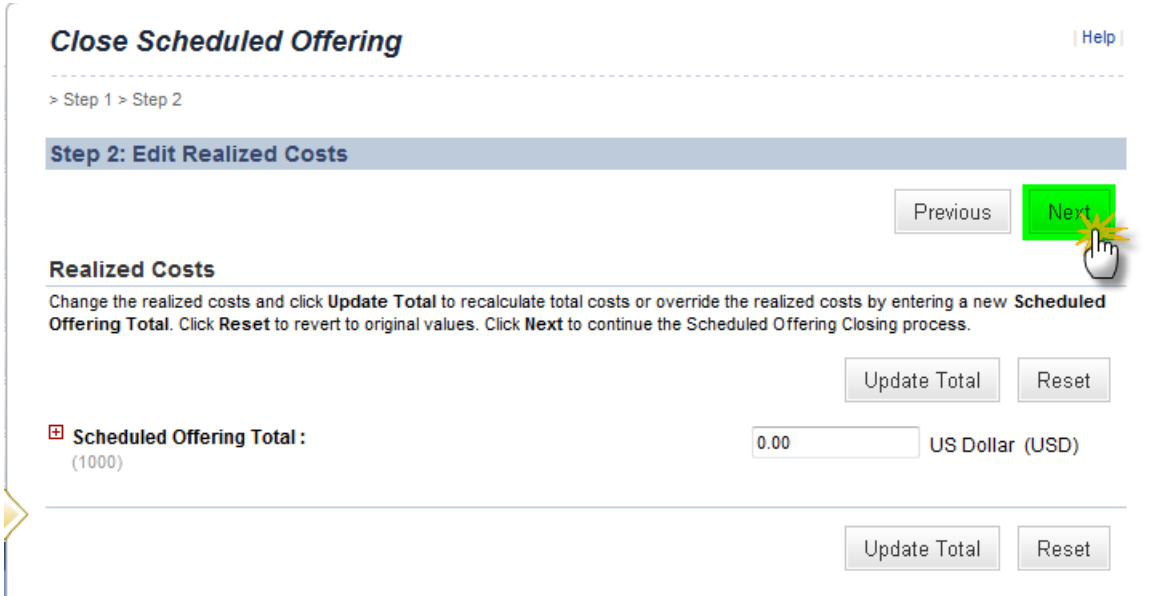
1. Click on **Learning**
2. Click on **Tools** to expand that section
3. Click **Close Scheduled Offering**
4. Enter "1021" in the **Scheduled Offering** field. (That's the ID number for the Scheduled Offering that we need to close.)
5. Click the **Next** button.



1.

# How to Close or Cancel Scheduled Offerings

Unless there are **Realized Costs** associated with the Scheduled Offering, you can just click the **Next** button.



**Close Scheduled Offering** [Help](#)

> Step 1 > Step 2

**Step 2: Edit Realized Costs**

Previous **Next**

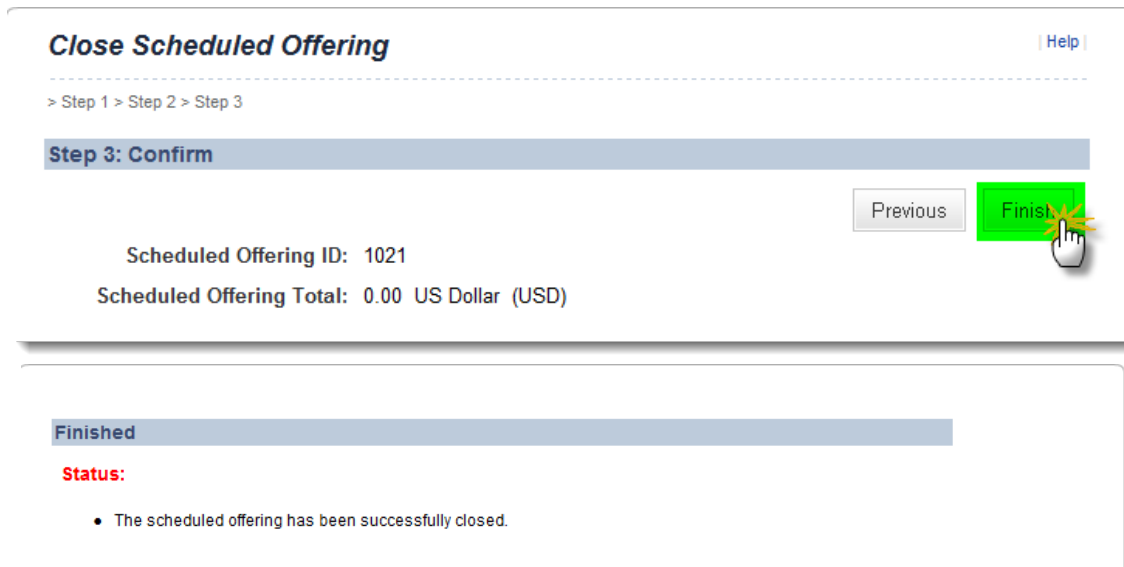
**Realized Costs**  
Change the realized costs and click **Update Total** to recalculate total costs or override the realized costs by entering a new **Scheduled Offering Total**. Click **Reset** to revert to original values. Click **Next** to continue the Scheduled Offering Closing process.

Update Total Reset

**Scheduled Offering Total :** 0.00 US Dollar (USD)  
(1000)

Update Total Reset

Step 3 is merely a confirmation. Click **Next**.  
The **Finished** status box then appears.



**Close Scheduled Offering** [Help](#)

> Step 1 > Step 2 > Step 3

**Step 3: Confirm**

Previous **Finish**

Scheduled Offering ID: 1021  
Scheduled Offering Total: 0.00 US Dollar (USD)

**Finished**

**Status:**

- The scheduled offering has been successfully closed.

# How to Close or Cancel Scheduled Offerings

## B. Cancel Scheduled Offerings

**PENN EXAMPLE:** A professor emails that the shark class, Scheduled Offering ID #1021, must be cancelled because of an emergency. The Admin needs to go into KL, find the correct scheduled offering, and cancel it.

1. Click on **Learning**
2. Click on **Tools** to expand that section
3. Click **Cancel Scheduled Offering**
4. Enter "3682" in the **Scheduled Offering** field. (That's the ID number for the Scheduled Offering that we need to cancel.)
5. Click the **Next** button.

The screenshot shows the Knowledge Link Admin interface. At the top, there is a navigation bar with 'Home' and 'Admin' tabs. Below this is a toolbar with icons for Home, Users, Performance, Learning (marked with a red '1'), Content, System Admin, References, and Reports. A search bar is located below the toolbar. The main content area is titled '> Step 1' and contains a section for 'Step 1: Select Scheduled Offering to Cancel'. On the left side of the main content area, there is a sidebar menu with 'Tools' expanded (marked with a red '2'). Under 'Tools', 'Cancel Scheduled Offering' is selected (marked with a red '3'). The main content area contains a form with the following fields: 'Scheduled Offering:' (marked with a red '4') with the value '3682', and 'Cancellation Date:' with the value '9/6/2012'. A 'Next' button (marked with a red '5') is located at the top right of the form area. A 'Help' link is also visible in the top right corner.

# How to Close or Cancel Scheduled Offerings

Unless there are **Realized Costs** associated with cancelling the Scheduled Offering, you can just click the **Next** button.

> Step 1 > Step 2 Help

### Step 2: Edit Realized Costs

**Realized Costs**

Change the realized costs and click **Update Total** to recalculate total costs or override the realized costs by entering a new **Scheduled Offering Total**. Click **Reset** to revert to original values. Click **Next** to continue the Scheduled Offering Cancellation process.

**Scheduled Offering Total:**  US Dollar (USD)  
(1000)

This screen gives you the opportunity to notify a variety of people about the cancelling of the scheduled offering and also completes the action of inactivating the scheduled offering. We have checked sending notification to the users and their supervisors. (1)  
Inactivating the scheduled offering is defaulted. (2)  
Click **Next**. (3)

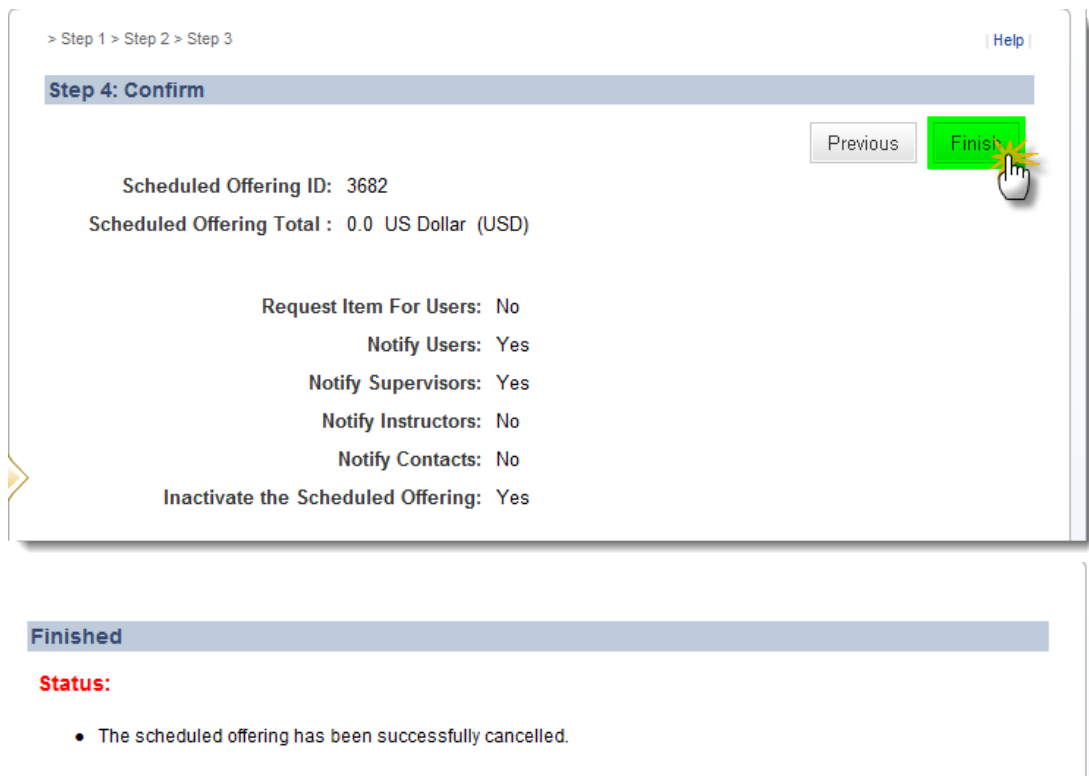
> Step 1 > Step 2 > Step 3 Help

### Step 3: Post Cancellation Action Settings

- Add enrolled, waitlisted and pending Users to the request list for this item
- Send Notification to User** 1
- Send Notification to Supervisor**
- Send Notification to Instructor
- Send Notification to Contacts
- Inactivate the Scheduled Offering** 2

# How to Close or Cancel Scheduled Offerings

After confirming that the information is correct, click the **Next** button.  
And the **Finished** status box appears.



The screenshot shows a multi-step process. At the top, a breadcrumb trail reads '> Step 1 > Step 2 > Step 3' and a 'Help' link is visible. The current step is 'Step 4: Confirm'. On the right side, there are two buttons: 'Previous' and 'Finish'. A mouse cursor is clicking the 'Finish' button, which is highlighted in green. The main content area displays the following information:

- Scheduled Offering ID: 3682
- Scheduled Offering Total : 0.0 US Dollar (USD)
- Request Item For Users: No
- Notify Users: Yes
- Notify Supervisors: Yes
- Notify Instructors: No
- Notify Contacts: No
- Inactivate the Scheduled Offering: Yes

Below this information, a blue bar indicates the 'Finished' status. Underneath, the word 'Status:' is followed by a list item: '• The scheduled offering has been successfully cancelled.'