

# How to cancel a scheduled session – for assigned Session Support Officers

1. Select the **Manage Learning** tab from the hamburger menu (top right).
2. Select the **Manage Sessions** tab (top left).
3. Select the edit/pencil icon once you have located the relevant session to be cancelled from the **Published** tab.
4. Select the **Cancelled** status from the session **Status** menu.
5. Select the **Save Learning Event Session** button to save the session update you made.

The screenshot displays the 'Manage Sessions' interface. On the left, a sidebar contains a 'Manage Learning' section with a red circle '2' next to 'Manage Sessions'. On the right, a hamburger menu has a red circle '1' next to 'Manage Learning'. The main area features a search bar and a table of sessions. The 'Published (7)' tab is selected. The table lists three sessions for 'Navigating Your Path to Success'. A red circle '3' highlights the edit/pencil icon in the 'Actions' column of the first session. A red text box on the right says 'Select the edit/pencil icon once you have located relevant session to edit.' A red text box on the left says 'The session will be visible to you if you have been assigned as Session Support Officer.'

**Manage Sessions**

Add Learning Event Add Sess

Search for Learning Event Sessions

Search for Venue and Location including name, state, postcode, or suburb

Start date (after) Start date (before)

Search Reset Search

**Published (7)** Completed (7) Setup (0) Cancelled (0)

Start date and time	Location	Learning Event Name	Session Name	Attendees	Actions
11/12/2024 10:00 AM	Online/Internet/VC [Online/Internet/VC]	Navigating Your Path to Success	DPS Navigating Your Path to Success	Attended(0), Attending(13), Did Not Attend(0)	
10/12/2024 10:00 AM	Online/Internet/VC [Online/Internet/VC]	Navigating Your Path to Success	DPS Navigating Your Path to Success	Attended(0), Attending(21), Did Not Attend(0)	
9/12/2024 10:00 AM	Online/Internet/VC [Online/Internet/VC]	Navigating Your Path to Success	DPS Navigating Your Path to Success	Attended(0), Attending(45), Did Not Attend(0)	

Manage Learning

Manage Catalogue

Manage Learning Assets

Manage Sessions

Add Learning

Assign Learning

Marking

Assignment Submission

Recently Viewed

## Edit Learning Event Session: DPS Navigating Your Path to Success

For Learning Event [Navigating Your Path to Success](#)

Status	<div>Published</div> <div>Setup</div> <div>Published</div> <div>Archived</div> <div>Completed</div> <div>Cancelled</div>
Name*	
Identifier*	
Time Zone*	
Start Date*	11/12/2024 10:00 AM

Extended Information

Must be filled in completely for the system to recover costs. If not completed no cost recovery will be attempted for this session

GL

WBS

Cost Centre

Fund

5

Save Learning Event Session

or Cancel

Recent activities

