

It is important to mark a class cancelled in myTraining to notify registered participants and keep training records accurate.

Update the Activity

1. Using Internet Explorer, log into myTraining.
2. Navigate to **Administration > Learning Management > Activity Management > Learning Activities**.
3. Locate the ILT class activity to be cancelled.
4. Select **Edit**.
5. Select **Send to Stage**.
6. Select **Optional**. Update the fields below.

Configure general properties for your activity > Status

- Confirm the following boxes are unchecked:
 - Active
- Confirm the following boxes are checked:
 - Hidden from search results in Learner and Manager modes
 - Cancelled
- Select **Cancelled** from the Status dropdown menu.
- Select **OK**.

Registration > Availability

- Uncheck the **Open for registration** box.
- Select **OK**.

View Tracks > Properties > General

- Confirm the **Active** box is unchecked.
- Select **OK**.
- Select View Activities

7. Select **Validate for Production**.

NOTE: You will see the following warning messages. These are not production blockers.

- Because the track contains activities that are not open for registration, some users may not be able to register for this track.
- The activity that you are moving to production is inactive while the offering source is active.

8. Select **Move to Production**.

NOTE: Users will receive an automated notification this class has been cancelled.

Update the Roster and Notify Users

1. Select **Roster**.
2. Use the **Filter Status** drop down menu to filter the user list **Registered** status.

Filter by Status:



3. Select the checkbox next to **Name**. This will select everyone on the filtered roster.
4. Select the **Send E-mail** button. Outlook will open with the learner email addresses pre-populated.
5. Type your message and send (considering providing details on when another session will be held).

Subject: *Reporting: PowerPlay - August 30 -- CANCELLED*

Body:

Greetings,

Our records indicate that you are currently registered for Reporting: PowerPlay, which was scheduled to be held Friday, August 30, 1:00 to 4:30 p.m. Unfortunately, this training class session has been cancelled. We apologize for this inconvenience. This training will be offered again in the spring.

If you have any questions or concerns regarding this schedule change, please feel free to reply to this email, or contact us via phone (352) 392-4626. We appreciate your interest in training and look forward to seeing you again soon.

Best Regards

6. Navigate back to myTraining, ensure learner records with a **Registered** status are still checked, change the status to **Canceled**.
7. Select **Apply**, then **OK**.
8. Cancel the class on all appropriate Room reservation Outlook calendars.