

# iLearn

## How to cancel a session

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To cancel a session due to insufficient numbers or other contributing events follow these steps. If a session has been created in error change the status to 'Archived' (before completing this archive action, ensure there are no people enrolled to the session, if there are people enrolled transfer them to another session).

For	Event Facilitator/Content Administrator
Last Updated	June 2015 (Version 1.1)
Menu	<a href="#">Manage Learning- Manage Sessions</a>
Department	DCCSDS, DATSIP, DPC, NPSR, EHP

1 From the menu button '≡' select 'Manage Learning'.

2 Select 'Manage Sessions' from the left menu. This should be the default selection.

3 From the Manage Sessions screen, click the 'Search for Learning Event Sessions' enter a keyword or phrase in the search box.

**TIP**  
You can refine your search by typing in 'Learning Event name' and location/venue ie. Location WACOL.

4 Click 'Search'.

# Manage Sessions

Add Session

## Search for Learning Event Sessions

cloud

Search for Location or Venue

Start date (after)



Start date (before)



Search



Reset Search

Published (2)

Completed (0)

Setup (0)

Learning Event Name	Location	Start date and time	Attendees	Actions
Clouds	111 George Street, Brisba...	31/10/2014 9:00 AM	Attended(0), Attending(0), Did Not Attend(1)	<a href="#">Manage</a> <a href="#">Mark</a>
Clouds	111 George Street, Brisba...	19/11/2014 9:00 AM	Attended(0), Attending(0), Did Not Attend(0)	<b>5</b> <a href="#">Manage</a> <a href="#">Mark</a>



20 items per page

1 - 2 of 2 items

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Click 'Manage' for the session you wish to cancel.

## Manage Session: Clouds

For Learning Event [Clouds](#)



This session still has available places.

Actions

Add New Session

View Session

Edit Session

Mark Session

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Places available

**Time** Wednesday November 19 2014 from 09:00 AM to 05:00 PM (Brisbane UTC+10)

**Location** at BRISBANE CBD - Level 1 Training Room, 111 George Street , [111 George Street, Brisbane CBD, QLD, 4000](#)

**Event Type** Face to face

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From the 'Actions' drop down menu select 'Edit Session'.

## Edit Learning Event Session: Clouds

Status **Cancelled** 7

Time Zone (UTC+10:00) Brisbane

Start Date\* 19/11/2014 9:00 AM

End Date 19/11/2014 5:00 PM

Registration Open

Registration Closed

Duration\*  Specify Hours  Specify Days

Duration Measure 1

Min Attendance 2

Max Attendance 10

Venue BRISBANE CBD - Level 1 Training Room, 111 George... x

Show Map

Facilitator:

Send email to 1 learner(s) on the waitlist

### > Extended Information

Additional information about this Learning Event Session.

**8**

**Save Learning Event Session** or [Cancel](#)

**7**

From the 'Status' drop down menu select 'Cancelled'.

**8**

Click 'Save Learning Event Session'.

## Learning Event: Clouds

Add Session

Attendees Waitlisted(1), Attending(0), Attended(0), Interviewed or Rpl(0), Did Not Attend(1) across 1 venues at 1 locations

1  
People on Waitlists

**Name** Clouds  
**Identifier** clouds  
**Register Interest Option** None  
**Withdraw Option** Add learners to event waitlist  
**Active**   
**Event Type** Face to face

### Learning Event Sessions

Location	Date	Status	Duration	Actions
BRISBANE CBD - Level 1 Training Room, 111 George Street	19/11/2014 9:00 AM	Cancelled	9 Day	<a href="#">Manage</a> <a href="#">Mark</a>

#### TIPS

There is a slight delay in this page appearing.

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Your session has now been cancelled.