

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

If you are sending a customised message regarding the cancellation via MyPL:

Send the email via MyPL.

Update the session status to “Cancelled” 24 hours **after** sending the email (ensuring all the enrolled users to be emailed are still in the session).

Updating the session status to “Cancelled” will notify the enrolled users the session has been cancelled, and they have been placed in the waitlist.

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.

MyPL will notify the enrolled users the session has been cancelled, and they have been placed in the waitlist.

The screenshot shows the MyPL 'Manage Sessions' interface. On the left, a sidebar contains 'Manage Learning' and 'Manage Sessions' (highlighted with a red '2'). The main area has a search bar and a table of sessions. The table has columns for 'Start date and time', 'Location', 'Learning Event Name', 'Session Name', 'Attendees', and 'Actions'. A red callout box with a '3' points to the edit/pencil icon in the 'Actions' column of the first row. Another red callout box with a '1' points to the 'Manage Learning' tab in the top right hamburger menu. A red callout box with a '2' points to the 'Manage Sessions' tab in the sidebar. A red callout box with a '3' points to the edit/pencil icon in the 'Actions' column of the first row. A red callout box with a '1' points to the 'Manage Learning' tab in the top right hamburger menu. A red callout box with a '2' points to the 'Manage Sessions' tab in the sidebar. A red callout box with a '3' points to the edit/pencil icon in the 'Actions' column of the first row. A red callout box with a '1' points to the 'Manage Learning' tab in the top right hamburger menu. A red callout box with a '2' points to the 'Manage Sessions' tab in the sidebar. A red callout box with a '3' points to the edit/pencil icon in the 'Actions' column of the first row.

**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)	

**The session will be visible to you if you have been assigned as Session Support Officer.**

**Select the edit/pencil icon once you have located relevant session to edit.**



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	Published
Name*	<input type="text"/>
Identifier*	Setup
Time Zone*	Published
Start Date*	Archived
	Completed
	Cancelled
	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

