How to Cancel an ILT Class

It is important to mark a class cancelled in myTraining to keep records accurate.

**Update the Activity**

1. Using Internet Explorer, log into myTraining.
2. Navigate to Administration > Product Administration > Learning > 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 warning messages. These are not production blockers.

8. Select Move to Production.
   **NOTE:** Users will receive an automated notification this class has been cancelled.
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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:

   - All
   - Attended
   - Registered
   - Canceled
   - No show
   - Waived
   - In progress
   - Replaced

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).
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.

   NOTE: If there is more than a day’s notice, the class should be removed from the external catalog. Contact the Training and Organizational Department for assistance in removing this from the catalog on the HR website.