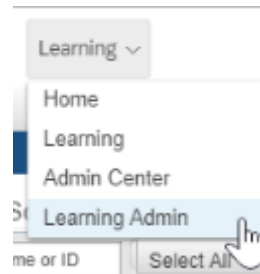
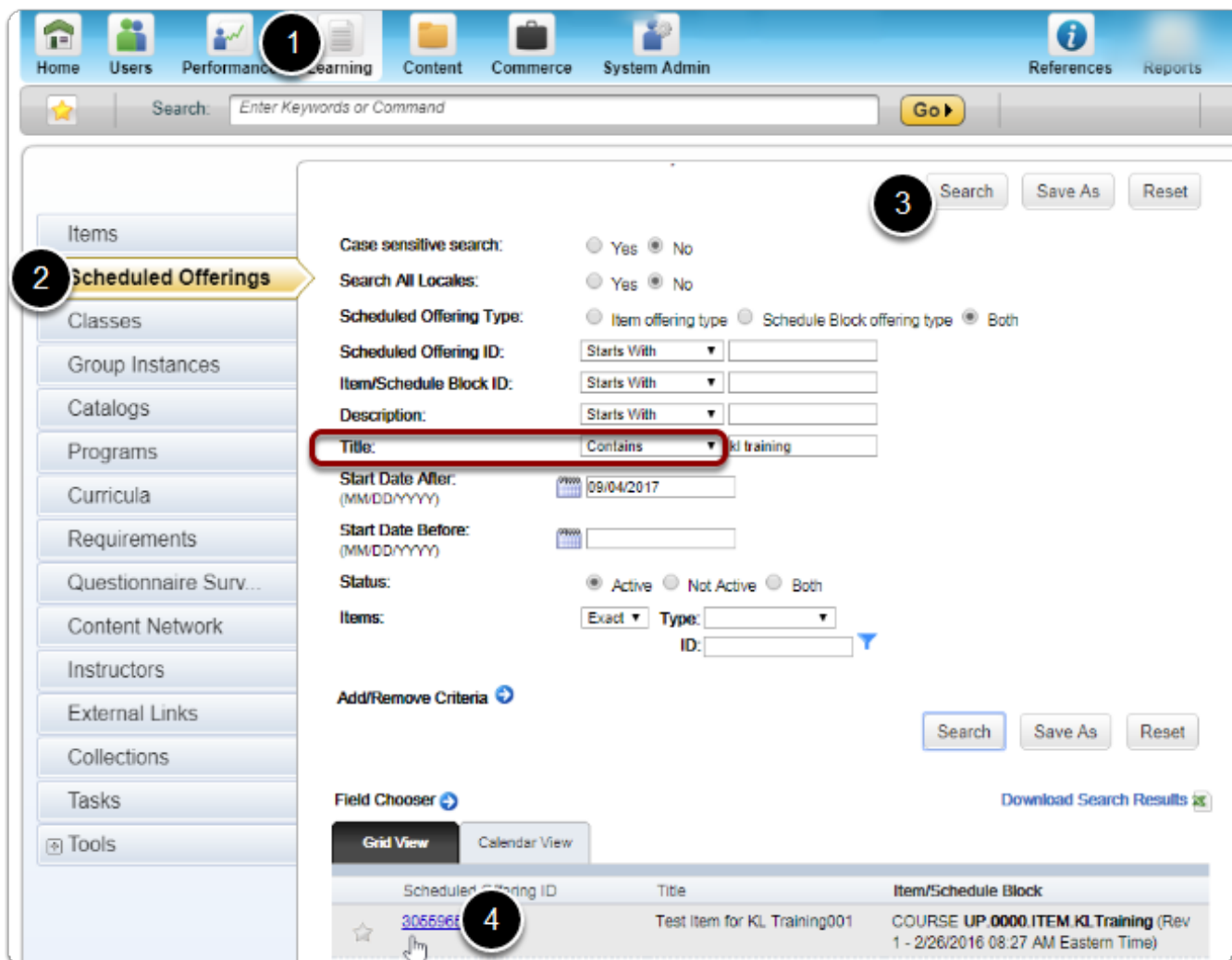


1. Navigate to Learning Admin in the Learning menu

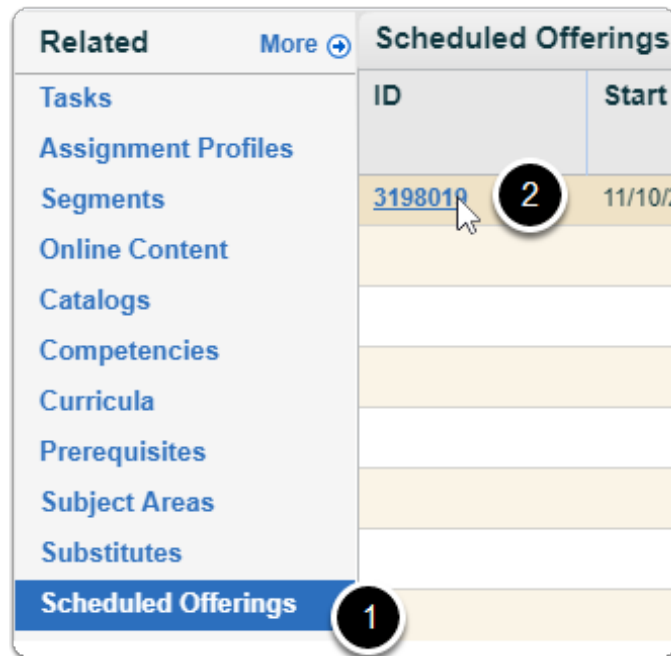


2. Search for your Scheduled Offering:

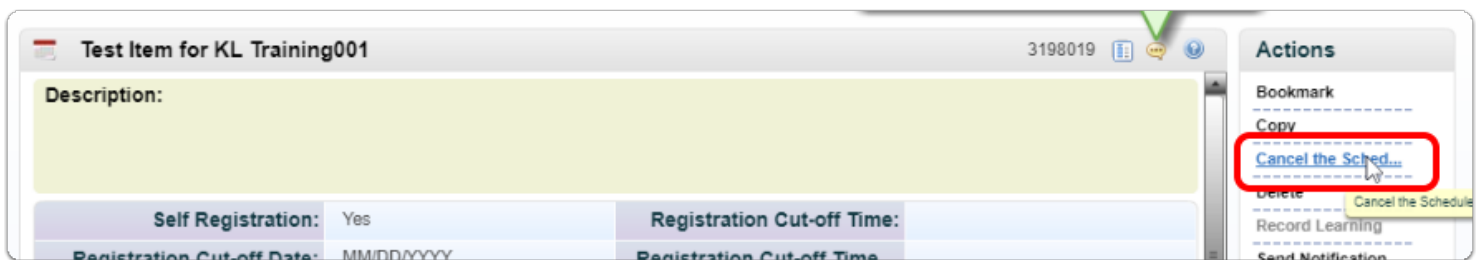
1. Click Learning
2. Click Scheduled Offerings
3. Search for your Scheduled Offering with a keyword or exact title or ID
4. Select your Scheduled Offering.



3. Click on Scheduled Offerings and the Date that you want to cancel



4. Select Cancel the Scheduled offering:



5. Click Next after confirming the ID and Cancellation Date

Cancel Scheduled Offering [| Help |](#)

> Step 1

Step 1: Select Scheduled Offering to Cancel

* = Required Fields

* Scheduled Offering:

* Cancellation Date:
(MM/DD/YYYY)

Next

6. Click Next again

> 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 Cancellation

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

Step 3: Post Cancellation Action Settings

Previous **Next**

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

8. Confirm your settings and click Finish

Step 4: Confirm

Scheduled Offering ID: 3078968

Scheduled Offering Total : 0.0 US Dollar (USD)

Previous Finish