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 Activities
   2. Click Classes
   3. Search for your Class with an item title or ID

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3. Can't tell which is which? Add Start Date/Time or other fields to your Search screen:

1. Click the Field Chooser arrow
2. Type the order in which you'd like your details to appear in your search. (the first three are the default).
3. Click Submit

4. They now have more details displayed and can be sorted
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5. Select Cancel:

6. Click Next after confirming the ID and Cancellation Date
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7. Click Next again

8. Select who you'd like to notify and click Next

9. Confirm your settings and click Finish