

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

Please note:

- Participants enrolled in the session will be automatically notified by changing the session status to **Cancelled**.
- All participants will be automatically moved into the course waitlist.
- If you wish to send a customised email to participants via MyPL regarding the session cancellation, send the email first.
- Do not update the session status to **Cancelled** until you receive confirmation the customised email was successfully sent out.

1. Select the **Manage Learning** tab from the hamburger menu (top right).
2. Select the **Manage Sessions** tab (top left).
3. Narrow down your search by using a keyword from the Learning Event Name.
4. Select the **Search** button.
5. Select the edit/pencil icon once you have located the relevant session to be cancelled from the **Published** tab.
6. Select the **Cancelled** status from the session **Status** menu.
7. Select the **Save Learning Event Session** to save the session update you made.

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

Published (1)	Completed (1)	Setup (0)	Cancelled (0)		
Start date and time	Location	Learning Event Name	Session Name	Attendees	Actions
5/07/2024 10:00 AM	Online/Internet/VC [Online/Internet/VC]	Empowering SLSOs - Motivational Speaker Series	ESLSO Term 2 - Positive Partnerships & Brave People Solutions	Attended(0), Attending(45), Did Not Attend(0)	[Edit/Pencil]

1-1 of 1 items

Manage Learning

Manage Catalogue

Manage Learning Assets

Enrolments

Manage Sessions

Add Learning

Assign Learning

Approve Learning

Marking

Assignment Submission

Customisable Reports

Recently Viewed

Edit Learning Event Session: ESLSO Term 2 - Positive Partnerships & Brave People Solutions

For Learning Event Empowering SLSOs - Motivational Speaker Series

Status	Published
Name*	<input type="text"/>
Identifier*	Setup Published Archived Completed
Time Zone*	Cancelled
Start Date*	5/07/2024 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 ?	<input type="text"/>
WBS ?	<input type="text"/>
Cost Centre ?	<input type="text"/>
Fund ?	<input type="text"/>

7

Save Learning Event Session or Cancel

Recent activities

