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

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**Close Scheduled Offering**

> Step 1 > Step 2

**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 closing process.

![Edit Realized Costs](image)

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

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**Close Scheduled Offering**

> Step 1 > Step 2 > Step 3

**Step 3: Confirm**

**Scheduled Offering ID: 1021**

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

![Confirm](image)

**Finished**

**Status:**

- The scheduled offering has been successfully closed.
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.
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.

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

- The scheduled offering has been successfully cancelled.