

## Follow the steps below to cancel a class.

- 1. From Learning Administration, open the class.
- 2. In the class, follow the steps below:
  - A. Select Actions.
  - B. Select Cancel.
  - C. Click Next.
  - D. Click Next.
  - E. If desired, click Send Email Notification to User.
  - F. Click Next.
  - G. Click Finish.

	Actions ${\scriptstyle \lor}$	
Send Email Notification		
Resend Registration Email Notifications		
Notify Instructors		
View Roster		
Initiate Surveys		
Add to Learning History		
Close		
Cancel		
Сору		
Delete		

Cancel	-	×
Cancel Class	Help	
> Step 1		
Step 1: Select Class to Cancel		
* - Required Fields	Next	←C
* Class: Q 3790578		
Cancellation Date:  [6/12/2023 (MMIDD/YYYY)		





