How to Cancel a Class

Note: Prior to June 2020, these were called Classes.

1. Navigate to Learning Admin in the Learning menu
2. Search for your Class:

1. Click Learning
2. Click Classes
3. Search for your Class with an item title or ID
4. Select your Class.
Note: If you are already viewing the Item, Click on Classes and the date that you want to cancel.

3. Select Cancel:
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4. Click Next after confirming the ID and Cancellation Date

5. Click Next again
6. Select who you'd like to notify and click Next

- Check the box for **Inactivate the Class**

7. Confirm your settings and click Finish